

Документ подписан простой электронной подписью  
Информация о владельце:  
ФИО: Сергей Владимирович Давыдов  
Должность: директор  
Дата подписания: 28.10.2024 16:21:22  
Уникальный программный ключ:  
880f7c07c583b07b775f6604a630281b13ca9fd2

**Федеральное государственное бюджетное образовательное учреждение высшего образования  
«РОССИЙСКАЯ АКАДЕМИЯ НАРОДНОГО ХОЗЯЙСТВА И ГОСУДАРСТВЕННОЙ СЛУЖБЫ  
ПРИ ПРЕЗИДЕНТЕ РОССИЙСКОЙ ФЕДЕРАЦИИ»**

**СЕВЕРО-ЗАПАДНЫЙ ИНСТИТУТ УПРАВЛЕНИЯ - филиал РАНХиГС**

**Факультет таможенного администрирования и безопасности  
Кафедра безопасности**

УТВЕРЖДЕН  
решением методической комиссии  
по специальности 40.05.01 Правовое обеспечение  
национальной безопасности  
Протокол от «31» августа 2021 г. № 1

**ФОНД ОЦЕНОЧНЫХ СРЕДСТВ**

**Б1.О.08 Иностранный язык (1 семестр)**

40.05.01 Правовое обеспечение национальной безопасности  
*(код, наименование специальности)*

гражданско-правовая  
*(специализация)*

Юрист  
*(квалификация)*

очная, заочная  
*(формы обучения)*

Год набора – 2021

**Автор(ы)–составитель(и):**

**Ст.преп.кафедры иностранных языков Ильиных Т.В.**

**Ст.преп.кафедры иностранных языков Тарасова К.С.**

**Заведующий кафедрой безопасности:**

**Доцент, кандидат экономических наук Тарасова Т.Н.**

## **СОДЕРЖАНИЕ**

<b>1. Перечень планируемых результатов обучения по дисциплине</b>	<b>Стр.4</b>
<b>2. Оценочные средства по дисциплине</b>	<b>Стр.6</b>
<b>2.1 Текущий контроль</b>	<b>Стр.6</b>
<b>2.2 Промежуточная аттестация</b>	<b>Стр. 90</b>
<b>3. Описание системы оценивания, шкала оценивания.</b>	<b>Стр. 93</b>

## 1. ПЕРЕЧЕНЬ ПЛАНИРУЕМЫХ РЕЗУЛЬТАТОВ ОБУЧЕНИЯ ПО ДИСЦИПЛИНЕ

Код компетенции	Наименование компетенции	Код индикатора достижения	Наименование индикатора достижения
УК ОС 4	Способен применять современные коммуникативные технологии, в том числе на иностранном(ых) языке(ах), для академического и профессионального взаимодействия	УК ОС-4.1	Осуществляет коммуникацию в различных сферах профессиональной деятельности юриста

### Показатели и критерии оценивания компетенций на различных этапах их формирования

Этап освоения компетенции	Показатель оценивания	Критерий оценивания
УК ОС-4.1	знание лексического и грамматического минимума в объеме, необходимом для работы с иноязычными текстами профессиональной направленности и осуществления коммуникации на иностранном языке; умение читать и переводить иноязычную литературу по профилю подготовки, осуществлять коммуникативное взаимодействие на иностранном языке по профессиональной тематике	знает определенный процент тематического вокабуляра; владеет изученным грамматическим и лексическим материалом в объеме, необходимом для адекватного общения в ситуациях профессиональной коммуникации; умеет читать и переводить аутентичную литературу профессиональной направленности

### Содержание и структура дисциплины 1 семестр

№ п/п	Наименование тем (разделов),	Объем дисциплины (модуля), час.				СР	Форма текущего контроля успеваемости, промежуточной аттестации
		Всего	Контактная работа обучающихся с преподавателем по видам учебных занятий				
			Л	ЛР	ПЗ		
Тема 1	Базовая разговорная тема уровня А2 Карьера. Профессиональные темы: Юридические аспекты учреждения хозяйствующих субъектов. Грамматика: Present Simple and Present	27		16		11	УО, Т, ПР, ДСТ, КР

	Continuous Порядок слов в английском предложении, вопросе, виды вопросов, наречия частотности. Местоимения личные							
Тема 2	Базовая разговорная тема уровня А2 Онлайн продажи Профессиональные темы: Юридические аспекты трудовых отношений. Грамматика: Past Simple and Past Continuous. Past Simple and Present Perfect; Present Perfect Continuous and Present Perfect Simple Правильные /неправильные глаголы. Местоимения неопределенно-личные, притяжательные, возвратные и указательные	27			16		11	УО, Т, ПР, ДСТ, КР
Тема 3	Базовая разговорная тема уровня А2 Компании Профессиональные темы: Юридические аспекты ведения международного бизнеса. Грамматика: Future tenses Существительные исчисляемые и неисчисляемые, единственное и множественное число	27			16		11	УО, Т, ПР, ДСТ, КР
Тема 4	Базовая разговорная тема уровня А2 Великие идеи Профессиональные темы: Повторение юридические аспекты ведения бизнеса Грамматика: Повторение грамматических тем семестра	27			16		11	УО, Т, ПР, ДСТ, КР
Промежуточная аттестация								Зачет
ВСЕГО		<b>108</b>			<b>64</b>		<b>44</b>	-

*Т - тестирование, КР - контрольная работа, УО - устный опрос, ПР – перевод, ДСТ – дистанционные задания, Д – дискуссия, КС – кейс (презентация)*

## 2. ОЦЕНОЧНЫЕ СРЕДСТВА ПО ДИСЦИПЛИНЕ

### 2.1 ТЕКУЩИЙ КОНТРОЛЬ.

<b>Тема 1</b>	<b>Базовая разговорная тема уровня А2 Карьера. Профессиональные темы: Юридические аспекты учреждения хозяйствующих субъектов. Грамматика: Present Simple and Present Continuous Порядок слов в английском предложении, вопросе, виды вопросов, наречия частотности. Местоимения личные</b>	<b>УО, Т, ПР, КР, ДСТ</b>
---------------	--	---------------------------

УО - устный опрос

Т - тестирование

ПР – перевод

КР – контрольная работа

ДСТ – дистанционные задания (размещены на платформе lms.ganepa.ru)

УСТНЫЙ ОПРОС:

## Professional Speaking Topic: National Security Issues

### Read and render the texts:

Russia's new, forty-four-page National Security Strategy signed by President Vladimir Putin on July 2 is a remarkable document. It is much more than an update of the previous paper, adopted in 2015. Back then, relations with the West had already sharply deteriorated as a result of the Ukraine crisis, but were still considered salvageable; much of the liberal phraseology inherited from the 1990s was still in use; and the world still looked more or less unified. The current version of arguably the most important Kremlin strategy statement—covering not only national security issues, but a whole range of others, from the economy to the environment, and values to defense—is a manifesto for a different era: one defined by the increasingly intense confrontation with the United States and its allies; a return to traditional Russian values; and the critical importance for Russia's future of such issues as technology and climate.

The strategy lays out a view of a world undergoing transformation and turmoil. The hegemony of the West, it concludes, is on the way out, but that is leading to more conflicts, and more serious ones at that. This combination of historical optimism (the imminent end of Western hegemony) and deep concern (as it is losing, the West will fight back with even more ferocity) is vaguely reminiscent of Stalin's famous dictum of the sharpening of the class struggle along the road to socialism. Economically, Russia faces unfair competition in the form of various restrictions designed to damage it and hold it back; in terms of security, the use of force is a growing threat; in the realm of ethics, Russia's traditional values and historical legacy are under attack; in domestic politics, Russia has to deal with foreign machinations aimed at provoking long-term instability in the country. This external environment fraught with mounting threats and insecurities is regarded as an epoch, rather than an episode.

Against this sobering background, the central feature of the strategy is its focus on Russia itself: its demographics, its political stability and sovereignty, national accord and harmony, economic development on the basis of new technologies, protection of the environment and adaptation to climate change, and—last but not least—the nation's spiritual and moral climate. This inward focus is informed by history. Exactly thirty years ago, the Soviet Union collapsed just as its military power was at its peak, and not as a result of a foreign invasion. Having recently regained the country's great power status and successfully reformed and rearmed its military, the Russian leadership has every reason now to turn homeward to address the glaring weaknesses, imbalances, and inequalities of the country's internal situation.

The paper outlines a lengthy series of measures for dealing with a host of domestic issues, from rising poverty and continued critical dependence on imported technology to the advent of green energy and the loss of the Soviet-era technological and educational edge. This certainly makes sense. Indeed, the recent Kremlin discovery of climate change as a top-tier issue is a hopeful sign that Russia is overcoming its former denial of the problem, along with inordinately exuberant expectations of the promise of global warming for a predominantly cold country. After all, the Kremlin's earlier embrace of digitalization has given a major push to the spread of digital services across Russia.

The strategy does not ignore the moral and ethical aspects of national security. It provides a list of traditional Russian values and discusses them at length. It sees these values as being under attack through Westernization, which threatens to rob the Russians of their cultural sovereignty, and through attempts to vilify Russia by rewriting history. In sum, the paper marks an important milestone in Russia's official abandonment of the liberal phraseology of the 1990s and its replacement with a moral code rooted in the country's own traditions. Yet here, the strategy misses a key point at the root of Russia's many economic and social problems: the widespread absence of any values, other than purely materialistic ones, among much of the country's ruling elite. The paper mentions in passing the need to root out corruption, but the real issue is bigger by an order of magnitude. As each of President Putin's annual phone-in sessions with the Russian people demonstrates—including the most recent one on June 30—Russia is governed by a class of people who are, for the most part, self-serving, and do not care at all for ordinary people or the country, instead focusing single-mindedly on making themselves rich on the job. Money—or rather Big Money—has become that group's top value, and the most corrosive element in today's Russia. Therein lies perhaps the biggest vulnerability of modern Russia.

On foreign policy, the strategy is fairly elliptic, but it gives a hint of what the upcoming Foreign Policy Concept might include. The United States and some of its NATO allies are now officially branded unfriendly states. Relations with the West are de-prioritized and those countries ranked last in terms of closeness, behind former Soviet countries; the strategic partners China and India; non-Western institutions such as the Shanghai Cooperation Organization, BRICS, and the Russia-India-China trio; and other Asian, Latin American, and African countries. In addition to U.S. military deployments and its system of alliances, U.S.-based internet giants with their virtual monopoly in the information sphere, and the U.S. dollar that dominates global finances are also seen as instruments of containing Russia.

Overall, the 2021 Russian National Security Strategy seeks to adapt the country to a still interconnected world of fragmentation and sharpening divisions, in which the main battle lines are drawn not only—and not even mostly—between countries, but within them. Victories will be won and defeats suffered largely on domestic turf. Accordingly, it is the Home Front that presents the greatest challenges, and it is there that the main thrust of government policies must be directed.

The national security of the Russian Federation is understood to mean the security of its multinational people, in whom reside sovereignty and the sole source of authority in the Russian Federation.

### **RUSSIA IN THE WORLD COMMUNITY**

The situation in the world is characterized by a dynamic transformation of the system of international relations. Following the end of the bipolar confrontation era, two mutually-exclusive trends took shape. The first of these trends shows itself in the strengthened economic and political positions of a significant number of states and their integrative associations and in improved mechanisms for multilateral management of international processes. Economic, political, science and technological, environmental and information factors are playing an ever-increasing role. Russia will facilitate the formation of an ideology of establishing a multipolar world on

this basis. The second trend shows itself in attempts to create an international relations structure based on domination by developed Western countries in the international community, under US leadership and designed for unilateral solutions (including the use of military force) to key issues in world politics in circumvention of the fundamental rules of international law. The formation of international relations is accompanied by competition and also by the aspiration of a number of states to strengthen their influence on global politics, including by creating weapons of mass destruction. Military force and violence remain substantial aspects of international relations. Russia is one of the world's major countries, with centuries of history and rich cultural traditions. Despite the complex international situation and its own temporary difficulties, Russia continues to play an important role in global processes by virtue of its great economic, scientific, technological and military potential and its unique strategic location on the Eurasian continent. There are prospects for the Russian Federation's broader integration into the world economy and for expanded cooperation with international economic and financial institutions. The commonality of interests of Russia and other states is objectively preserved in many international security problems, including opposing the proliferation of mass destruction weapons, settling and preventing regional conflicts, fighting international terrorism and the drugs trade, and resolving acute ecological problems of a global nature, including nuclear and radiation safety.

At the same time, a number of states are stepping up efforts to weaken Russia politically, economically, militarily and in other ways. Attempts to ignore Russia's interests when solving major issues of international relations, including conflict situations, are capable of undermining international security, stability, and the positive changes achieved in international relations.

Terrorism is transnational in nature and poses a threat to world stability. This issue has exacerbated sharply in many countries, including in the Russian Federation, and to fight it requires unification of efforts by the entire international community, increased effectiveness of existing ways of countering this threat, and also urgent action to neutralize it.

## **Professional Speaking Topic LEGAL ISSUES OF BUSINESS INCORPORATIONS**

### **1) Discuss these questions with a partner.**

1. What are the main types of company?
2. What are the features of each different type of company?

### **2) A client, Charles, is asking his lawyer, Kate, about setting up a company in the UK. Listen to the first part of the discussion and answer these questions.**

Kate: Good afternoon, Charles. What can I do for you?

Charles: Well, I'm interested in setting up a company, but I'm not too sure what this involves, as I'm really new to all this. I've decided to go out on my own after all these years of working for another company.

K: OK, so what type of business do you have in mind? I presume that it's got something to do with what you've been working in - it's engineering, isn't it?

C: Yep, that's right, but I've been travelling a lot recently in Africa, and myself and my two brothers have decided to set up a company to supply water-drilling equipment and training for under-resourced countries. We have the knowledge and the expertise, so we've decided that this is what we want to do. It'll mean that we'll be tendering for jobs with various government departments and EU funders and donors, so we want to make sure that we have all the paperwork done professionally.

1. Has Charles been involved in setting up a company before?
2. What is Charles's business?
3. Where does Charles want to set up his business?
4. What will the company do?
5. Who will its main competition be?

### **3) Read Kate's explanation about the different types of company. Check your ideas from the Lead-in.**

In essence, there are four main types of company. First, we have a private company limited by shares, which has a share capital. The liability of each member is limited to the amount unpaid on shares that a member holds. A private company cannot offer its shares for sale to the general public. Then there's a private company limited by guarantee. In this company, members do not make any contribution to the capital during its lifetime, as they do not purchase shares, and the member's liability is limited to the amount that they each agree to contribute to the company's assets if it is wound up. Thirdly, there's a private unlimited company. Here, the company may or may not have a share capital, and there is no limit to the members' liability. Because of this, the company has to disclose less information than other types of companies. Finally, there is the public limited company. This type has a share capital, and the liability is limited to the amount unpaid on shares that a member holds.

A public limited company may offer its shares for sale to the general public and may also be quoted on the stock exchange.

### **4) Cover the text in Exercise 2. Write brief notes about each of the four different types of company. Use these words.**

GENERAL LIABILITY LIMITED PRIVATE SHARE PUBLIC

**Compare with a partner and check against the text in Exercise 2.**

### **5) Discuss what you think are the advantages and disadvantages of the different types of company. Which type of company do you think would be most suitable for Charles? Why?**

### **6) Use these facts (a-h) to complete the table below summarizing the different types of business entities.**

**a** Articles of Association must be clearly set out and filed with the appropriate authority.

**b** Can terminate on death, **c** Legal fees of registration

- d May be dissolved, depending on the agreement terms.
- e Minimal cost
- f Names of partners need not be disclosed to public.
- g Same as general partnerships, except that the interests are usually deemed securities.
- h Shared or centralized, depending on agreement

type of company factors	sole proprietorship	general partnerships	limited partnerships	limited liability
ease of formation	No legal formalities	Written document not required, but usually advisable.	Certificate of Limited Partnership must be signed by all partners. May be some filing requirements.	(7)
cost of formation	(1)	Drafting the partnership agreement and official recording.	Time-consuming drafting and associated costs.	(8)
raising capital	Personal responsibility -	Loans to partnership and partners' own capital contributions are main sources.	(5)	Flexibility in raising capital.
management and control	Centred in one person	(3)	General partners, but limited partners must be excluded from control to retain limited liability.	Can have a board of directors with extensive powers.
owners' liability	Owner subject to personal liability for obligations and liabilities	Partners usually share risks, according to the partnership agreement.	General partners have unlimited liability; limited partners are limited to loss of their agreed capital contribution.	Liability is limited to the original capital investment of the members and formalities have to be followed.
continuity of business	(2)	(4)	No guarantee of unlimited duration. May be dissolved due to loss of limited partners.	Dissolution process needs to be stated, as statutory requirements apply.
other advantages	Freedom to do business anywhere without restrictions	Ease of operation, as terms are agreed between the partners.	(6)	Most flexible of entities, as members can set out their terms of operation, though they are regulated by statute.

7) Quickly read the three extracts below, ignoring the gaps. Then match each extract (A-C) with one of these types of document (1-3).

AN AGREEMENT  
AN EC RECOMMENDATION  
A STATUTE

Which modal verbs are typically used in each type of document?

**Extract A**

The structure of directors' remuneration should promote the long-term (1) \_\_\_\_\_ of the company and ensure that remuneration is based on performance. Variable components of remuneration should therefore be (2) \_\_\_\_\_ to predetermined and measurable performance criteria, including criteria of a (3) \_\_\_\_\_ nature. Limits should be set on the variable components of remuneration. Significant variable components of remuneration should be deferred for a (4) \_\_\_\_\_ period, for example, three to five years, subject (5) \_\_\_\_\_ performance conditions. Further, companies should be able to reclaim variable components of remuneration that were paid on the basis of data, which proved to be (6) \_\_\_\_\_ misstated.

**Extract B**

The memorandum of a company limited by guarantee must (7) \_\_\_\_\_ state that each member undertakes to (8) \_\_\_\_\_ to the assets of the company in the event of its being wound up (9). . he is a member, or within one year after he ceases to be a member, for payment of the debts and liabilities of the company contracted before he ceases to be a member, and of the costs, charges and debts of winding up, and for (10) \_\_\_\_\_ of the rights of the contributories among themselves, (11) \_\_\_\_\_ amount as may be required, not exceeding a (12) . amount.

**Extract C**

The partners shall have equal rights in the management of the partnership business, and each partner shall (13) \_\_\_\_\_ their entire time to the conduct of the business. Without the (14) \_\_\_\_\_ of the other partner, neither partner shall (15).. \_\_\_\_\_ behalf



of the partnership borrow or lend money, or make, deliver, or accept any (16) paper, or execute any mortgage, security agreement, bond, or lease, or purchase or contract to purchase, or sell or contract to sell any property for or of the partnership (17) than the type of property bought and sold in the regular course of (18) business

**8) Work in pairs. Read the extracts again and complete the gaps with the words below. Think about the types of words you need to fit the grammar of the sentences.**

**Extract A:** certain linked manifestly non-financial sustainability to

**Extract B:** adjustment also contribute specified such while

**Extract C:** commercial consent devote its on other

**9) Imagine you are rewriting the extracts above in plain English. How would you replace these words?**

**Extract A** 1 remuneration 2 ensure 3 significant 4 deferred 5 further 6 reclaim 7 manifestly

**Extract B** 8 undertakes 9 ceases 10 exceeding

**Extract C** 11 their entire time 12 execute 13 purchase

**10) You are going to read about roles in company management. Before you read, discuss with a partner what you know about these roles.**

a shareholder 2 a director 3 the company secretary

Shareholders - or 'members' - of a company are those people who have legal ownership of a share and appear in the company's register. These people may not actually have beneficial ownership, but simply be a 'nominee'. However, unless otherwise stated in the company's articles, only the shareholder himself can exercise the rights attached to holding his shares. These include the right to vote and to receive dividends. They also include the ability to enforce rights against the company. It is the shareholders who own a company, and they control what the company does. They can appoint and remove directors and change the company articles. A shareholder's rights are set out in the articles and supported by the Companies Act.

The directors of a company are chosen by the shareholders, and their job is to manage the company and decide general policy. In smaller companies, directors themselves choose how long to remain in position, unless they are forced out. In larger, listed companies, however, it is normal for directors to retire and stand for election annually at the AGM. This is usually a formality. The law states that all directors of listed companies should stand for re-election at least every three years. Directors act on behalf of the shareholders and should never use the company's assets as they wish. To this end, their powers to run the company are limited by law and the company's constitution. A company will have both executive and non-executive directors. The difference is that whereas the executive director is employed by the company and given specific contractual duties, the non-executive director is not an employee and receives a fee rather than a salary. He is not usually full time and is not involved in the day-to-day running of the company. Both types of director, however, have the same legal responsibilities. Certain people, such as the under-sixteens and bankrupts, are not allowed by law to become directors of a company, but the upper age limit of 70 has recently been removed.

The Company Secretary is the chief administrative officer of a company and is appointed or removed by the board of directors. He will normally have appropriate formal qualifications, relevant experience and expertise. He is responsible to the whole board, not only the Chairman or Chief Executive. The role is very important in a company, and the duties are wide ranging and can change from one company to another. Generally, the Company Secretary is responsible for accounting and finance and dealing with personnel. However, with recent increased interest in corporate governance, the Company Secretary is now seen as the guardian of the company's compliance with both law and best practice. This includes responsibility for compliance with employment legislation, security of documentation, insurance, etc.

**11) Read the text again and decide whether these statements are true or false.**

1. People with beneficial ownership have the same rights as shareholders.
2. Directors are answerable to the shareholders.
3. Directors of all companies must stand for re-election every three years.
4. Both executive and non-executive directors are employees of a company.
5. People over 70 can continue to be directors.
6. The Company Secretary is chosen by the shareholders.
7. The Company Secretary's responsibilities are to the Chairman or Chief Executive.
8. It is the Company Secretary's job to ensure that the company complies with legislation.

**12) Charles's lawyer, Kate, is giving him some more advice about what type of company he should form. Here are some of the things he mention, discuss what you know about each of them.**

1. community interest company
2. asset lock
3. Memorandum of Association
4. Articles of Association

K: In my opinion, you should be thinking about forming a private company. And if so, then I think you should give some thought to being a CIC - a community interest company. This could well be appropriate for your requirements. There is, however, a feature known as *asset lock*, which means that its assets and property must be applied for the objects of the company only. So it would depend

on whether you are in this to make money or for a community interest - that's up to you to decide. There are also specific rules about inward investment, such as limited dividends and limited interests payable on loans. One other thing to remember is that a private unlimited company cannot be a CIC.

C: OK, thanks. I'll go and have a chat with Joe and Henry about this. It would be really useful if you could send us some more detailed information on our options. We can go through it and then we'll put our heads together and decide which company would be the best for what we want to do. Then we'll come back to you and maybe you can set the necessary paperwork in motion for us. Is there a lot involved?

K: No, not really. Once you've made a decision about the type of company, then it's a matter of drafting the Memorandum of Association, with the various objects of the company, and the Articles of Association, with the rules for the running and regulation of the internal affairs of the company - though there are special requirements relating to Memoranda of Association for community interest companies, so I'll have to look into this further. I'll send you the information you need ... then if you come back to me as soon as you've made a decision. I'll get going on some outline drafting. We can have another meeting then.

C: OK, I'll get back to you before the end of the week.

**13) Who says each of the phrases, Charles (C) or Kate (K)? In each case, what are they referring to?**

1. You should be thinking about...
2. You should give some thought to ...
3. This could well be appropriate for ...
4. That's up to you to decide.
5. It would be really useful if you could send us...
6. We can go through it.
7. We'll put our heads together.
8. You can set the necessary paperwork in motion.
9. I'll have to look into this further.
10. If you come back to me ...
11. I'll get going on ...

**14) Discussion**

<p><b>Below is Charles's letter to Kate with queries about setting up a community interest company. What questions do you think he will ask? Read the letter to check.</b></p>	<p><b>Kate has made the following notes about CICs. Use them to write a letter to Charles, answering his questions. Remember to expand and link the notes in your letter. You will have to be selective about the notes you use.</b></p>
<p>Dear Kate,  Further to our conversation at your office last week, I've been speaking to my brothers, and we've got a few questions about the community interest company. We're not sure whether what we're hoping to do will actually qualify as a community interest company.  As I told you, we want to set up an engineering company to provide waterdrilling equipment, training and expertise to those in developing countries.  So, we need to know whether such a company can only operate for the benefit of a community in the UK. Secondly, how do they actually define 'community' for the purposes of a community investment company? Does the community extend to those in developing countries? Thirdly, how does such a company differ from an ordinary company? Fourthly, how are CICs financed, and are there any restrictions on financing them? Finally, what are our duties to members, third parties and to Companies House?  As soon as you have this information, we would be grateful if you could send it on to us so that we can make an informed decision.  I look forward to hearing from you at your convenience.  Best wishes,  Charles</p>	<p>Registration  Memorandum and Articles of Association for CIC must have letters 'CIC' at end of name  must have an asset lock in Articles of Association - property and assets - used solely or mainly for objects - can't be disposed of except to charity or other CIC  big difference to other companies - cap on distribution of profits to investors as dividends  managed by directors - only limited powers to members or shareholders  reasonable limits on directors' salaries and benefits - must make operating for the 'benefit of the community' transparent</p> <p>Benefit of community  regulator decides each application  support of community projects - considered  contracting to provide services - use surpluses for benefit of community</p> <p>Community  residents of town or district  people in town or district with needs  groups of people overseas in developing countries with needs  not family; group of friends; employees of particular business; members of club</p> <p>Financing  access to grants and soft loans - not available to private-sector business  self-financing - inward investment and trading - issues of shares with limited dividends - loans with limited interest - issuing debentures secured on its assets</p>

	Duties to members act honestly - conduct business with reasonable degree of care and skill prepare annual reports - directors must declare personal financial interests in company's dealings - all directors must act within their powers and the objects of the company
--	---

**15) Read the first part of an article about company meetings.**

**For each question 1-6, choose the best word or phrase to fill each gap from A, B, C or D below.**

**Board meetings**

The articles of a company will (1) the management of the company to its board of directors. The board will act collectively, meeting regularly to consider and decide (2) affecting the company.

How those board meetings are run is a matter (3) for the articles and for the board itself to decide. Unlike shareholders' meetings, which are more tightly regulated, board meetings are generally (4) of legislative interference.

So there is nothing in statute about the notice to be given for board meetings. Any director or the secretary can call a board meeting and, unless the articles or a previous board meeting have stipulated the length of notice to be given, the only (5) is that it be reasonable.

What is reasonable will depend on the type of company and its past practice. For a private company where all directors are already on site, reasonable notice may be a few hours or even minutes; for a large international company with directors scattered over the globe and non-executives with other responsibilities, board meetings will be fixed a year or more in (6). Again, unless the articles or a board resolution say anything to the contrary, the notice can be written or oral and need not detail an agenda for the meeting.

1	A	pass	B deliver	C delegate	D convert
2	A	ideas	B issues	C problems	D influences
3	A	largely	B mostly	C preferably	D importantly
4	A	absent	B unrestricted	C free	D closed
5	A	need	B restriction	C requirement	D demand
6	A	advance	B future	C anticipation	D ahead

**16) Read the second part of the article about company meetings.**

**For questions 7-12, choose the best word or phrase to fill each gap from A, B, C or D below.**

**Notice**

All shareholders are entitled to receive written notice of a meeting unless the articles say (7).. (a smaller company's articles may often state that notice is only to be given to those shareholders who have provided a UK address to the company). In (8) ,notice of a general meeting must also be given to each director ((9) a shareholder or not)

and to the auditors - a point that can often be missed. The articles will state how notice can be given to shareholders, and it is important that their provisions are followed: failure to do so can (10) the notice, the meeting and the resolutions passed at it.

Legislation introduced in 2000 allows notices to be sent electronically (by email or fax) if a shareholder is in (11). Since January 2007, a company has also been able to use a website.

Documents and information to be sent to shareholders can be posted on a website if a shareholder resolution allowing this has been passed (or the articles permit it). Shareholders can (12) out and still require hard copies through the post. In any event, each time a document is put on the website, shareholders must be told, usually by hard-copy letter.

7	A	alternatively	B opposite	C otherwise	D	different
8	A	extra	B fact	C advance	D	addition
9	A	if	B whether	C maybe	D	conditionally
10	A	negate	B illegalize	C invalidate	D	deny
11	A	acceptance	B agreement	C understanding	D	accord
12	A	choose	B make	C opt	D	go

**УСТНЫЙ ОИРОС**

**Basic Speaking Topic: CAREER**

**1) Answer the questions:**

1. What is the aim of job interviews?
2. What do you do before a job interview?
3. What experience do you have of job interviews?
4. What's the best way to pass a job interview?
5. What should you wear to a job interview?
6. Why do people get nervous in job interviews?
7. What difficult questions have you in an interview?
8. Is it important to ask questions in interviews?

9. How did your last job interview go?
10. What was your first job interview like?
11. How should you sit in a job interview?
12. How do you sell yourself in an interview?
13. Should you make jokes in a job interview?
14. How can you practice for job interviews?
15. How do you feel after a job interview?

**2) Read these recommendations of how to prepare for the job interview. Put them in the order of priority. Explain your choice.**

1. Arrive at the office at least ten minutes early so that you can enter the company exactly on time.
2. Check your privacy settings on social media so that you can control who has access to your page
3. Feel relaxed
4. Make sure you've got a contact telephone number so that you can call if you get delayed on the way.
5. Spend some time thinking about how you might answer questions and answer directly
6. Take a copy of your resume and examples of your work with you.
7. Wear smart, formal clothes

**3) Read the text and do the tasks after each paragraph**

#### NEW TREND IN RECRUITMENT

1) A growing number of companies, from General Motors Corp to American Express Co., are no longer satisfied with traditional job interviews. Instead, they are requiring applicants for many white-collar jobs - from top executives down - to have to a series of paper-and-pencil tests, role-playing exercises and simulated decision-making exercises. Others put candidates through a long series of interviews by psychologists. The tests are not about mathematics or grammar, nor about any of the basic technical skills for which many production, sales and clerical workers have long tested. Rather, employers want to evaluate candidates on other qualities: Is she creative and entrepreneurial? Can he lead and coach? Is he flexible and capable of learning? Does she have passion and a sense of urgency? How will he function under pressure? Most important, will the potential recruit fit the corporate culture?

*Now say what qualities the questions check:*

1. *Ambition*
2. *Stress-resistance*
3. *Authority*
4. *Adaptation*
5. *Ability to work in a team*
6. *Enthusiasm*

2) These tests, which can take from an hour to two days, are all part of a trend. Companies are getting much more careful about hiring. Ten years ago, candidates could win a top job with the right look and the right answers to questions such as 'Why do you want this job?'. Now, many are having to face questions and exercises intended to learn how they get things done. They may, for example, have to describe in great detail not one career accomplishment but many - so that model of behavior can be clear.. They may face questions such as 'Who is the best manager you ever worked for and why?' or 'What is your best friend like?'. The answers, psychologists say, show much about a candidate's management style and about himself or herself.

*Now decide what these questions evaluate – model of behavior // management style // about himself*

1. *Describe a time when you had to coordinate the work of other people.*
2. *How do you behave when you meet new people?*
3. *If you could invite three people (living or dead) to a dinner party, who would you invite?*
4. *In what past situations have you shown strategic thinking?*
5. *Tell me about the last time you laughed at yourself*
6. *Tell us about a recent time when you had to adapt to a major change.*
7. *Tell us about a recent time when you questioned or challenged a way of working.*
8. *What would make a perfect evening or you?*

3) A) The reason for such hiring style is clear: about 35 percent of recently hired managers are failures. B) The cost of bringing the wrong person on board is sometimes huge. C) Searching and training can cost from \$5000 for a lower-level manager to \$250,000 for a top executive. D) Years of corporate downsizing has also increased the potential damage that one bad executive can do. E) With the pace of change in markets and technology, companies want to know how an executive will perform, not just how he or she has performed. F) Years ago, employers looked for experience - has a candidate done this before? G) But having experience in a job does not guarantee that you can do it in a different environment.

*Now fill in the missing sentences into the text:*

1. *A bad manager can cause major damage to his team and the company as a whole. Employees feel unsupported, undirected, confused, unmotivated. The business functioning may slow down and become inefficient.*
2. *A technological revolution in the business world gives companies analytical algorithms to predict the employee characteristics for good/bad performance*

3. *The main costs of this mistake fall into three groups. The first is the opportunity cost - delay in bringing someone on board to cover a sales territory. The second is the lost investment in the dismissed reputation. The third category is the cost of finding a replacement.*

4) At this point, some companies do not use this practice. They do not see the need that such testing is worth the cost. But human-resource specialists say that white-collar testing is growing in popularity. What has brought so many employers to testing is the limitations in the usual job interview. With so little information on which to make a hiring decision, most people hire people they like, rather than the most competent person. Research has shown that most decision makers make their hiring decisions in the first five minutes of an interview and spend the rest of the time rationalizing their choice. Besides, with advice on how to land a better job many people are learning to play the interview game.

*Now say if the following is a limitation of a job interview*

1. Interview can test personality.
2. Interview cannot judge the skill and ability of a candidate for the job.
3. Interviewer is always not an expert of the situation or of the job to be offered
4. Interviews allow more detailed questions
5. Interviews give people an opportunity to express their opinions in their own words
6. The result of interview depends on the personal judgment of the interviewer

5) But companies that have not started extensive testing have changed their hiring practices. Many now do background checks, for example, looking for signs of drug use, violence or sexual harassment. More comprehensive testing aims to measure skills in communications, analysis and organization, attention to detail and management style; personality traits and motivations that predicts performance.

*Now write 3 more sentences about testing the job seekers*

- 1.
- 2.
- 3.

#### **4) Answer the questions**

- 1) How have the recruitment practices changed?
- 2) Does the change refer to manual work or office work?
- 3) What do applicants undergo nowadays?
- 4) What qualities do employers want to evaluate?
- 5) What tests do applicants have to face now?
- 6) How have the recruitment practices changed?
- 7) What do applicants have to undergo nowadays?
- 8) What qualities do employers want to evaluate?
- 9) What tests do applicants have to face now?
- 10) What are the reasons for the new ways of hiring?
- 11) How has the approach to experience of the applicants changed? Why?
- 12) What do human resources specialists say about these new practices?
- 13) How have the companies toughened hiring practices?
- 14) What is the aim of such comprehensive testing?

#### **5) Read the text and decide if the following statements are true or false**

- 1) Traditionally, candidates for executive positions have been evaluated on their technical skills.
- 2) The principal aim of testing is to find out how candidates have performed in the past.
- 3) Today, choosing the wrong person for a position can have more serious consequences than ten years ago.
- 4) Most interviewers select candidates for their professional abilities.
- 5) Candidates are now better prepared for interviews than they were in the past.

#### **6) Match the number of paragraphs and the titles**

- 1) Dangers of bad hiring
- 2) Focus of performance prediction
- 3) Limitations of traditional interview
- 4) New approach to job interviews
- 5) Questions to learn how they get things done

#### **7) Lexical collocations - Match columns A and B**

- |                 |                |
|-----------------|----------------|
| 1) sense of     | accomplishment |
| 2) attention to | behavior       |
| 3) background   | candidates     |
| 4) career       | checks         |

- |                      |             |
|----------------------|-------------|
| 5) corporate         | culture     |
| 6) decision          | detail      |
| 7) different         | downsizing  |
| 8) evaluate          | environment |
| 9) fit the corporate | jobs        |
| 10) capable of       | learning    |
| 11) function under   | makers      |
| 12) hiring           | performance |
| 13) model of         | practices   |
| 14) paper-and-pencil | pressure    |
| 15) personality      | tests       |
| 16) predict          | traits      |
| 17) white-collar     | urgency     |

**8) Fill in the missing words (see in the left column)**

Applicants for many \_\_\_\_\_ jobs do a series of paper-and-pencil tests and role-playing exercises. Employers want to \_\_\_\_\_ candidates on other qualities - how a manager will perform, not just how he or she has performed. Candidates \_\_\_\_\_ questions and exercises intended to learn how they get things done. Human-\_\_\_\_\_ specialists say that white-collar testing is growing in popularity.

Companies are getting much more careful about \_\_\_\_\_. The reason for such hiring style is clear: one bad \_\_\_\_\_ can do a lot of damage. The companies involve psychologists to analyze a candidate's \_\_\_\_\_ style and about himself or herself. Searching and \_\_\_\_\_ employees can cost from to \$250,000, but the new hiring practice pays.

Many companies are no longer satisfied with traditional job \_\_\_\_\_. Most decision makers make their hiring \_\_\_\_\_ in the first five minutes of an interview. And nowadays even inexperienced people know how to \_\_\_\_\_ the interview game. Everyone can find advice on how to \_\_\_\_\_ a better job. So it's better to put \_\_\_\_\_ through a long series of interviews

EVALUATE  
FACE  
RESOURCE  
WHITE-COLLAR  
  
EXECUTIVE  
HIRING  
MANAGEMENT  
TRAINING  
CANDIDATES  
DECISIONS  
INTERVIEWS  
LAND  
PLAY

**9) Multiple choice - lexical collocations**

- Many companies do \_\_\_\_\_ checks, for example, looking for signs of drug use, violence or sexual harassment.
 

a) history	b) background	c) deep	d) failures
------------	---------------	---------	-------------
- Applicants describe their career \_\_\_\_\_ to show their model of behavior
 

a) accomplishment	b) hiring	c) popularity	d) competent
-------------------	-----------	---------------	--------------
- Applicants for many \_\_\_\_\_ jobs do a series of simulated decision-making exercises.
 

a) career	b) role-playing	c) corporate	d) white-collar
-----------	-----------------	--------------	-----------------
- Comprehensive testing aims to \_\_\_\_\_ personality traits and motivations that predict performance.
 

a) measure	b) make	c) grow	d) play
------------	---------	---------	---------
- Comprehensive testing shows if the potential \_\_\_\_\_ fits the corporate culture
 

a) guarantee	b) rationalize	c) recruit	d) predict
--------------	----------------	------------	------------
- Corporate \_\_\_\_\_ increased the potential damage that one bad manager can do
 

a) environment	b) accomplishment	c) downsizing	d) evaluate
----------------	-------------------	---------------	-------------
- Employers look for candidates who have passion and a sense of \_\_\_\_\_
 

a) pressure	b) corporate	c) traditional	d) urgency
-------------	--------------	----------------	------------
- Having experience in a job does not guarantee that you can do it in a different \_\_\_\_\_.
 

a) environment	b) experience	c) choice	d) interview
----------------	---------------	-----------	--------------
- Many production, sales and clerical workers have tested their basic technical \_\_\_\_\_.
 

a) downsizing	b) skills	c) comprehensive	d) personality
---------------	-----------	------------------	----------------
- Most decision-maker hire people they like, rather than the most \_\_\_\_\_ person
 

a) violence	b) competent	c) motivation	d) performance
-------------	--------------	---------------	----------------

**10) Paraphrase the sentences, using the words from the text**

- A wide range of companies reject common-way job interviews.
- Many candidates for office work do a lot of tests
- The companies need to assess performance and corporate qualities of applicants.
- Comprehensive tests last several days.
- The applicants explain their career achievements to show how they behave
- The price of selecting the wrong person is very high.
- The employees want to understand the future performance of the candidates.
- If a candidate has job experience, it does not mean he will successfully apply it in future.
- Traditional job interviews have a lot of disadvantages.
- There are many recommendations to pass the job interview.

**11) These are typical questions at a job interview. Try to answer them.**

1. Are you a good team player?
2. Do you get on well with other people?
3. Have you had problems working with a manager?
4. How much do you want this job?
5. How well does your personality fit this job?
6. Is there anything you want to ask me?
7. What are your goals for the future?
8. What are your strengths and weaknesses?
9. What can you contribute to this company?
10. What do you do in stressful situations?
11. What do you know about this company?
12. What do you want to learn from this job?
13. What qualifications do you have for this job?
14. What skills do you have for this job?
15. What things about this job are difficult?
16. Where do you see yourself in five years?
17. Why are you applying for this job?
18. Why did you quit your last job?

**12) What should you do to get ahead in your career? Choose the four most important tips. Compare your ideas and agree on the final choice.**

- Change companies often
- Use charm with your superior
- Attend all meetings
- Go to your company's social functions
- Be energetic and enthusiastic at all times
- Be the last to leave work every day
- Find an experienced person to give you help and advice
- Study for extra qualifications in your free time

**13) TEN WAYS TO IMPROVE YOUR CAREER – explain why this tip will work**

1. Make a list of your priorities and outline your tasks for the day. Write down your short- and long-term goals, evaluate your progress frequently and stay focused
2. Are you really present? You may physically be at work, but are you there mentally?
3. Learn how to work through others. Delegating tasks is an important skill to master at any level.
4. Always look for opportunities to broaden your skills. For example, you can attend professional development seminars.
5. Socialise with colleagues. This will help you learn about what's happening in other departments
6. Create your own goals. Determine where you want to be professionally and what skills you need to reach that goal.
7. Be comfortable with being uncomfortable. Accept challenges that force you to try something new
8. Be clear about what you want. If you believe you deserve promotion, ask for one.
9. Take time off and relax. Attending to your personal life and doing things that make you happy will help your performance at work.
10. Seek satisfaction. If you're disappointed by your current career, look for ways to transform your job into more of what you want. If this does not solve the problem, maybe it's time to look for a new position.

**14) Which tip each of the following sentences could be added to.**

1. These are also a great way to network with influential people.
2. Each day, take a small step that brings you closer to that target.
3. If your boss refuses, ask him or her what you need to achieve in order to qualify for one.
4. It will also establish you as a team player within the company.
5. Pay attention to every single task that you do. You may discover a secret talent or a hidden passion.

**15) Sort out the stages of a job interview into the correct order. Write down 3 questions of an interviewer for each stage.**

*After New Insights into Business*

1. The candidate asks questions for about 5 or 10 minutes
2. The candidate is asked what he/she knows about the job and the company
3. The interviewer asks more general questions about the candidate's life, and adds one or two trick questions at the end of the interview
4. The interviewer gives the candidate his views on the job and the company
5. The interviewer greets the candidate and brings him into the office
6. The interviewer is informed that the candidate has arrived
7. The interviewer reviews the CV

**16) What questions were asked to get the answer:**

1. The most important thing when interviewing a candidate is his character, his ability to react, his intelligence and his suitability for the position.
2. It doesn't influence the decision. It is important that the candidate is well presented, has a good manner, because that shows a lot about his personality.
3. Normally the candidate had at least one or maybe two interviews with other members, more junior, member of staff before he gets to my level
4. The person is concerned to have a fairly good knowledge of what the company does and what he's going to be expected to do
5. If the candidate does not give an impression of understanding then he fails.
6. The major way a candidate goes wrong is agreeing with everything you say
7. Yes I agree with that. Sometimes I ask stupid questions in which I want a 'no' answer and if he continues to say 'yes' then he goes down,
8. The first thing is listen, secondly, ask the right questions, and thirdly, perhaps the most important, o create the right relationship
9. In most cases if managers are not good and don't know what they want, they're not going to be employed.

**17) Complete the sentence:**

1. The white-collar testing is growing in popularity because
2. The questions that show much about a candidate's management style are
3. Years ago, employers looked for experience, but now
4. The limitations in the usual job interview are
5. Hiring practices involve background checks, because
6. Companies are getting much more careful about hiring, because
7. Role-playing and simulated decision-making exercises can include
8. If a company thinks that the testing is worth the cost,
9. With advice on how to land a better job many people are learning to play the interview game, that's why
10. Research has shown that most decision makers make their hiring decisions in the first five minutes of an interview, but

**18) Make up stories, using the key words**

1. few good questions // a sense of urgency // attention to detail
2. avoid being late // background checks // be confident
3. bringing the wrong person on board // career accomplishment // competent person
4. comprehensive testing // concentrate on breathing slowly // corporate downsizing
5. creative and entrepreneurial // decision makers // different environment
6. evaluate candidates // excited and nervous about the interview // extensive testing
7. face questions and exercises // First impressions // fit the corporate culture
8. function under pressure // get things done // great a risk of disaster
9. human-resource specialists // important to prepare // interview people on a regular basis
10. lead and coach // limitations in the usual job interview // look into the interviewer's eyes
11. overcome this problem // panel of three interviewers // paper-and-pencil tests
12. personality traits // play the interview game // potential damage

**ТЕСТИРОВАНИЕ (Legal Topic)**

Q. Which of the following is the definition for sole proprietorship  
 business investment that involves renting or leasing another successful  
 business model business owned and run by a single person  
 business owned and operated by two or more people  
 form of business organization recognized by law as a separate legal entity

Q. Which of the following is the definition for Corporation?  
 business investment that involves renting or leasing another successful  
 business model business owned and run by a single person  
 business owned and operated by two or more people  
 form of business organization recognized by law as a separate legal entity

Q. Which of the following is the definition for Partnership?  
 business investment that involves renting or leasing another successful business model  
 business owned and run by a single person  
 business owned and operated by two or more people  
 form of business organization recognized by law as a separate legal entity

Q. Which of the following is an advantage of a sole proprietorship  
 easy to start up  
 Decisions do not require the approval of a co-owner, boss, or other "higher-up"



the owner can keep the profits of successful management without having to share them with other owners.  
All of these

Q. Which of the following is a disadvantage of a sole proprietorship?

it is easy to start  
personally and fully responsible for all losses and debts of the business.  
requires a partner  
it is easy to raise the financial capital to start

Q. Which of the following is an advantage of a partnership?

they are hard to start  
management is hard between two or more people  
partnerships can usually attract financial capital/money more easily than proprietorships.  
They are inefficient.

Q. Which of the following is a disadvantage of a partnership?

Unlimited Liability  
All partners liable for the debts of the others  
Partnership dissolved on death of one partner  
all the options are disadvantages

Q. Which of the following is an advantage of a corporation?

All of these are advantages.  
ownership rights easily transferable  
It's a separate entity from individual  
unlimited/continuous life

Q. Those who buy or use goods or services for their own use, rather than for resale.

Buyers  
Sellers  
Consumers

Q. An organization (like Microsoft) whose public stock shares are offered on a stock exchanged

Public Corporation  
Private Corporation

Q. An association of two or more persons who carry on a business for profit

Sole Proprietorship  
Corporation  
Franchise  
Partnership

Q. Puffing

creates an express warranty.  
is making statements of fact about a product.  
is illegal under federal law  
is making obvious and lawful exaggerations about a product.

Q. Home Depot is which type of business organization?

Sole Proprietorship  
Partnership  
Corporation

Q. In this partnership, all partners are responsible for management and financial obligations of the business.

General Partnership  
Limited Partnership  
Corporation

Q. In this partnership, at least one partner is not active in the daily running of the business and has limited responsibility for its debts and obligations.

General Partnership  
Limited Partnership  
Corporation

Q. This type of warranty will Repair or replacement must be free, in a reasonable amount of time, without placing unreasonable demands on the consumer.

Limited  
Implied  
Extended  
Full

Q. This type of warranty may require the consumer to pay labor fees or handling charges and may require the consumer to ship the product to the seller or an authorized service dealer for repairs.

Limited  
Implied  
Extended  
Full

Q. \_\_\_\_\_ is the criminally fraudulent process of attempting to acquire sensitive information such as usernames, passwords and credit card details by masquerading as a trustworthy website.

Phishing  
Fishing

Q. A \_\_\_\_\_ is a statement made by a manufacturer or seller of a product or service concerning the responsibility for quality, characteristics, and performance of the product or service

Warranty  
Guarantee  
Lien

Q. In a limited partnership, each partner is liable only to the extent of their investment

TRUE  
FALSE

Q. The most common form of business organizations are

Corporations  
nontrading partnerships  
sole proprietorships  
trading partnerships

Q. A \_\_\_\_\_ will repair or replacement must be free, in a reasonable amount of time, without placing unreasonable demands on the consumer.

Full Warranty  
Limited Warranty

Q. The owner of a sole proprietorship must obtain a charter from the state.

TRUE  
FALSE

Q. A \_\_\_\_\_ is a statement made by a manufacturer or seller of a product or service concerning the responsibility for quality, characteristics, and performance of the product or service

LIEN  
WARRANTY  
GUARANTEE

Q. A corporation has an existence that is separate from the real persons who own it.

TRUE  
FALSE

Q. When people send you phony emails, pop-up messages, social media messages, texts, calls, or links to fake websites in order to hook you into giving out your personal and financial information.

Plagiarizing  
Skimming  
Phishing  
Identity Theft

Q. Select the ways you can tell this is a Phishing email:

From: no\_reply@emailinternet.chase.com

Subject: Account Status

Attention US Bank Customer,

Due to a recent security check on your account, we require you to confirm your details. Failure to do so within 24 hours will lead to account suspension. Sorry for the inconvenience.

Click here to confirm your account  
Regards,  
US Bank Online Customer Service  
This email has been sent by US Bank.

Generic greeting & Link to email  
Sense of urgency & Spelling errors  
Need to verify account info  
All of these  
Q. Form of business owned by 1 person  
Corporation  
Partnership  
Sole Proprietorship  
Franchise

Q. Rule of conduct enforced by controlling authority; provides order, stability, and justice.  
Behavior  
Ethics law  
Respect

Q. When a consumer considers several products that can meet his or her needs before making a purchase, it is called?  
rebate shopping  
warranty shopping  
comparison shopping  
online shopping

Q. Steve is a car salesperson. He puts a basic car with a very low price-tag out in front of his car dealership. Sally, the customer comes in asking about the car. Steve uses false or misleading advertising to get Sally to buy a more expensive model. This is illegal & is called \_\_\_\_\_.  
puffing  
criminal fraud  
bait and switch  
breached

Q. A \_\_\_\_\_ must name a board of directors that will make the major policy and financial decisions for the business.  
limited liability company  
proprietorship  
corporation  
limited liability partnership

Q. In what type of business organization is each owner/partner personally liable for all business debts, even if the debts were created by other owners/partners?  
Corporation  
Partnership  
sole proprietorship

Q. Limited partnership means you (as a limited partner) can only lose your investment if the business fails.  
True False

Q. Which form of business ownership is the most common in the US?  
sole proprietorship  
partnership  
corporation

Q. A strong statement that people should know is not literally true but it still legal to use by sales people.  
puffing  
criminal fraud  
bait and switch  
phishing

Q. A person who takes a risk to produce goods and services in search of profit -  
Entrepreneur  
Magistrate  
Profiteer

baliff

Q. What kind of business is BEST described by these statements?

I am the only owner of my business.

I take all the risks of doing business.

I keep all the profits.

sole proprietorship

corporation

partnership

cooperative

Q. An entrepreneur -

enforces government regulations

takes the risk to earn profits

sets the interest rates at banks

manages financial investments

Q. In a corporation, owners share profit, but liability is limited to shareholder's

investment

distribution

theft

production

Q. A form of business organization that is authorized to act as a legal entity regardless of the number of owners.

corporation

proprietorship

partnership

distributor

Q. What is a disadvantage of partnerships?

ease of formation

owners share responsibilities

limited liability

possibility of personality conflict

Q. What is the advantage of corporations?

minimal government regulation

limited liability

short life span

has one owner

Q. The Dow Jones industrial average swept past 27,000 for the first time. Investors are increasingly optimistic about corporate earnings and the economy.

This achievement MOST likely involved which type of business organization?

proprietorship

partnership

corporation

conglomerate

Q. In which type of organization does one person take all the risks?

corporation

partnership

monopoly

sole proprietorship

Q. Easy to start, Owner is his/her own boss, Owner keeps all the profits - These are advantages of what type of business

Franchise

Corporation

Partnership

Sole Proprietorship

Q. Which ownership type has unlimited liability (owner has full responsibility for company's debt and can lose entire investment as well as personal assets).

- Partnership
- Franchise
- Corporation
- Sole Proprietorship

Q. What type of business consists of two or more people?

- Sole Proprietorship
- Partnership
- Corporation
- Franchise

Q. Corporations do NOT continue when stockholders sell stock.

- True
- False

Q. Nike, IBM, and Google are examples of

- partnership
- franchise
- corporations
- partnership

Q. Which is NOT a basic type of business ownership?

- Proprietorship
- Partnership
- Corporation
- retail

Q. The owner of a corporation is called a \_\_\_\_\_

- partner
- lawyer
- stakeholder
- stockholder

Q. Which of the following avoids the double taxation of a Corporation?

- S Corporation
- Limited partnership
- Sole Proprietorship
- G Corporation

Q. One of the advantages of a \_\_\_\_\_ is that the burden of management can be shared.

- sole proprietorship
- partnership
- S Corporation
- Limited liability corporation

Q. Which of the following is an advantage of the corporate form of business when compared to sole proprietorships and partnerships?

- Lower taxes
- Ease of formation
- Simplified paperwork
- Limited liability of owners

Q. One disadvantage of \_\_\_\_\_ is the initial cost of formation.

- corporations
- general partnerships
- sole proprietorships
- limited partnerships

### **ПЕРЕВОД (Legal Topic)**

1) The types of persons include individuals and legal entities. An individual means a natural person (i.e. human being), but, for the purposes of our course, legal entities represent the principal interest. Thus, let's focus on their types, activities and lifecycle. Legal entity or juristic person means an entity, such as corporation, that is recognized as having legal personality, i.e. it is capable of

enjoying and being subject to legal rights and duties. It is contrasted with a human being, who is referred to as a natural person or individual.

Legal entities consist of corporations and partnerships. A corporation is a legal entity created under the authority of the legislature. Its principal characteristics include a) limited liability, b) free transferability of interests, c) centralized management and control (a board of directors and officers), d) continuity of existence (perpetual existence).

Partnership is divided into general partnership, joint venture and limited partnership. A general partnership is an association of two or more persons who are engaged in business as co-owners. A partnership does not have a legal personality of its own and therefore partners are liable for the debts of the firm. On leaving the firm they remain liable for debts already incurred; they cease to be liable for future debts if proper notice of retirement has been published.

A joint venture is essentially a partnership formed for some limited investment or operation. Joint ventures are governed by most, if not all, of the rules applicable to partnerships. Limited partnership is a partnership consisting of two classes of partners: general partners (with rights and obligations as in an ordinary partnership) and limited partners (with no control and limited liability).

2) Founding documents should specify the corporate name, purposes of the corporation, number of authorized shares, address of the corporation's registered office. They also may include provisions concerning the management and powers of the corporation and shareholder liability for corporate debt.

Founding (or constitutional) documents of a legal entity can be divided into two types: documents intended to define the external relationships of the entity and those representing its internal regulations. Documents of the former type are usually subject to registration with a competent authority and can be of a contractual or non-contractual nature. A non-contractual founding document essentially constitutes a declaration and undertaking to the relevant registering authority which may define, among other things, the name, location and objects/activities of the entity, its participants and their respective rights and duties.

Examples of such documents are the Memorandum of Association of an English, Cyprus or British Virgin Islands (BVI) company and the Articles of Association of a U.S. corporation. In some cases a document of the former type can also form a contract between the participants (shareholders, members, partners) of an entity. The Founding Agreement (or Shareholders' Agreement) of a Russian joint stock company is one example to this. Another example is the partnership agreement of an English partnership.

3) 'The regulations for incorporation, that is, forming a company, are set out in the Companies Act 1985. There are a number of steps to be followed in this procedure.

We offer this service to clients, as do accountants and other private sector formation, or registration, agents. Firstly, it's necessary to choose a name for the company which is legally acceptable. The name to be registered isn't necessarily the same as the trading name. The application for registration will be rejected if the name can't be distinguished easily from a company which already exists as a registered company. The use of certain words, for example 'British', 'International' and 'European', may require prior approval before they can be used in a company name. Form 10, which gives the names of the directors and Company Secretary (see Unit 23), and form 12, are submitted to the Registrar of Companies at Companies House in the respective jurisdiction. On completion of registration, the new company will be given a company number, also known as a registered number, which remains constant throughout its life, and Companies House will issue a Certificate of Incorporation. In fact, it's possible to begin trading as a company by purchasing a shelf company, which is already registered, and having its shares transferred. This is a route chosen by clients where speed is a prerequisite.

A company must have an office in the jurisdiction at which it can be served with any legal process. The statutory books, or official company registers, must also be kept there and be available for inspection. Details of any registered company - its registered office, company number, accounting reference date, date of its financial year end, and history of previous names - can be found free of charge at Companies House.'

4) 'When a company is incorporated, it must adopt Memorandum and Articles of Association, also known as the 'Mem and Arts'. The Memorandum sets out the Company's objects, or purposes, and it's important to ensure that these properly reflect the company's intentions, for example the ability to mortgage company property for the purpose of raising finance. The Articles set out the relationship between the company and its shareholders. The requirements for directors' and shareholders' meetings are also set out here, as are restrictions on share transfer and allotment of new shares, and regulations concerning directors' powers and duties. Most companies are limited companies with the liability of members limited to the nominal value of the shares they hold or, less commonly, the amount they guarantee to contribute to the company's liability on liquidation - if the company is closed and its assets sold. A company must have a stated number of shares issued to properly identified shareholders. Any company will have a maximum amount of share capital which can be issued, known as the authorised share capital. A company need not issue all its authorised share capital.'

5) In everyday life people use the word law in many different ways. Actually the word law is very difficult to define. There is a field of law that is known as "jurisprudence", which analyzes the concept of law and is concerned with the philosophy of law. Throughout the centuries people have attempted to define law and to set forth its role in society. In considering the numerous definitions of law and philosophy of law it must be recognized that one of the roles of law is to maintain order and that this is the function of the criminal laws. Another role of law is to resolve disputes that arise between individuals and to impose responsibility if one person has a legal claim against another. Between these two extremes of what might be called law and order on the one hand and settlement of disputes on the other, there are many situations that cannot be so clearly defined. For example, the income tax laws require that a person pay an income tax. If he fails to do so, or if he fails to declare all his income or takes improper deductions, he may be subjected to penalties, but he has also failed to live up to his obligations to society. In any event it is important that one bear in mind that the law is not simply a statement of rules of conduct but is also the means whereby remedies are afforded when one person has wronged another.

In one sense all issues and disputes in our society - political, social, religious, economic, or otherwise-ultimately become legal issues to be resolved by the courts. Thus it can be said that law is simply what the courts determine it to be as an expression of the public will in resolving these issues and disputes.

## КОНТРОЛЬНАЯ РАБОТА (Grammar)

### Вариант 1

1. A pair of robins (build) a nest in the porch since last week. I (watch) them from my window since they began.
2. Ann (make) a dress for herself at the moment. She (make) all her own clothes.
3. Ann (fail) her driving test three times because she's so bad at reversing. But she (practise) reversing for the last week and I think she (get) a bit better at it.
4. Cuckoos (not build) nests. They (use) the nests of the other birds.
5. Hardly anyone (wear) a hat nowadays.
6. He usually (drink) coffee but today he (drink) tea.
7. He usually (speak) so quickly that I (not understand) him.
8. I won't go out now as it (rain) and I (not have) an umbrella.
9. I'm afraid I've broken one of your coffee cups. ~ Don't worry. I (not like) that set anyway.
10. She just (sell) two of her own paintings. - She's lucky. I (paint) for five years and (not sell) a single picture yet.
11. The police (not find) the murderer yet, but the dead man's brother (be) in the station all day. The police say that he (help) them with their enquiries.
12. The children (sleep) since nine o'clock. It's time they woke up. - I (try) to wake them up for half an hour already.
13. The last train (leave) the station at 11.30.
14. What she (do) in the evenings? ~ She usually (play) cards or (watch) TV.
15. What your grandfather (do) since he retired? - Oh, he (sell) vegetables at the market that he (grow) in his garden.

### Вариант 2

1. Call the children in! They (play) outside since early morning and (not to do) their homework yet.
2. Don't let the boy stay out so long. He (run about) for three hours, and may catch a cold.
3. George (collect) matchboxes ever since he left school. Now he (collect) so many that he doesn't know where to put them.
4. He (play) the bagpipes since six o'clock this morning. He only just (stop).
5. He (work) for Crow Brothers for forty years and never once (be) late. The firm just (present) him with a gold watch as a sign of their appreciation.
6. How much you (owe) him? ~ I (owe) him £5. ~ You (intend) to pay him?
7. How you (get) to work as a rule? ~ I usually (go) by bus but tomorrow I (go) in Tom's car.
8. I (do) housework all morning and I (not finish) yet. ~ I (do) mine already. I always start at 6 a.m.
9. I (look) through my old photograph album. It's full of photographs of people whose names I completely (forget). I wonder what (happen) to them all.
10. I (stand) in this queue for ages. It (not move) at all in the last five minutes.
11. Why you (wear) this hat? It looks strange! - I (wear) it for a month and nobody (say) a word during all this time.
12. Would you like a cup of coffee, Mum? I just (make) some. No, thanks. I (not drink) coffee for two month already.
13. You (choose) any books to read from my library? - I (try) to choose something since you left me here, but it seems to me I (read) all of them.
14. You can't see Tom now: he (have) a bath.
15. You ever (work) as a translator? - Yes, that is what I (do) for five years.

### Вариант 3

1. Ann (make) a dress for herself at the moment. She (make) all her own clothes.
2. Cuckoos (not build) nests. They (use) the nests of the other birds.
3. Hardly anyone (wear) a hat nowadays.
4. He (find) the snake who (recognise) its old friend and (coil) round him affectionately. But, unfortunately, the snake is by now a full-grown boa-constrictor and its embrace (kill) the poor boy.
5. He always (say) that he will mend the window but he never (do) it.
6. I (stand) in this queue for ages. It (not move) at all in the last five minutes. I think the man in the ticket office just (shut) his window and (go) off for lunch.
7. I (wait) for the prices of the houses to come down before buying a house, but I think I (wait) too long and the prices are beginning to go up again.
8. I (wear) my sunglasses today because the sun is very strong.
9. I'm busy at the moment. I (redecorate) the sitting room.
10. Mary usually (learn) languages very quickly but she (not seem) able to learn modern Greek. 21. I always (buy) lottery tickets but I never (win) anything. Как вкусно пахнет кофе! Сделай мне чашечку, только без сахара.
11. The kettle (boil) now. Shall I make the tea?
12. Tom can't have the newspaper now because his aunt (read) it.
13. Why you (put) on your coat? ~ I (go) for a walk. You (come) with me? ~ Yes, I'd love to come. You (mind) if I bring my dog?
14. You (belong) to your local library? ~ Yes, I do. ~ You (read) a lot? ~ Yes, quite a lot. ~ How often you (change) your books? ~ I (change) one every day.

15. You (enjoy) yourself or would you like to leave now? ~ I (enjoy) myself very much. I (want) to stay to the end.

#### **Вариант 4**

1. He never (listen) to what you say. He always (think) about something else.
2. He usually (drink) coffee but today he (drink) tea.
3. He usually (speak) so quickly that I (not understand) him.
4. How much you (owe) him? ~ I (owe) him £5. ~ You (intend) to pay him?
5. How Peter (get) on at school? ~ Very well. He (seem) to like the life.
6. I (wait) for the prices of the houses to come down before buying a house, but I think I (wait) too long and the prices are beginning to go up again.
7. I just (pick) ten pounds of strawberries! I (grow) strawberries for years but I never (have) such a good crop before.
8. I just (remember) that I (not pay) the rent yet. I am surprised that the landlord (not ring) me up to remind me. ~ It is the first time you (be) late with the rent in 25 years. He probably thinks that you (pay) and he (lose) the cheque.
9. I often see him but, I never (speak) to him. I (wish) to speak to him ever since he started working here.
10. I remember meeting your brother last summer, but I (not to see) him since then. What he (do) all this time?
11. I wonder if anything (happen) to Tom. I (wait) an hour now. He often (keep) me waiting but he never (be) quite so late as this.
12. I'm afraid she (not to finish) typing those letters yet. She (deal) with customers all morning.
13. It (rain) for two days and it looks as if it would never stop.
14. It was lovely at eleven o'clock, but since then the sky (get) steadily darker and the wind (rise). I'm afraid the fine spell (come) to an end.
15. Jane (suffer) from headache since last week. She (go) to the doctor twice, but nothing (help) her yet.

#### **Вариант 5**

1. I always (buy) lottery tickets but I never (win) anything.
2. Mrs Brown (live) next door for quite a long time now but she never (say) more than "Good morning" to me.
3. My hands are all covered with flour. I (make) cakes.
4. Peter (be) a junior clerk for three years. Lately he (look) for a better post but so far he (not find) anything.
5. Peter: You (telephone) for ages. You not nearly (finish)? Jack: I (not get) through yet. I (try) to get our Paris office but the line (be) engaged all morning.
6. Secretary: Customers (ring) up all morning complaining about getting incorrect bills. Manager. I know; something (go) wrong with our computer The mechanic (work) on it. I hope he (find) out what's wrong.
7. She (study) Chinese for two years, but can't speak this language yet.
8. She always (borrow) from me and she never (remember) to pay me back.
9. She just (sell) two of her own paintings. ~ She's lucky. I (paint) for five years and I (not sell) a single picture yet.
10. Shop assistant: Could you give me some proof of your identity, madam? Customer. But I (shop) here for fifteen years! Shop assistant- I know, madam, but apparently the company (lose) a lot of money lately through dud cheques and they (make) new regulations which we (be told) to apply to all customers no matter how long we (know) them.
11. The kettle (boil) now. Shall I make the tea?
12. The last train (leave) the station at 11.30.
13. The milk (smell) sour. You (keep) milk a long time?
14. The plane that you (look) at now just (take) off for Paris.
15. The snake (feel) sorry about this? ~ I (not know). The story (end) there.

#### **Вариант 6**

1. Since he became Mayor, my brother reckons that he (eat) 30 official lunches and 22 official dinners, and he (lose) count of the number of receptions and parties that he (attend). ~ He (put) on a lot of weight?
2. Someone (use) my umbrella! It's all wet! And it was wet yesterday and the day before! ~ Well, it wasn't me. I (not be) out of the house for a week!
3. Stop! You (not see) the notice? ~ I (see) it but I can't read it because I (not wear) my glasses. What it (say)? ~ It (say) "These premises are patrolled by guard dogs".
4. That film (come) to the local cinema next week. You (want) to see it?
5. That jacket really suits you. How long (make) your own. clothes?
6. That man (stand) at the bus stop for the last half hour. Shall I tell him that the last bus already (go)?
7. The boy (solve) the cross-word puzzle for an hour and now he (try) to solve the last word.
8. The fire (smoke) horribly. I can't see across the room. ~ I (expect) that birds (build) a nest in the chimney.
9. The last time I went swimming was when I was in the South. I (not swim) since that time.
10. The students (translate) the article for 20 minutes but they (not finish) it yet.
11. The students (work) hard this term. I hope they will pass all their exams successfully.
12. The Town Council (consider) my application for permission to build a garage for three months. They just (give) my neighbour permission to build one, so I hope they (decide) to let me have one too.
13. There aren't any buses because the drivers (go) on strike.
14. They (pull) down most of the houses in this street, but they (not touch) the old shop at the corner yet.
15. They are throwing crockery at each other in the next flat. ~ This (happen) before? ~ Well, they (have) a good many rows but this is the first time they (throw) crockery.



### Вариант 7

1. They began widening this road three weeks ago; but the workmen (be) on strike for the last fortnight so they (not get) very far with it.
2. This old man (lose) his spectacles. We (look for) them everywhere, but we can't find them.
3. Tom (looking up absent-mindedly as Mary comes in): You (sunbathe)? Mary (crossly): Don't be ridiculous! It (rain) all day!
4. Tom can't have the newspaper now because his aunt (read) it.
5. Tom is convinced that there is gold in these hills but we (search) for six months and (not see) any sign of it.
6. Tom: I often (wonder) why Bill left the country so suddenly. Peter: Actually, I just (find) out.
7. We (use) this room today because the window in the room is broken.
8. What he (do) to his car now? ~ I (think) he (polish) it.
9. What she (do) in the evenings? ~ She usually (play) cards or (watch) TV.
10. What this one (cost)? ~ It (cost) forty pence.
11. What Tom (think) of the Budget? ~ He (think) it most unfair. ~ I (agree) with him.
12. What you (have) for breakfast usually? ~ I usually (eat) a carrot and (drink) a glass of cold water.
13. What you (wait) for? ~ I (wait) for the shop to open. ~ But it (not open) till 9.00. ~ I (know) but I (want) to be early, as their sale (start) today.
14. When the curtain (rise) we (see) a group of workers. They (picket) a factory gate.
15. Who (own) this umbrella? ~ I (not know). Everybody (use) it but nobody (known) who (own) it.

### Вариант 8

1. We (mend) sheets all morning but we only (do) three, and now the sewing machine (break) down so we'll be even slower with the next one.
2. We (watch) this stupid film since lunch time. Let's switch over to the other channel.
3. What you (do) with my typewriter? I can't find it anywhere. ~ Tom just (go) off with it. He says he'll bring it back when he (finish).
4. What you (do) with the corkscrew? The point is broken off. ~ I'm afraid I (use) it to make holes in this tin.
5. What you (do)? I (look) for you for ages. ~ I (build) a barbecue in the garden.
6. Why Mrs Pitt (look) so angry? ~ Mr Pitt (smoke) a cigarette and (drop) the ash on the carpet.
7. Why you (put) on your coat? ~ I (go) for a walk. You (come) with me? ~ Yes, I'd love to come. You (mind) if I bring my dog?
8. Why you (smoke) a cigar, Mrs Pitt? You (not smoke) cigars as a rule. ~ I (smoke) it because I (want) the ash. This book (say) that cigar ash mixed with oil (remove) heat stains from wood.
9. Why you (walk) so fast today? You usually (walk) quite slowly. ~ I (hurry) because I (meet) my mother at 4 o'clock and she (not like) to be kept waiting.
10. You (believe) all that the newspapers say? ~ No, I (not believe) any of it. ~ Then why you (read) newspapers?
11. You (belong) to your local library? ~ Yes, I do. ~ You (read) a lot? ~ Yes, quite a lot. ~ How often you (change) your books? ~ I (change) one every day.
12. You (dream) at night? ~ Yes, I always (dream) and if I (eat) too much supper I (have) nightmares.
13. You (enjoy) yourself or would you like to leave now? ~ I (enjoy) myself very much. I (want) to stay to the end.
14. You (hear) the wind? It (blow) very strongly tonight.
15. You (know) why an apple (fall) down and not up?

<b>Тема 2</b>	<i>Базовая разговорная тема уровня А2 Онлайн продажи Профессиональные темы: Юридические аспекты трудовых отношений. Грамматика: Past Simple and Past Continuous. Past Simple and Present Perfect; Present Perfect Continuous and Present Perfect Simple Правильные /неправильные глаголы. Местоимения неопределенно-личные, притяжательные, возвратные и указательные</i>	<b>УО, Т, ПР, КР, ДСТ</b>
---------------	---	-------------------------------

УО - устный опрос

Т - тестирование

ПР – перевод

КР – контрольная работа

ДСТ – дистанционные задания (размещены на платформе [lms.ranepa.ru](https://lms.ranepa.ru))

### **УСТНЫЙ ОПРОС**

**Professional Topic National Security**

**Read and render the texts:**

## RUSSIA'S NATIONAL INTERESTS

Russia's national interests are the combined and balanced interests of the individual, society and the state in economic; domestic political, social, international, informational, military, border, ecological security. They are long-term in nature and define the main goals and strategic and short-term goals of the state's domestic and foreign policy. The national interests are secured by institutions of state authority, which may also act in coordination with public organizations operating on the basis of the constitution and legislation of the Russian Federation.

The interests of the individual lie in exercise of constitutional rights and freedoms and provision of personal security; in an improved quality and standard of living; and in physical, spiritual and intellectual development.

The interests of society lie in strengthening democracy; creating a rule-of-law and social state; in achieving and maintaining public harmony and in the spiritual renewal of Russia. The interests of the state lie in the inviolability of the constitutional system and of Russia's sovereignty and territorial integrity; in political, economic and social stability; in unconditional assurance of lawfulness and maintenance of law and order; and in the development of international cooperation on equal terms and to mutual benefit. Russia's national interests may be assured only on the basis of sustainable economic development. Therefore Russia's national interests in economics are of key importance.

Russia's national interests in the domestic political sphere lie in stability of the constitutional system and of state authority and its institutions; in ensuring civil peace and national accord, territorial integrity, unity of the legal domain, and law and order; in completing the process of establishing a democratic society; and in removing factors causing and feeding social, intercommunal and religious conflicts, political extremism, national and religious separatism, and terrorism.

Russia's national interests in the social sphere lie in assurance of a high standard of living for its people. The national interests in the spiritual sphere lie in preservation and strengthening of society's moral values, traditions of patriotism and humanism, and the country's cultural and scientific potential.

Russia's national interests in the international sphere lie in upholding its sovereignty and strengthening its position as a great power and as one of the influential centres of a multipolar world, in development of equal and equitable relations with all countries and integrative associations and in particular with the members of the Commonwealth of Independent States and Russia's traditional partners, in universal observance of human rights and freedoms and the impermissibility of dual standards in this respect.

Russia's national interests in the informational sphere lie in observance of its citizens' constitutional rights and freedoms to receive and make use of information, in the development of modern telecommunications, and in protecting the state's information resources from unsanctioned access.

Russia's national interests in the military sphere lie in protection of its independence, sovereignty and state and territorial integrity, in the prevention of military aggression against Russia and its allies and in ensuring the conditions for peaceful and democratic development of the state.

Russia's national interests in border policy lie in the establishment of political, legal, organizational and other conditions for ensuring reliable protection of the state border of the Russian Federation, and in observance of the procedure and rules laid down by Russian Federation legislation for the carrying on of economic and all other kinds of activity within the borders of the Russian Federation.

Russia's national interests in the environmental sphere lie in the preservation and improvement of the environment.

A vital component of Russia's national interests is protection of the individual, society and state from terrorism, including international terrorism, and also from extraordinary situations, both natural and man-made, and their consequences, and in times of war from the dangers arising from the conduct and consequences of military action.

## THREATS TO THE RUSSIAN FEDERATION'S NATIONAL SECURITY

The condition of the national economy and incomplete nature of the system and structure of the authorities of state and of society, social and political polarization of society and criminalization of social relations, the growth of organized crime and terrorism, and a deterioration in intercommunal and international relations are all creating a broad range of internal and external threats to the country's security.

In the economy, these threats are of a comprehensive nature and are caused above all by a substantial contraction in the gross domestic product; reduced investment and innovation; diminished scientific and technological potential; stagnation in agriculture; a distorted banking system; growth in the state's internal and external debt; and domination of exports by fuel, raw materials and energy components of imports by food and consumer items, including consumer essentials.

A weakened scientific and technological potential, reduction in research in strategically-important areas of science and technology and departure for abroad of specialists and intellectual property mean that Russia is faced with the threat of loss of its leading world positions, decay of its high-technology industries, increased dependence on foreign technology and the undermining of its ability to defend itself.

Adverse trends in the economy lie at the root of the separatist aspirations of a number of constituent parts of the Russian Federation. This leads to increased political instability and a weakening of Russia's unified economic domain and its most important components—industrial production, transportation links, and the finance, banking, credit and tax systems.

Economic disintegration, social stratification and the dilution of spiritual values promote tension between regions and the centre and pose a threat to the federal structure and the socioeconomic fabric of the Russian Federation.

Ethno-egoism, ethnocentrism and chauvinism as manifested in the activity of a number of public formations, and also uncontrolled migration promote nationalism, political and religious extremism and ethnoseparatism, and create a breeding ground for conflicts.

The country's single legal domain is being eroded by nonobservance of the principle that the Constitution of the Russian Federation should prevail over other legal standards and that federal law should prevail over laws of constituent parts of the Russian Federation, and also by poor coordination of state management at various levels.

The threat of criminalization of the society that has emerged from reform of the socio-political system and economy is becoming especially acute. Serious mistakes made in the initial stage of economic, military, law-enforcement and other reform, weakened state

regulation and control, imperfect legislation, absence of a strong state social policy, and a decline in society's spiritual-moral potential are the main factors aiding growth in crime, especially organized crime, and corruption.

The consequences of these miscalculations can be seen in weakened legislative supervision of the situation in the country; in the merger of certain elements of executive and legislative authority with criminal structures; and in their infiltration of the banking system, major industries, trade organizations and supply networks. In connection with this, the fight against crime and corruption is not only legal but also political in nature.

The scale of terrorism and organized crime is growing because of the conflicts that frequently accompany changes of ownership and also an increased struggle for power along clan and ethnic or nationalist interests. The lack of an effective system in society for preventing legal infringements, inadequate legal and logistic support for the battle against organized crime and terrorism, legal nihilism and the departure of qualified personnel from the law-enforcement agencies are all increasing the impact that this threat has on the individual, society and the state.

Stratification of society into a narrow circle of the rich and preponderant mass of the needy and increasing numbers of people below the poverty threshold and growing unemployment pose a threat to Russia's security in the social sphere.

A threat to the nation's physical health can be seen in the crisis in the systems of public health and social protection of the population, in increasing consumption of alcohol and narcotics.

The consequences of this profound social crisis are a sharp drop in the birth rate and average life expectancy, distortion of the demographic and social composition of society, an undermining of the workforce as the foundation for industrial development, a weakening of the fundamental nucleus of society-the family-and a decline in society's spiritual, moral and creative potential.

Deepening crisis in the domestic political, social and spiritual spheres could lead to the loss of democratic gains.

The fundamental threats in the international sphere are brought about by the following factors:

the desire of some states and international associations to diminish the role of existing mechanisms for ensuring international security, above all the United Nations and the OSCE;

the danger of a weakening of Russia's political, economic and military influence in the world;

the strengthening of military-political blocs and alliances, above all NATO's eastward expansion;

the possible emergence of foreign military bases and major military presences in the immediate proximity of Russian borders;

proliferation of mass destruction weapons and their delivery vehicles;

the weakening of integrational processes in the Commonwealth of Independent States;

outbreak and escalation of conflicts near the state border of the Russian Federation and the external borders of CIS member states;

territorial claims on Russia.

Threats to the Russian Federation's national security in the international sphere can be seen in attempts by other states to oppose a strengthening of Russia as one of the influential centres of a multipolar world, to hinder the exercise of its national interests and to weaken its position in Europe, the Middle East, Transcaucasus, Central Asia and the Asia-Pacific Region[.] Terrorism represents a serious threat to the national security of the Russian Federation. International terrorism is waging an open campaign to destabilize Russia.

There is an increased threat to the national security of the Russian Federation in the information sphere. A serious danger arises from the desire of a number of countries to dominate the global information domain space and to expel Russia from the external and internal information market; from the development by a number of states of "information warfare" concepts that entail creation of ways of exerting a dangerous effect on other countries' information systems, of disrupting information and telecommunications systems and data storage systems, and of gaining unauthorized access to them. The level and scope of the military threat are growing.

Elevated to the rank of strategic doctrine, NATO's transition to the practice of using military force outside its zone of responsibility and without UN Security Council sanction could destabilize the entire global strategic situation. The growing technical advantage of a number of leading powers and their enhanced ability to create new weapons and military equipment could provoke a new phase of the arms race and radically alter the forms and methods of warfare.

Foreign special services and the organizations they use are increasing their activity in the Russian Federation. Adverse trends in the military sphere are being assisted by delays in reforming the military and the defence industry of the Russian Federation, by inadequate funding for defence and by a poor regulatory and legal framework. At the present time, this can be seen in the critically low level of operational and military training in the Armed Forces of the Russian Federation and of the other forces and military bodies and authorities, and in the impermissible drop in equipment of the forces with modern armaments and military and special hardware, and in the extreme acuteness of social problems; this leads to a weakening of the military security of the Russian Federation as a whole.

Threats to the national security and interests of the Russian Federation in the border sphere are caused by the following:

economic, demographic and cultural-religious expansion by neighbouring states into Russian territory;

increased activity by cross-border organized crime and also by foreign terrorist organizations.

The threat of a deteriorating environmental situation in the country and depletion of natural resources depends directly on the state of the economy and society's willingness to appreciate the global nature and importance of these issues. For Russia this threat is especially great because of the domination position in industry of the fuel and energy sector, inadequate legislation for environmental protection, lack or limited use of energy-saving technologies, and low environmental awareness. There is a trend for Russia to be used as a place for reprocessing and burying environmentally dangerous materials and substances.

Against this background the weakening of state supervision and inadequate legal and economic levers for averting and relieving emergencies are increasing the risk of man-made disasters in all sectors of the economy.

## **Professional Topic LEGAL ISSUES OF EMPLOYMENT RELAITONS**

**1)Discuss these questions with a partner.**

1. What types of situation does a lawyer who specializes in employment law have to advise on?
2. What types of difference do you think there are between employment law in different jurisdictions?
3. How important is it for a lawyer to be aware of international employment law? Why?

## 2) International labour law and employment law

The field of international labour law and employment law is developing rapidly and changing to fit the needs of increasingly global business. While international law applies only between entities that can claim international personality, national law is the internal law of states that regulates the conduct of individuals and other legal entities within their jurisdiction. When the labour legislation or practice of a country has reached a certain level, it may be desirable for the country to ratify a convention that provides for a standard corresponding to the existing national situation. In international labour law, there are many conventions, based on the notion of social justice and designed to create international obligations for the states that ratify them. Ratification of respective conventions can contribute to the consolidation of national labour legislation by acting as a guarantee against backsliding by governments responding to economic conditions.

Lawyers, law students and counsel increasingly recognize the importance of having a global (1) on labour and employment law. Corporate lawyers frequently have to deal with a variety of labour and employment problems internationally in structuring corporate (2). They are expected to have a national and an international knowledge of requirements affecting practical issues such as establishing a (3), hiring a (4), (5) employment contracts, (6) the employment of or replacing employees, providing wages and (7), dealing with (8), carrying out workforce (9), selling the business, and paying (10) through redundancy or (11) schemes. In addition, issues such as discrimination on grounds of gender, (12) or disability may arise in advertising, recruitment and (13) processes. Therefore knowledge of international labour law and the national employment law of particular countries is vitally important for counsel specializing in these areas.

## 3) Read the first paragraph of the article on employment law on the opposite page and answer these questions.

1. Why is international employment law changing?
2. When and why might a country decide to ratify a convention?
3. What is the main foundation for a lot of labour law conventions?

## 4) Complete the second paragraph of the article using the words in the box.

BENEFITS DISMISSAL DRAFTING FACILITY PENSION PERSPECTIVE RACE REDUCTIONS SEVERANCE  
TERMINATING TRANSACTIONS UNIONS WORKFORCE

Match each of these comments and questions from an employer (1-8) with a practical issue mentioned in the article. Two relate to the same issue.

1 I'm thinking of letting Mark go, because at his age, the job's getting a bit too much for him.

2 When people retire, I want them to have a decent income.

3 We've got a new project, and I need to take on more staff.

4 How long do we need to continue paying staff when they are off sick?

5 A woman would never be strong enough to do that job. But what do I put in the advert?

6 Business is getting worse. I'm going to have to lose ten men. What do I need to pay them? They've worked for me for five years.

7 This guy is really lazy - I want to fire him. How do I go about it?

8 I presume we need a clause about the number of days annual leave?

## 5) Language work. Which verbs relate to these nouns?

consolidation  
ratification  
termination  
discrimination  
legislation  
regulation

## 6) Answer these questions.

1. What is the difference between an act and a convention?
2. Where do you find an article, and where do you find a section?

## 7) These are the seven core International Labour Organization Conventions. Discuss what each one concerns with a partner. Do you know how they have been incorporated into your own national legislations?

1. Abolition of Forced Labour Convention
2. Convention Concerning Freedom of Association and Protection of the Right to Organize
3. Discrimination (Employment and Occupation) Convention

4. Equal Remuneration Convention
5. Forced Labour Convention
6. Minimum Age Convention
7. Right to Organize and Collective Bargaining Convention

**8) Read these extracts from three of the conventions. Which conventions are they from?**

**A**

- 1 Workers' and employers' organizations shall have the right to draw up their constitutions and rules, to elect their representatives in full freedom and to formulate their programmes.
- 2 The public authorities shall refrain from any interference which would restrict this right or impede the lawful exercise thereof.

**B**

1. Workers shall enjoy adequate protection against acts of anti-union discrimination in respect of their employment.
2. Such protection shall apply more particularly in respect of acts calculated to:
  - a make the employment of a worker subject to the condition that he shall not join a union or shall relinquish trade union membership;
  - b cause the dismissal of or otherwise prejudice a worker by reason of union membership or because of participation in union activities outside working hours or, with the consent of the employer, within working hours.

**C**

Notwithstanding the provisions of paragraph 1 of this Article, national laws or regulations or the competent authority may, after consultation with the organizations of employers and workers concerned, where such exist, authorize employment or work as from the age of 16 years on condition that the health, safety and morals of the young persons concerned are fully protected and that the young persons have received adequate specific instruction or vocational training in the relevant branch of activity.

**9) Match these expressions (1-12) with their highlighted synonyms in the extracts.**

1 of this	5 conditions	9 these
2 agreement	6 stop themselves	10 give up
3 related to	7 despite	11 in any other way
4 because of	8 have the right to	12 allow

**10) Read these extracts from other conventions and choose the best options.**

Each member of the International Labour Organization which ratifies this Convention (1) *undertakes / promises* to (2) *oppose / suppress* the use of forced or compulsory labour in all its forms within the shortest possible period.

With a (3) *sight / view* to this complete suppression, (4) *recourse / resort* to forced or compulsory labour may be had, during the transitional period, for public purposes only and as an exceptional (5) *measure / action*, subject to the conditions and guarantees (6) *hereto / hereinafter* provided.

**11) Discuss these questions with a partner.**

1. What procedures are available for dealing with employment disputes?
2. What is 'mediation'?
3. Why is mediation popular?
4. What skills do you think a mediator needs?

**12) Act out**

Peter: Hi, John. This is Hannah. We were at college together a couple of years back. She's left the legal profession already to follow a career exclusively in mediation.

Hannah: Hi, John. Nice to meet you. Peter tells me that you specialize in employment law like he does.

John: Yeah, that's right. I've been working in employment law now for going on eighteen months, but it seems a lifetime! So, you left the law for mediation. How's that going for you?

H: I'm really enjoying it!

J: What's your area? Or don't mediators have to specialize?

H: Yeah, I specialize in workplace and employment mediation.

J: So, can I ask you, what exactly does a mediator do?

H: Well, the important thing about a mediator is that he or she is neutral. We must be completely independent, with no vested interest in the outcome. What we do is maintain the momentum towards a solution so that as each side adopts a more positive view, resolution becomes the common aim of the parties. We never impose a settlement. We're only interested in helping the parties reach a mutually acceptable solution.

J: Mm. But you must have had to learn some really special skills to do this. It can't be easy! There was a case I had recently, and the thought of going into the same room with my client - who was an absolute tyrant - and her boss — who was the most ignorant and rude person you have ever met - would fill me with horror! It was hard enough for the judge to deal with the two of them, because they were at each other's throats, even during the evidence. The boss kept on interrupting my client when she was giving evidence.

H: So how did the judge deal with it?

J: Well, at one stage, he had to threaten the boss with imprisonment for contempt of court if he didn't keep quiet.

That did it, and he shut up. But the atmosphere between them was awful, and when the judge ordered that my client be reinstated in her job, I couldn't help thinking that things had got so bad that the two of them would never be able to work together again. And sure enough, I got a letter from her a month later saying that although she'd won her job back, she couldn't stand working there any more and she'd moved to a new job.

H: A classic case for mediation! A basic part of our training is to create a safe environment. In this safe environment, each party can identify and acknowledge each other's needs and interests. This means we can broaden the search for options, make informed decisions and then the parties can move towards improved relationships. The mediator's job is to support both parties and to reduce tension and anxiety. It's vital for the parties to talk honestly and frankly about what happened and how it affected them. Then we have to find a way to use this information to clarify the problem and to identify a path to resolution.

P: Really! That's almost the complete opposite to what lawyers do!

H: Well, it definitely takes practice and a lot of self-control, and you really have to be able to read people.

J: It sounds really interesting and satisfying as a job - it doesn't seem to just focus on winning a case, but winning for both parties to be able to work together. Maybe I should consider a career move as well.

**13)Decide whether these statements are true or false.**

1. Hannah hasn't met John before.
2. John has been working in employment law for a very long time.
3. John knows a lot about mediating.
4. A mediator should not favour one party.
5. John's client continues to work with her boss.
6. Mediation should take place away from the employee's environment.
7. Parties in a mediation must tell the truth.
8. Mediating is similar to what lawyers do.
9. John admires Hannah's work.

**14)Who must do these things in a mediation: the mediator (M) or the parties (P)?**

1. Be neutral.
2. Adopt a more positive view.
3. Talk honestly and frankly.
4. Create a safe environment.
5. Move towards improved relationships.
6. Identify needs and interests.
7. Reach a mutually acceptable solution.
8. Reduce tension and anxiety.
9. Be able to read people.
10. Support both parties.

**15)Language work. Match the words in the left column (1-8) with the words in the right column (a-h) to make collocations from the conversation.**

vested		control
follow		interest
self		the momentum
informed		move
mutually		a career
common		decisions
career		acceptable
maintain		aim

**16)Explain your job in the legal profession to a partner. If you haven't worked in the legal profession yet, imagine a job you would like to have. You can use the expressions that Hannah used to explain her job as a mediator.**

USEFUL LANGUAGE	
The important thing about a	A basic part of our training is ...
mediator is ...	This means we can ...
We must be ...	The mediator's job is to ...
What we do is ...	You really have to be able to ...

**17)Complete the stages in a mediation (1-12) using the words in the box.**

AGREEMENT ALLOW ASK FOR BUILD EFFECT EXPLAIN HEAR IDENTIFY NAME POSITIONS

- |                                  |   |
|----------------------------------|---|
| 1 _____ parties' stories         | 7 _____ understanding                     |
| 2 _____ venting                  | 8 Focus on interests and _____ of parties |
| 3 Begin to _____ trust           | 9 _____ areas of agreement                |
| 4 Write an _____                 | 10 _____ desired outcomes                 |
| 5 Discuss _____ of not resolving | 11 Discuss priorities and _____           |

**18) Complete this table with the above stages. Some stages may go in more than one session.**

introduction	first joint session	private sessions	final joint session

**19) In groups of three, role-play the introductory session of a mediation.**

**A** You are working on a major project for a construction company. You feel that one of your team members is not pulling his weight. At a meeting last week, you thought the report he prepared was sub-standard and you made a comment about the quality of the work. He became defensive and the subject was dropped, although there is still tension between you both, which is affecting the work. You are angry with him, but feel that the subject should have been handled differently. You are going to mediation to resolve the matter because you feel that the situation might grow worse.

**B** Your boss gave you a dressing-down because there were some errors in a major report you worked on that just went out. You were very angry because you had worked very hard and long hours to finish the report. You could have fixed most of the problems if your boss hadn't made so many last-minute changes. After your boss finished her outburst, you said 'You're impossible! I'm not going to deal with this!' and you left the room. You have come to mediation to vent and to figure out what to do.

**C** You are the mediator. Here is some useful language for you.

*First, we're going to ...*

*Then, we'll be...*

*So, to begin with ...*

*Now, I'd like you to ...*

*What do you expect from . . . ?*

**20) Work in pairs. You are going to talk for about a minute on one of the topics below. Each topic is accompanied by some words that you may wish to use.**

**Before you start your talk, check that you understand all the vocabulary and, if necessary, do some research on the topic.**

**After your partner's talk, ask at least one question about what he/she has said.**

**Write a short summary of your partner's talk. Remember to:**

1. mention the main points
2. give the most important information
3. -use your own words.

**USEFUL LANGUAGE**

My partner talked about...

He/She began by saying that ...

He/She believes that ...

He/She considers ...

According to my partner, ...

The most important point he/she mentioned was ...

He/She finished by concluding that ...

**A Disciplining employees**

1. Importance of having clear procedures
2. What these are/might be
3. Difference between 'capability' issues and punishable actions
4. What constitutes 'misconduct'
5. allegation of misconduct • appropriate
6. ascertain the facts
7. convene a disciplinary hearing
8. disciplinary • internal disciplinary procedure
9. malingering • proportionate to
10. right to appeal • sanction
11. statutory procedures • underperforming
12. witnesses

**B Unfair dismissal**

1. What constitutes 'unfair dismissal'
2. Advantages and disadvantages of employment tribunal over arbitration
3. The system in your country
4. allegations • confidentiality
5. defamation of character • discrimination
6. evidence • follow procedure
7. gross misconduct • legal representation
8. length of service • record • redundancy
9. trade unions

**21) Read this extract from a legal article and choose the best sentence (A-H) to fill each of the gaps. There is one extra sentence which you do not need to use.**

Resolving employment disputes through mediation

National procedures available for the resolution of employment disputes range from taking proceedings through the courts to having the disputes heard by employment tribunals. (1) The adverse publicity can cause devastation for a well-established business, the distraction of an otherwise strong and efficient management team and a psychological effect on the business at hand. Once litigation has begun, it is often very difficult to stop. (2) Frequently, companies find themselves resolving cases on the steps of the court after considerable economic, political and emotional cost. (3) An existing employee may contend that supervisory personnel have harassed them. A person whose employment has been terminated or who has been denied promotion may contend that such action constitutes discrimination based on race, colour, sex, national origin, age or disability. (4) National laws, with the influence and assistance of international conventions, reflect social intolerance for certain workplace conduct, and court decisions are redefining the manner in which an employer must relate to its employees. (5) They are often unique because the perceptions of men and women may differ as to what is appropriate conduct. (6) When an employee's employment has been terminated or when a current employee makes a claim against his/her employer, it is generally in the interests of both parties to attempt to resolve the matter early through a procedure called 'mediation'. Mediation is especially effective in dealing with a myriad of legal, factual and emotional issues that are frequently present in a dispute. (7)

A Because of this, employment disputes based on gender perceptions can be more difficult to resolve.

B Each step of the process leads to the next.

C All employees need to be aware of the complications that may develop from using alternative methods.

D It can also provide a cost-effective and mutually satisfying way of negotiating what are otherwise difficult disputes.

E Disputes between a company and its employees can arise in difficult situations.

F However, one of the most damaging controversies for a business is a dispute with an employee.

G Employment disputes grow out of relationships.

H He or she may believe that their employment has been wrongfully terminated and that the termination was unfair or without good cause.

**General Speaking Topic E-Commerce**

**1) Answer the questions**

1. What are the advantages and disadvantages of traditional main street shopping?
2. What are the advantages and disadvantages of shopping online?
3. Is shopping a pleasure or a must for you?
4. What kind of shopping do you do online and traditionally?
5. What concerns do you have when buying online?
6. What do you think of online shopping?
7. How does online shopping compare to shopping in malls?
8. What are the dangers of online shopping?
9. How do you feel when you shop online?
10. E-commerce (buying and selling things on the Internet) has become very popular. Give a reason for this?
11. Is it better to buy online or to go to a shop? Why?
12. Why is it very important not to give out personal information on the Internet?
13. Many sites require you to have ID's and passwords. Why do we need to keep these safe?
14. Do you enjoy shopping online? What sort of goods or services do you buy?
15. What are the main reasons why people choose to shop online?
16. What are the main disadvantages of online shopping? Will technology solve these problems in future?
17. Would you like to live in a world where all shopping was done online?
18. Do you enjoy seeing pop-up adverts online? Are they effective?
19. Do you respond to adverts on social media sites like Facebook? Is this a good way to market a product?
20. Can you think of an interesting way of using YouTube to market a product?
21. Can you think of a creative way of using a social networking site like Twitter to promote a product?
22. Does your company have an online marketing strategy? Does it need one?
23. Do you have a profile on the business networking site LinkedIn? Could this be useful for you?
24. How has online business changed the typical consumer over the last 20 years?
25. Are you comfortable that some businesses collect data about users' online activity?
26. Do you shop online? Why or why not? What items or services do you purchase online?
27. How do you pay for the things you buy online?
28. Have you had a bad experience / been disappointed with something you bought online?
29. Did you ask for a refund?
30. What would you never buy online? What things do you prefer buying from a shop?

**2) Match each word in A with its explanation in B**

A	B
---	---



1. Secure	a. a request for payment of money.
2. Valuables	b. to request with the intention to buy.
3. Hacker	c. (the use of) a new idea or method.
4. Innovation	d. not being watched or taken care of.
5. Beware	e. you give something to someone and they give you something else.
6. Unattended	f. safe.
7. Exchange	g. small objects, especially jewelry, which might be sold for a lot of money.
8. Bill	h. someone who uses a computer to connect to other people's computers <u>secretly</u> and often illegally, so that they can find or change information.
9. To order	

**3) Match the words to get meaningful phrases.**

A	B
1. send	a. information
2. On-line	b. innovation
3. Look for	c. e-mails.
4. Exchanging files	d. and documents
5. Surf	e. secure.
6. Pay	f. the net.
7. Scientific	g. the bills.
8. Feel	h. shopping.

**4) Fill in the gaps using the in the box.**

**Services/protection/on-line/research/e-mails / hackers / shopping / exchange/ order / surfing the net /unattended/bills/chat/sites / secure**

Internet as a new type of communication is gaining good reputation for making life easier. People can (1) \_\_\_\_\_ anything they want (2) \_\_\_\_\_ without going out window-(3) \_\_\_\_\_. They can pay their electricity or water (4) \_\_\_\_\_ through internet, too. They can even recharge their mobile phones in the same way. Buying and selling aren't the only (5) \_\_\_\_\_ by internet. We can also use it to (6) \_\_\_\_\_ documents, download songs and films. We can do (7) \_\_\_\_\_ as well. Internet is also used to send and receive (8) \_\_\_\_\_ and of course (9) \_\_\_\_\_ live with chat mates wherever they are. These new services are used badly by some internet users called (10) \_\_\_\_\_. These people use the internet to do illegal actions such as cheating, taking people's money.....

The means of (11) \_\_\_\_\_ used today are not enough because any personal information can be misused by those people. The world of internet is therefore not (12) \_\_\_\_\_ for kids exactly like the real world. When (13) \_\_\_\_\_, children should never be left (14) \_\_\_\_\_. Parents must control them and always check the (15) \_\_\_\_\_ they visit.

**5) Read the text**

The advent of the Internet has brought with it the convenience of shopping at our leisure in the comfort of our own home. However, for many, the allure of shopping for bargains and treats can turn into an addiction. Experts believe there is a danger that online shopping can develop into a mental illness. Researchers from the Hannover Medical School in Germany have termed it "Buying Shopping Disorder" (BSD). The researchers say this condition should be recognized by the medical profession as an illness and should not simply be classed as one of various "impulse control" disorders. Psychotherapist Dr Astrid Müller said: "It really is time to...accumulate further knowledge about BSD on the Internet."

Dr Müller and her colleagues conducted research on data from earlier studies on compulsive shopping. Their research focused on 122 patients who sought treatment for BSD. Dr Müller reported that about five per cent of the population may be suffering from BSD. She added that younger people are more prone to developing it and experienced greater levels of anxiety and depression. People with BSD readily exhibit negative behaviors. These include spending excessive amounts of money on things they don't need, hoarding and never using things they order, buying things for the sake of instant gratification, and ending up in debt. BSD can destroy marriages, relationships and mental health.

**6) Answer the questions**

1. What did the article say the advent of the Internet brought?
2. What did the article say the allure of bargains and treats turn into?
3. In what country was this research conducted?
4. Who did a researcher say should recognize BSD as an illness?
5. What did a researcher say it was time to accumulate?
6. How many patients did researchers look at the data of?
7. What percentage of the population might have BSD?
8. Who is more prone to developing BSD?
9. What instant thing might online shopping addicts be seeking?
10. What did the article say BSD can destroy besides mental health?

**7) Multiple choice quiz**

- 1) What did the article say the advent of the Internet brought?
  - a) great bargains
  - b) the convenience of shopping
  - c) greater freedom of choice
  - d) the end of small stores
- 2) What did the article say the allure of bargains and treats turns into?
  - a) horror stories
  - b) being poor
  - c) great pleasure
  - d) an addiction
- 3) In what country was this research conducted?
  - a) Germany
  - b) the USA
  - c) Japan
  - d) South Africa
- 4) Who did a researcher say should recognize BSD as an illness?
  - a) online stores
  - b) web visitors
  - c) the medical profession
  - d) shoppers
- 5) What did a researcher say it was time to accumulate?
  - a) money
  - b) further knowledge about BSD
  - c) online shopping points
  - d) ideas to curb addiction
- 6) How many patients did researchers look at the data of?
  - a) 122
  - b) 123
  - c) 124
  - d) 125
- 7) What percentage of the population might have BSD?
  - a) 3%
  - b) 10%
  - c) 5%
  - d) 8%
- 8) Who is more prone to developing BSD?
  - a) younger people
  - b) older people
  - c) men
  - d) women
- 9) What instant thing might online shopping addicts be seeking?
  - a) gratification
  - b) points
  - c) bargains
  - d) food
- 10) What did the article say BSD can destroy besides mental health?
  - a) Internet connections
  - b) mobile phone bills
  - c) confidence
  - d) marriages and relationships

**8) Vocabulary Match the terms and explanations**

**Paragraph 1**

1.	advent	a.	An illness or other medical problem.
2.	allure	b.	A paid job, especially one that involves long training and a formal qualification.
3.	treat	c.	The arrival of a notable person, thing, or event.
4.	condition	d.	Gather together or acquire an increasing number or quantity of something.
5.	profession	e.	The quality of being powerfully and mysteriously attractive or fascinating.
6.	classed	f.	An activity, event or item that is out of the ordinary and gives great pleasure; a present or gift to yourself.
7.	accumulate	g.	Assigned or regarded as belonging to a particular category.

**Paragraph 2**

8.	colleague	h.	Pleasure, especially when gained from the satisfaction of a desire.
9.	compulsive	i.	A person with whom one works in a job or business.

10.	prone	j.	Resulting from or relating to an unstoppable desire or urge, especially one that is against one's conscious wishes.
11.	anxiety	k.	More than is necessary or normal; too, too, too, too much.
12.	excessive	l.	A feeling of worry, nervousness, or unease, typically about an imminent event or something with an uncertain ending.
13.	hoarding	m.	Likely to or liable to suffer from, do, or experience something - usually something that is unpleasant.
14.	gratification	n.	Gathering money or objects and hiding or storing them away.

**9) TRUE / FALSE:**

1. The Internet has made shopping at home more uncomfortable.
2. Experts say that online shopping addiction is a form of mental disorder.
3. The research described in this article was conducted in Germany.
4. A psychotherapist said we needed to accumulate further knowledge.
5. Researchers looked at data on over 1,000 BSD patients.
6. A researcher said nearly 10% of people may suffer from BSD.
7. People seek instant gratification by shopping online.
8. Researchers say people can end up in credit because of BSD.

**10). SYNONYM MATCH: Match the following synonyms from the article.**

1. <b>advent</b>	a. co-workers
2. <b>leisure</b>	b. gather
3. <b>experts</b>	c. fulfillment
4. <b>classed</b>	d. specialists
5. <b>accumulate</b>	e. requested
6. <b>colleagues</b>	f. likely
7. <b>sought</b>	g. arrival
8. <b>prone</b>	h. arrears
9. <b>gratification</b>	i. categorized
10. <b>debt</b>	relaxation

**11). PHRASE MATCH: (Sometimes more than one choice is possible.)**

1. The advent	a. by the medical profession
2. in the comfort of our	b. things they order
3. the allure of	c. knowledge about BSD
4. this condition should be recognized	d. instant gratification
5. time to accumulate further	e. shopping for bargains
6. 122 patients who	f. destroy marriages
7. younger people are more prone	g. of the Internet
8. hoarding and never using	h. to developing it
9. buying things for the sake of	i. sought treatment
10. BSD can	j. own home

**12a) Gap fill Put these words into the spaces in the paragraph below.**

*treats*  
*termed*  
*accumulate*  
*advent*  
*addiction*  
*disorders*  
*comfort*  
*profession*

The (1) \_\_\_\_\_ of the Internet has brought with it the convenience of shopping at our leisure in the (2) \_\_\_\_\_ of our own home. However, for many, the allure of shopping for bargains and (3) \_\_\_\_\_ can turn into an (4) \_\_\_\_\_. Experts believe there is a danger that online shopping can develop into a mental illness. Researchers from the Hannover Medical School in Germany have (5) \_\_\_\_\_ it "Buying Shopping Disorder" (BSD). The researchers say this condition should be recognized by the medical (6) \_\_\_\_\_ as an illness and should not simply be classed as one of various "impulse control" (7) \_\_\_\_\_. Psychotherapist Dr Astrid Müller said: "It really is time to... (8) \_\_\_\_\_ further knowledge about BSD on the Internet."

**12b) Put these words into the spaces in the paragraph below.**

*anxiety*  
*sought*

excessive  
sake  
colleagues  
debt  
prone  
hoarding

Dr Müller and her (9) \_\_\_\_\_ conducted research on data from earlier studies on compulsive shopping. Their research focused on 122 patients who (10) \_\_\_\_\_ treatment for BSD. Dr Müller reported that about five per cent of the population may be suffering from BSD. She added that younger people are more (11) \_\_\_\_\_ to developing it and experienced greater levels of (12) \_\_\_\_\_ and depression. People with BSD readily exhibit negative behaviors. These include spending (13) \_\_\_\_\_ amounts of money on things they don't need, (14) \_\_\_\_\_ and never using things they order, buying things for the (15) \_\_\_\_\_ of instant gratification, and ending up in (16) \_\_\_\_\_. BSD can destroy marriages, relationships and mental health.

### ТЕСТИРОВАНИЕ (Legal Topic)

What is the definition of employment law?

Oversees duties and rights that occur between an employee and employer

Covers the rights of only the employee

Covers the rights of only the employer

Ensures that equal pay is given to all employees

It is lawful for a company to discipline a worker for soliciting union cards in a work area during non-work time.

False

True

Workers can lawfully distribute union literature during non-work time in non-work areas.

False

True

It is unlawful for an employer to create the impression that he is spying on union meetings.

False

True

Undocumented workers are covered by the protections of the National Labor Relations Act.

False

True

An employer can fire a supervisor for making pro-union statements.

False

True

A person is considered to be a "supervisor" under the National Labor Relations Act if he or she has a supervisory title and is paid more than the unit employees.

False

True

It is against the law for the employer to take away benefits in retaliation against workers for organizing.

False

True

If workers are engaged in an "unfair labor practice strike," they cannot be permanently replaced.

False

True

Q. The right to privacy is an absolute and fundamental right.

False

True

Q. Today, employers have a greater capacity to invade an employee's privacy than ever before.

True

False

Q. A right that is guaranteed by the Constitution, whether stated or not.

fundamental right  
constitutional right  
state right  
absolute right

Q. The right to free speech and the right to be free from unreasonable searches and seizures are \_\_\_\_\_.

fundamental rights  
absolute rights  
individual rights  
protected rights

Q. Law made and applied by judges, based on precedent (prior case law).

constitutional law  
common law  
state law  
prima facie law

Q. Employers generally cannot go and search an employee's car, with some exceptions.

True  
False

Q. Employees have an expectation of privacy with regard to their body, including what they carry in their pockets.

True  
False

Q. Employer generally have the right to frisk employees or to require them to disclose what they are carrying in their pockets.

False  
True

Q. An employee puts a purse in a company-provided desk drawer, the employer generally has the right to examine the desk drawer but likely not the contents of their purse.

True  
False

Q. Employees have an expectation of privacy in their personal (not personnel) records and information.

True  
False

Q. Workers have an expectation of privacy in what they choose to do in their free time, when they are away from work - without exception.

False  
True

Q. The Privacy Act protects the right of employees to have access to their \_\_\_\_\_, and there should be some way for them to find out the purposes for which the files are being used.

own personnel files  
personal items  
professional development records  
medical records

Q. That segment of the workforce represented by governmental employers and governmental agency employers. In some situations, this term may include federal contractors.

public sector  
private sector  
public industry  
private industry

Q. Employers may regulate the off-work or otherwise private activities of their employees where they believe that the off-work conduct affects the employee's performance at the workplace.

True  
False

Q. Employers are allowed to monitor employees via identification and location tracking technologies; as well as via information-gathering technologies, which enable employers to monitor workplace computer use to an extent that was never before possible

True  
False

Q. BYOD stands for  
Bring Your Own Device  
By Your Office Desk  
Before Your Office Door  
Buy Your Own Device

Q. A good management practice is to develop and publish policies that reserve your right to monitor, gain access to, or disclose all emails in your system. Notify employees of the policy and train all managers  
True  
False

Q. An employer privacy policy should be clear that employees have an expectation of privacy in all employer-provided equipment.  
True  
False

What is the phenomenon where business is no longer restricted to the borders of one nation, but now operates in the entire world?  
Globalization  
Nationalism  
Industrialization  
Socialism

Which of the following global issues can affect employment?  
All answers are correct.  
Immigration challenges  
International trade relations  
Employee compensation

What is a controversial business practice of a company sending part or all of its manufacturing operations overseas?  
Outsourcing  
Immigration  
All answers are correct.  
International trade relations

Which of the following statements about national unions is TRUE?  
They are directly involved in the creation of work rules.  
They are involved in labor relations legislation.  
They have the final say as to whether or not work rules will be approved.  
They, along with a mediator, have the final say as to whether or not work rules will be approved.

Why is mediation pursued?  
So that a neutral third party can review disagreements between the union and employer and make suggestions.  
So that a neutral third party can review disagreements between the union and employer and find in one party's favor.  
So that the government can review disagreements between the union and employees and find in one party's favor.  
So that the government can review disagreements between the union and employees and make suggestions.

Which of the following BEST describes a collective bargaining agreement?  
An agreement on the final contract of compensation.  
An agreement on the final contract of employment.  
An agreement on the final contract of work rules.  
An agreement on the final contract of terminations.

Which of the following is NOT typically considered to be a subject covered by employment law?  
Embezzlement  
Employment discrimination  
Social Security  
Wrongful discrimination  
Labor disputes

Employment laws are designed to:  
Prevent discrimination  
Prevent work disruption due to disputes between labor and management

Promote health and safety  
Establish a minimum required level for economic support  
All of the answers are correct

As a whole, employment law is the area of law that governs:

How people get paid  
The employer-employee relationship  
Who can and cannot be employed  
The way businesses are set-up and run  
The relationship between society and industry

Legal questions in an interview should use this statement as a guide:

"Does this question explore the candidate's personal background?"  
"Does this question help me learn what kind of person he/she is?"  
"Is this question necessary for the person to perform the job?"  
"Does this question make me look more intelligent to this candidate?"

Hiring agents may ask about \_\_\_\_\_ relative to a candidate's military service.

Training or work experience  
Reasons for leaving  
Discharge status  
Political beliefs

Illegal pre-employment questions may include questions related to all of the following EXCEPT which?

Disabilities  
Age  
Gender  
Convictions

An employment contract is designed to be between which two parties?

An employee and a manager  
Two competing businesses  
An employer and a vendor  
An employee and employer

What is the primary purpose of an employment contract?

To explain the workplace policies of a company.  
To specify how much money an employee will be paid.  
To set clear expectations for the working relationship.  
To highlight mistakes and errors made in the workplace.

All of the following information may be included in an employment contract EXCEPT \_\_\_\_\_.

Deadlines for specific tasks  
Job structure and responsibilities  
Compensation and benefits  
Termination information

Which of the following is a feature of a well-written job description?

It includes the salary range and location of where the employment is to be performed.  
It excludes a description of the organization.  
It is overly general to allow for changing conditions.  
It avoids mentioning salary ranges.

Which of the following may be part of the selection and placement process when hiring a law enforcement officer?

All of the answers are correct  
Requiring drug testing  
Avoiding interviewing candidates who are over the age of 40  
Excluding candidates with disabilities from the process

Which one of the following can internal employee placement initiatives prevent?

Insubordination  
Absenteeism  
Poor performance reviews  
Layoffs

Which of the following employer-employee agreements includes a power of attorney?

- Invention assignment agreement
- Non-compete agreement
- Non-disclosure agreement
- At-will employment contract

Which of the following employer-employee agreements can be very difficult to legally enforce?

- Non-compete agreement
- Non-disclosure agreement
- Invention assignment agreement
- Employee confidentiality agreement

What is the legal term for information that is the property of a company and intended to be kept a secret from competitors?

- Trade secret
- Classified
- Top secret
- Essential

Which of the following is a reason why an at-will employee can file a wrongful termination lawsuit?

- For an illegal firing due to discrimination based on race
- For several call-offs and being tardy for the start of shifts
- For not achieving performance goals after receiving a warning
- For failing to meet the dress code after being warned

Kelly works as a sales rep for a pharmaceutical company. She recently found out some of her coworkers who are selling a new cholesterol medication are giving kickbacks to physicians that recommend and write prescriptions for it to their patients. Kelly tells her manager, and he says not to worry about it since it is not hurting anyone. Kelly decides to take her concerns to the local police. Soon after that her company is under investigation, and she is let go. This is an example of a wrongful termination due to \_\_\_\_\_.

- Retaliation
- Whistleblowing
- Revenge
- Discrimination

Q. Those workers who are given time to show their skills and qualifications for the positions they seek, before they become regular employees.

- Regular Employee
- Probationary Employee
- Casual Employee
- Project Employee

Q. Those workers whose work is only incidental to the business of an employer.

- Regular Employees
- Probationary Employees
- Casual Employees
- Seasonal Employees

Q. Those workers who are employed only during a particular season of the year.

- Regular Employees
- Probationary Employees
- Contractual Employees
- Seasonal Employees

Q. Those workers who are employed for a specific period only and perform a specified work.

- Regular Employees
- Probationary Employees
- Contract or Project Employees
- Seasonal Employees

Q. One who is engaged in the service of another.

- Employer
- Employee
- Manager

Q. These are laws, rules and regulations that promote welfare of all sectors of society. This includes laws that provide particular kinds of protection or benefits to the society.

- Social Legislation



Labor Laws  
Labor Relations  
Labor Standards

Q. That which defines the status, rights, and duties and the institutional mechanisms that govern the individual and collective interactions of employers, employees or their representatives

Social Legislation  
Labor Laws  
Labor Relations  
Labor Standards

Q. A law which provides the minimum requirements prescribed by existing laws, rules and regulations relating to wages, hours of work, cost-of-living allowance and other monetary and welfare benefits, including occupational safety, and health standards.

Social Legislation  
Labor Laws  
Labor Relations  
Labor Standards

## **ПЕРЕВОД (Legal Topic)**

1) An interesting way to understand the wide-ranging effect that laws, regulations and codes have on the day-to-day operations of a business is to create a fictitious company, then consider how different aspects of that company come into contact with the law.

Let's say our company is an inter-io national cosmetics organisation, Elegance, based in Paris, with offices in Europe, Asia, the Middle East and North America, and manufacturing plants in Europe, China, India and South America. The company makes and sells a wide range of creams, soaps, perfumes and hair treatments, all available under several famous brand names. It also produces medicated skin-care products; these are manufactured in 3D Central Europe, and contain medicinal ingredients used under licence from a pharmaceutical company.

To get a broad picture of how the law can have an impact on a company like Elegance, we can divide the organisation into four general areas: people, products, premises... and profit.

**People**  
Here, we think about employees, management, shareholders and customers. Elegance has employees in its factories and offices, so they will require contracts of employment. Before anybody can be recruited for a job, the position is advertised - the HR department will be aware of strict laws relating to discrimination, diversity and equal opportunities. If an employee is guilty of misconduct, then employment law disciplinary procedures must be observed, followed sometimes by dismissal.

The company is run by the directors and management; they are obliged to fulfil certain duties and to perform in a responsible way on behalf of the shareholders, the ultimate owners of the company. The directors must keep proper records of the financial status of the company; the company's legal status will so govern what information is made available to the public.

The people who buy and use Elegance products expect them to be safe and reliable. These customers have rights under consumer protection laws

### **2) Products**

Poor quality control may result in a serious product liability claim against Elegance, perhaps involving a substantial award for damages. In addition to quality control, the company must consider advertising, packaging and labelling requirements. Elegance must closely monitor what it says about its products, and how it is said. Pharmaceutical products will need to comply with strict medicines legislation. Elegance factories will have contracts for the supply of raw materials; breach of contract may lead to litigation. The company must carefully protect its intellectual property rights - it wants to avoid infringement of patents, trademarks and copyright.

Consider Elegance's premises - its land and buildings. Is Elegance owner of the real estate, or does it rent offices or factories? As an employer, Elegance must observe health and safety legislation in so the factories and in the offices. It has a duty to provide employees with a safe working environment.

**Profit**  
A principal aim of an organisation such as Elegance is to make money every year. Corporation tax is payable on profits - tax lawyers can arrange schemes for legal tax avoidance, but not tax evasion. That is a criminal offence.

**Conclusion**  
This rapid tour round the fictional cosmetics company Elegance should demonstrate that very few aspects of running a typical commercial enterprise escape the influence of the law. It is essential for every company to keep itself fully informed of all relevant laws and regulations.

3) The role of a corporate lawyer is to advise clients of their rights, responsibilities, and duties under the law.

When a corporate lawyer is hired by a corporation, the lawyer represents the corporate entity, not its shareholders or employees. This may be a confusing concept to grasp until you learn that a corporation is actually treated a lot like a person under the law.

A corporation is a legal entity that is created under state law, usually for the purpose of conducting business. A corporation is treated as a unique entity or "person" under the law, separate from its owners or shareholders.

Corporate law includes all of the legal issues that surround a corporation, which are many because corporations are subject to complex state and federal regulations. Most states require corporations to hold regular meetings, such as annual shareholder meetings, along with other requirements.

Corporate lawyers make sure corporations are in compliance with these rules, while taking on other types of work.

What Type of Work Do Corporate Lawyers Do?

Contrary to popular belief, most corporate lawyers rarely step foot in courtrooms. Instead, most of the work they do is considered "transactional" in nature. That means they spend most of their time helping a corporation to avoid litigation.

More specifically, corporate lawyers may spend their time on:

Contracts: Reviewing, drafting, and negotiating legally-binding agreements on behalf of the corporation, which could involve everything from lease agreements to multi-billion dollar acquisitions

Mergers and acquisitions (M&A): Conducting due diligence, negotiating, drafting, and generally overseeing "deals" that involve a corporation "merging" with another company or "acquiring" (purchasing) another company

Corporate governance: Helping clients create the framework for how a firm is directed and controlled, such as by drafting articles of incorporation, creating bylaws, advising corporate directors and officers on their rights and responsibilities, and other policies used to manage the company

Venture capital: Helping startup or existing corporations find capital to build or expand the business, which can involve either private or public financing

Securities: Advising clients on securities law compliance, which involves the complex regulations aimed at preventing fraud, insider trading, and market manipulation, as well as promoting transparency, within publicly-traded companies

In many cases, corporate lawyers work in large or mid-size law firms that have corporate law departments. Many corporate lawyers have specialties or areas of corporate law that they focus on such as M&A, venture capital, or securities.

Some corporate lawyers work in-house, and most large corporations have their own in-house legal departments. In-house corporate lawyers generally handle a wide variety of issues.

4) Corporate lawyers are an elite group in legal practice. If you work in this area of law, no doors will be closed to you.

The practice of corporate law involves general corporate matters, such as the incorporation of companies, directors' and shareholders' rights, articles of association, board meetings, secretarial matters and the public listing or delisting of companies.

No two corporate transactions or deals are the same. The differences can depend upon several factors, such as the type of industry, whether it involves single or multimarket businesses, and the size of the companies involved.

Clients in this area range from multinational corporations, investment banks and privately-held companies, to small and medium scale businesses, regulatory bodies and governments.

What does corporate law involve?

As a corporate lawyer, your portfolio of work will usually involve: acting on mergers and acquisitions (M&A), the restructuring of corporate entities and the hiving-off of unprofitable sections.

You might help list clients on stock exchanges across the world, secure finance from private equity players and venture capitalists.

Your work on any deal or transaction will move through different stages. Firstly, you might negotiate and prepare draft documentation in association with your client's various accountants, financial advisors and managerial representatives.

Helping to procure finance, either from banks or private investors, securing guarantees and other assets, might form part of the deal, as will completing due-diligence reports and checking on debts, employees, ownership details and existing liabilities.

To top it off, you might finalise the deal with all involved parties, getting necessary approvals through resolutions at board meetings, and completing registration and other formalities wherever necessary.

Amongst the different types of deals and transactions which constitute corporate law, a big portion of work involves dealing with private equity funds and listing clients' companies on recognised stock exchanges.

A private equity player usually holds some kind of stock or ownership in unlisted companies.

A private equity lawyer's job is to make relevant financial arrangements when it comes to floating a new business venture, further expansion of operations, a tie-up or takeover with another company, or MBO financing.

5) In short, business law is incredibly financially and intellectually rewarding. You will likely earn a high salary, and you will work with your clients to help them achieve their business goals

Another practical benefit is that the skills you acquire can also be transferred to an in-house position with a business or government agency. Some business lawyers end up as entrepreneurs themselves, starting companies where they leave the practice of law behind but still draw on their legal knowledge.

Looking at the bigger picture, your work can have a significant impact on keeping economic engines running. (As one business lawyer I know once said while working on a transaction, "I really like going to work each day. I feel like I am a fish in the stream of commerce.")

Business law is also much less combative than many other legal areas. The work does not involve disputes over something that has gone wrong, nor efforts to assign blame and responsibility for the wrong. It is important that there be lawyers to handle such matters, but the business lawyer is typically dealing with parties who all want the same thing. The bank lawyer's client wants to lend money, for example, because it is financially advantageous to do so, and the borrower wants to borrow the money because it will have a positive impact on the borrower's business. Each side will try to get the best deal it can, and while negotiations can sometimes become contentious, in the end, both sides are working toward a common goal.

Types of Business Law

Business law covers a wide range of legal areas and applies to many different types of business activities. The legal issues that a business lawyer faces may involve corporate law, partnership law, banking law, sales law, securities law, or some combination of the above.

The business lawyer plays a very important role at the point where the business and legal worlds intersect, adding value and performing a valuable service for the client.

#### What Business Lawyers Do

Business lawyers anticipate problems that may arise for their clients down the road and work accordingly to help avoid such problems. The business lawyer may accomplish this in a variety of ways. For example, a business lawyer representing a bank in a lending transaction must draft the necessary documents, such as the loan agreement, promissory note, and security agreement, with an eye toward protecting the bank and ensuring that the borrower is obligated to pay the loan back in the manner requested by the bank. The business lawyer must also anticipate the scenario where the borrower defaults on the loan and must provide remedies for the lender if that scenario arises.

A business lawyer representing a company engaged in an IPO like Facebook's must ensure that the necessary documents are filed with the appropriate governmental authorities and that the documents contain all the information and disclosures required by law.

The business lawyer plays a very important role at the point where the business and legal worlds intersect.

The business lawyer is also required to understand not only the law but also the fundamentals of their client's work and their business goals. A business lawyer who works in the in-house legal department of a company will provide daily advice to the people running and working in the business. This work involves the interpretation of laws and regulations, and communicating advice.

If a matter is beyond the scope of the in-house legal department, the in-house lawyer will then consult with business lawyers at a law firm to determine the appropriate course of action. In that way, the business lawyer is simultaneously lawyer and client, acting as the liaison between any external law firm and their company.

Most business lawyers do not get involved in litigation or argue cases in court. Some litigators and trial lawyers specialize in business law, but the typical business lawyer does the bulk of the work at the office or in a conference room meeting with other lawyers and business people. Most of the business lawyer's time will be spent on negotiation, legal analysis, contract drafting, advising, and writing.

### КОНТРОЛЬНАЯ РАБОТА (Grammar)

#### Вариант 1

1. She just (sell) two of her own paintings. - She's lucky. I (paint) for five years and (not sell) a single picture yet.
2. The children (sleep) since nine o'clock. It's time they woke up. - I (try) to wake them up for half an hour already.
3. What your grandfather (do) since he retired? - Oh, he (sell) vegetables at the market that he (grow) in his garden.
4. Why you (wear) this hat? It looks strange! - I (wear) it for a month and nobody (say) a word during all this time.
5. Would you like a cup of coffee, Mum? I just (make) some. No, thanks. I (not drink) coffee for two month already.
6. You (choose) any books to read from my library? - I (try) to choose something since you left me here, but it seems to me I (read) all of them.
7. You ever (work) as a translator? - Yes, that is what I (do) for five years.
8. 8. The police (not find) the murderer yet, but the dead man's brother (be) in the station all day. The police say that he (help) them with their enquiries.
9. A pair of robins (build) a nest in the porch since last week. I (watch) them from my window since they began.
10. Ann (fail) her driving test three times because she's so bad at reversing. But she (practise) reversing for the last week and I think she (get) a bit better at it.
11. — В доме пахнет краской. — Да, мы уже месяц ремонтируем дом. Мы закончили комнаты, но пока еще не начали красить кухню.
12. - Вы уже приняли какое-либо решение по этому вопросу? - Нет. Мы обсуждаем его уже полтора часа, но ещё не пришли ни к какому соглашению.
13. — Давно мы не встречаем (to see) эту девушку. — Да, мы не видели (to meet) ее с тех пор, как вернулись из Парижа.
14. — Как давно вы стоите в очереди? — Мы здесь с тех пор, как касса открылась.
15. — Как давно у тебя этот компьютер? — Он принадлежит мне уже пять лет.
16. - Кто взял книгу "Унесённые ветром"? - Я дал её почитать своему другу. - Давно он её читает? - Неделю, хотя обычно он быстро читает книги.
17. — Мой друг работает в компании, которая производит компьютеры. — Давно он там работает? — Он работает со дня основания этой фирмы.
18. - Он уже окончил университет? - Да, он уже два года пишет диссертацию.
19. — Посмотри, падает звезда. — Ты загадала желание? — Да.
20. - Сколько времени они играют эту шахматную партию? - Они играют её уже второй день, но ещё не закончили.

#### Вариант 2

1. Call the children in! They (play) outside since early morning and (not to do) their homework yet.
2. Don't let the boy stay out so long. He (run about) for three hours, and may catch a cold.
3. George (collect) matchboxes ever since he left school. Now he (collect) so many that he doesn't know where to put them.
4. He (play) the bagpipes since six o'clock this morning. He only just (stop).
5. He (work) for Crow Brothers for forty years and never once (be) late. The firm just (present) him with a gold watch as a sign of their appreciation.
6. I (do) housework all morning and I (not finish) yet. ~ I (do) mine already. I always start at 6 a.m.
7. I (look) through my old photograph album. It's full of photographs of people whose names I completely (forget). I wonder what (happen) to them all.

8. I (stand) in this queue for ages. It (not move) at all in the last five minutes.
9. I (stand) in this queue for ages. It (not move) at all in the last five minutes. I think the man in the ticket office just (shut) his window and (go) off for lunch.
10. I (wait) for the prices of the houses to come down before buying a house, but I think I (wait) too long and the prices are beginning to go up again.
11. - Сколько времени ты носишь эту шляпу? Она выглядит странно. - В самом деле? Я ношу её только в этом сезоне и не собираюсь покупать другую.
12. - Твой брат уехал работать в Англию? - Да. Он работает в Англии уже два месяца. — Где он живёт всё это время? - Я знаю, что он остановился в гостинице.
13. — Уже много лет мой дедушка владеет кусочком земли в деревне. Он всегда увлекался садоводством и превратил свою землю в чудесный сад.
14. - Чем он занимается? - Он писатель. Он пишет книги уже много лет, но я читал только некоторые из них.
15. - Что ты делаешь? - Я ремонтирую наш телевизор целый вечер, и скоро мы посмотрим новый фильм.
16. «Я хранила это кольцо много лет и теперь отдаю его тебе», — сказала мне бабушка.
17. 11. — Как давно ты носишь эти очки? - Они у меня уже два года.
18. В наше время все больше женщин водят машины. Да, облик женщины очень изменился за последние годы (over the years).
19. Вот библиотека, где работает моя сестра. Она работает здесь с тех пор, как окончила университет.
20. Всю свою жизнь я работаю как раб для того, чтобы мои дети получили хорошее образование.

### **Вариант 3**

1. I (wait) for the prices of the houses to come down before buying a house, but I think I (wait) too long and the prices are beginning to go up again.
2. I just (pick) ten pounds of strawberries! I (grow) strawberries for years but I never (have) such a good crop before.
3. I just (remember) that I (not pay) the rent yet. I am surprised that the landlord (not ring) me up to remind me. ~ It is the first time you (be) late with the rent in 25 years. He probably thinks that you (pay) and he (lose) the cheque.
4. I often see him but, I never (speak) to him. I (wish) to speak to him ever since he started working here.
5. I remember meeting your brother last summer, but I (not to see) him since then. What he (do) all this time?
6. I wonder if anything (happen) to Tom. I (wait) an hour now. He often (keep) me waiting but he never (be) quite so late as this.
7. I'm afraid she (not to finish) typing those letters yet. She (deal) with customers all morning.
8. It (rain) for two days and it looks as if it would never stop.
9. It was lovely at eleven o'clock, but since then the sky (get) steadily darker and the wind (rise). I'm afraid the fine spell (come) to an end.
10. Jane (suffer) from headache since last week. She (go) to the doctor twice, but nothing (help) her yet.
11. Вы плохо выглядите. Вы много работали на этой неделе? — Да. Я работаю над переводом уже десять дней, но сделала только половину.
12. Вы прочитали книгу, которую я вам дала?
13. Гроза (thunderstorm) прошла, но небо покрыто темными тучами, и дует сильный ветер.
14. Есть нечто, о чем я уже давно хочу (to mean) спросить тебя.
15. За прошедшие двадцать лет компьютер изменил жизнь человека до неузнаваемости. Я пользуюсь компьютером со школьных лет и не представляю свою жизнь без него.
16. Иди домой и делай уроки. Ты играешь в футбол с тех пор, как пришёл из школы.
17. Когда падает звезда, нужно загадать желание.
18. Многие годы учёные проводят исследования, чтобы найти лекарство от этой болезни.
19. Мода в наши дни постоянно меняется.
20. Мои родственники собираются купить загородный дом. Они планируют и говорят об этом уже два года, но пока что не нашли подходящий вариант.

### **Вариант 4**

1. Mrs Brown (live) next door for quite a long time now but she never (say) more than "Good morning" to me.
2. My hands are all covered with flour. I (make) cakes.
3. Peter (be) a junior clerk for three years. Lately he (look) for a better post but so far he (not find) anything.
4. Peter: You (telephone) for ages. You not nearly (finish)? Jack: I (not get) through yet. I (try) to get our Paris office but the line (be) engaged all morning.
5. Secretary: Customers (ring) up all morning complaining about getting incorrect bills. Manager. I know; something (go) wrong with our computer The mechanic (work) on it. I hope he (find) out what's wrong.
6. She (study) Chinese for two years, but can't speak this language yet.
7. She just (sell) two of her own paintings. ~ She's lucky. I (paint) for five years and I (not sell) a single picture yet.
8. Shop assistant: Could you give me some proof of your identity, madam? Customer. But I (shop) here for fifteen years! Shop assistant- I know, madam, but apparently the company (lose) a lot of money lately through dud cheques and they (make) new regulations which we (be told) to apply to all customers no matter how long we (know) them.
9. Since he became Mayor, my brother reckons that he (eat) 30 official lunches and 22 official dinners, and he (lose) count of the number of receptions and parties that he (attend). ~ He (put) on a lot of weight?
10. Someone (use) my umbrella! It's all wet! And it was wet yesterday and the day before! ~ Well, it wasn't me. I (not be) out of the house for a week!

11. Мой сын собирает машинки (toy cars) с трех лет.
12. Мы живем рядом с Романовыми двадцать четыре года. И мы всегда были хорошими соседями.
13. Мы слушали тебя очень внимательно последние два часа, и теперь мы уверены, что ты говоришь правду.
14. Мэри уже приехала? — Да, она уже здесь два дня. Она приехала в пятницу.
15. Настя опять поссорилась со своим парнем, потому что он постоянно названивает ей после полуночи.
16. Не могу передать, что чувствовали твои родители все то время, пока тебя не было.
17. Он наш тренер (trainer) с тех пор, как я начал играть в этой команде.
18. Они уже приняли решение (take a decision) по этому вопросу? — Нет. Они все еще спорят (argue). Они обсуждают этот вопрос уже два часа и еще не пришли ни к какому решению,
19. Парламент дебатировал по этому вопросу уже двадцать лет
20. Полиция работает, но она пока не обнаружила возможного мотива для преступления.

### **Вариант 5**

1. That jacket really suits you. How long (make) your own. clothes?
2. That man (stand) at the bus stop for the last half hour. Shall I tell him that the last bus already (go)?
3. The boy (solve) the cross-word puzzle for an hour and now he (try) to solve the last word.
4. The last time I went swimming was when I was in the South. I (not swim) since that time.
5. The students (translate) the article for 20 minutes but they (not finish) it yet.
6. The students (work) hard this term. I hope they will pass all their exams successfully.
7. The Town Council (consider) my application for permission to build a garage for three months. They just (give) my neighbour permission to build one, so I hope they (decide) to let me have one too.
8. There aren't any buses because the drivers (go) on strike.
9. They (pull) down most of the houses in this street, but they (not touch) the old shop at the corner yet.
10. They are throwing crockery at each other in the next flat. ~ This (happen) before? ~ Well, they (have) a good many rows but this is the first time they (throw) crockery.
11. Последние несколько недель она иллюстрирует детскую книжку.
12. Пришел сентябрь. Многие люди готовятся к зиме.
13. С самого детства он обладает тонким чувством юмора.
14. Сегодня праздник. Оркестр играет в парке с утра. Давай сходим туда.
15. Сколько я ее знаю, она всегда была такой привередливой.
16. Студенты пишут контрольную работу уже два часа. Пока только двое сдали работы.
17. Ты встречаешься с кем-нибудь последнее время?
18. Ты можешь все мне рассказать. Ты доверяла мне все свои секреты с тех пор, как научилась говорить.
19. У нас была не очень-то продуктивная неделя. Мы практически ничего не сделали. Мы попусту тратим время. Какая досада!
20. Уже двадцать лет, как наша семья живёт в этом городе. Город сильно изменился за это время.

### **Вариант 6**

1. They began widening this road three weeks ago; but the workmen (be) on strike for the last fortnight so they (not get) very far with it.
2. This old man (lose) his spectacles. We (look for) them everywhere, but we can't find them.
3. Tom (looking up absent-mindedly as Mary comes in): You (sunbathe)? Mary (crossly): Don't be ridiculous! It (rain) all day!
4. Tom is convinced that there is gold in these hills but we (search) for six months and (not see) any sign of it.
5. Tom: I often (wonder) why Bill left the country so suddenly. Peter: Actually, I just (find) out.
6. We (mend) sheets all morning but we only (do) three, and now the sewing machine (break) down so we'll be even slower with the next one.
7. We (watch) this stupid film since lunch time. Let's switch over to the other channel.
8. What you (do) with my typewriter? I can't find it any—where. ~ Tom just (go) off with it. He says he'll bring it back when he (finish).
9. What you (do) with the corkscrew? The point is broken off. ~ I'm afraid I (use) it to make holes in this tin.
10. What you (do)? I (look) for you for ages. ~ I (build) a barbecue in the garden.
11. Утро было солнечное, но с одиннадцати погода изменилась, и сейчас идет дождь.
12. Чем вы занимаетесь с тех пор, как мы расстались (part)?
13. Что здесь делает этот человек? — Он ждет секретаря. Она еще не пришла на работу.
14. Что это здесь происходит, мальчики? Вы что, дрались?
15. Я с утра готовлю, надеюсь, обед всем понравится.
16. Я так устала от этого шума! Соседи уже неделю сверлят стены.
17. Сколько я ее знаю, она всегда была такой привередливой.
18. Студенты пишут контрольную работу уже два часа. Пока только двое сдали работы.
19. Ты встречаешься с кем-нибудь последнее время?
20. Ты можешь все мне рассказать. Ты доверяла мне все свои секреты с тех пор, как научилась говорить.

### **Вариант 7**

- As Arthur mounted the stone steps leading to the street, a girl in a cotton dress and straw hat ran up to him with outstretched hands. "Arthur! Oh, I am so glad!.. I \_\_\_ here for half an hour... Arthur, why \_\_\_ you \_\_\_ at me like that? Something \_\_\_ Arthur, what \_\_\_ to you? Stop!" (to wait, to look, to happen, to come) (*Voynich*)
- But you ought to have been telling your tale. Now you begin and when you \_\_\_, we'll go back and see what \_\_\_ really \_\_\_ (to finish, to happen) (*Priestley*)
- Cesare you and I \_\_\_ friends for all these years, and I \_\_\_ never \_\_\_ you what really happened about Arthur, (to be, to tell) (*Voynich*)
- He says he \_\_\_ to the same tunes for fifteen years, (to listen) (*Maugham*)
- Here's my keys. I \_\_\_ (to leave) (*Gow and D'Usseau*)
- I \_\_\_ happy. I \_\_\_ always \_\_\_ happy, (to be, to be) (*Hemingway*)
- I \_\_\_ the bell for the last quarter of an hour, (to ring) (*Maugham*)
- I \_\_\_ to Mr. Boldwood since the autumn. I want to explain. I \_\_\_ to do it ever since I returned, (to speak — negative, to long) (*Hardy*)
- I don't want to take a cure at all. I am perfectly happy. All my life I \_\_\_ perfectly happy. (to be) (*Hemingway*)
- I must not let my eyes get all red and swollen, or Henry'll know I \_\_\_ (to cry) (*Maugham*)
- Ты уложила свои вещи? Такси уже десять минут ждет у дверей.
- Он уже пять месяцев заведует лабораторией и многому научился за это время.
- Я приду к вам, если только меня не задержат на работе.
- Я всегда интересовалась естественными науками.
- Кто взял мой словарь? Я уже полчаса ищу его.
- Мы здесь уже с начала месяца, но не было еще ни одного солнечного дня.
- Она вечно говорит по телефону.
2. Что с вами?.. Или вы что потеряли?
17. Как-то он теперь играет? Почти десять лет он не играл в шахматы.
- Я, милая, давно уже ничего не читал... Впрочем, иногда читаю Жюль Верна.

### Вариант 8

- She just (sell) two of her own paintings. - She's lucky. I (paint) for five years and (not sell) a single picture yet.
- The children (sleep) since nine o'clock. It's time they woke up. - I (try) to wake them up for half an hour already.
- What your grandfather (do) since he retired? - Oh, he (sell) vegetables at the market that he (grow) in his garden.
- Why you (wear) this hat? It looks strange! - I (wear) it for a month and nobody (say) a word during all this time.
- Would you like a cup of coffee, Mum? I just (make) some. No, thanks. I (not drink) coffee for two month already.
- You (choose) any books to read from my library? - I (try) to choose something since you left me here, but it seems to me I (read) all of them.
- You ever (work) as a translator? - Yes, that is what I (do) for five years.
8. The police (not find) the murderer yet, but the dead man's brother (be) in the station all day. The police say that he (help) them with their enquiries.
- A pair of robins (build) a nest in the porch since last week. I (watch) them from my window since they began.
- Ann (fail) her driving test three times because she's so bad at reversing. But she (practise) reversing for the last week and I think she (get) a bit better at it.
- В доме пахнет краской. — Да, мы уже месяц ремонтируем дом. Мы закончили комнаты, но пока еще не начали красить кухню.
- Вы уже приняли какое-либо решение по этому вопросу? - Нет. Мы обсуждаем его уже полтора часа, но ещё не пришли ни к какому соглашению.
- Давно мы не встречаем (to see) эту девушку. — Да, мы не видели (to meet) ее с тех пор, как вернулись из Парижа.
- Как давно вы стоите в очереди? — Мы здесь с тех пор, как касса открылась.
- Как давно у тебя этот компьютер? — Он принадлежит мне уже пять лет.
- Кто взял книгу "Унесённые ветром"? - Я дал её почитать своему другу. - Давно он её читает? - Неделю, хотя обычно он быстро читает книги.
- Мой друг работает в компании, которая производит компьютеры. — Давно он там работает? — Он работает со дня основания этой фирмы.
- Он уже окончил университет? - Да, он уже два года пишет диссертацию.
- Посмотри, падает звезда. — Ты загадала желание? — Да.
- Сколько времени они играют эту шахматную партию? - Они играют её уже второй день, но ещё не закончили.

<b>Тема 3</b>	<b>Базовая разговорная тема уровня А2 Компании</b> <b>Профессиональные темы: Юридические аспекты ведения международного бизнеса.</b> <b>Грамматика: Future tenses Существительные исчисляемые и неисчисляемые, единственное и множественное число</b>	<b>УО, Т, ПР, КР, ДСТ</b>
---------------	---	---------------------------

УО - устный опрос

Т - тестирование

ПР – перевод

КР – контрольная работа

ДСТ – дистанционные задания (размещены на платформе lms.ranepa.ru)

УСТНЫЙ ОПРОС

## Professional Topic National Security

### Read and render the texts:

#### 1) ENSURING THE NATIONAL SECURITY OF THE RUSSIAN FEDERATION

The following are the principal tasks for ensuring the Russian Federation's national security:

- to promptly detect and identify external and internal threats to national security;
- to take short- and long-term action to avert and remove internal and external threats;
- to ensure the sovereignty and territorial integrity of the Russian Federation and the security of its border lands;
- to improve the economy and pursue an independent and socially-oriented economic policy;
- to overcome the Russian Federation's scientific and technological dependence on external sources;
- to ensure citizens' personal security and constitutional rights and freedoms in Russia;
- to improve the system of state power in the Russian Federation, the system of federal relations and local self-government and legislation; to create harmonious relations between communities, and to strengthen law and order and preserve socio-political stability in society;
- to ensure unwavering compliance with Russian Federation legislation by all citizens and officials, state bodies, political parties and public and religious organizations;
- to ensure Russia's cooperation, especially with the world's leading countries, on equal and mutually advantageous terms;
- to increase the state's military potential and maintaining it at a sufficient level;
- to strengthening the regime of nonproliferation of mass destruction weapons and their delivery vehicles;
- to take effective action to identify, avert and intercept intelligence and subversive activities by foreign states against the Russian Federation;
- to fundamentally improve the country's ecological situation.

It is an important priority of state policy to ensure national interests and uphold the country's economic interests.

The following are important tasks in foreign economic activities:

- to pave the way for international integration of the Russian economy;
- to expand markets for of [sic] Russian products;
- to create a single economic domain with the members of the Commonwealth of Independent States.

Against a background of liberalization of Russia's foreign trade and increased competition on the global market for goods and services, there must be greater protection of the interests of Russian producers.

An important factor is a balanced monetary policy designed to gradually reduce Russia's dependence on external borrowing and to strengthen its presence in the international financial and economic organizations.

The state must play a stronger role in regulating foreign banking, insurance and investment companies and impose definitions and justified limitations on the transfer for use by foreign companies of Russia's natural resources, telecommunications, transport and production infrastructures.

Effective action must be taken in currency regulation, to pave the way for an end to payments in foreign currency on the domestic market and to end the uncontrolled export of capital.

The main directions for ensuring the national security of the Russian Federation in matters of the domestic economy are:

- legal support for reforms and creation of an effective mechanism for monitoring observance of Russian Federation legislation;
- strengthening state regulation in the economy;
- taking measures essential to overcoming the consequences of the economic crisis, and preserve and develop scientific, technological and production potential;
- effect a transition to economic growth with a diminished likelihood of man-made disasters, a transition to greater competitiveness of industrial products and to improved wellbeing of the people.

2) The following are the fundamental directions for protecting Russia's constitutional system:

- to ensure the priority of federal legislation and improve to this effect the legislation of constituent parts of the Russian Federation;
  - to develop organizational and legal mechanisms for protecting the integrity of the state, and unity of the legal domain and Russia's national interests;
  - to develop and implement a regional policy that ensures an optimum balance of federal and regional interests;
  - to improve the mechanism for preventing the appearance of political parties and public associations that pursue separatist and anticonstitutional goals and for stopping their activities.
- Efforts aimed at fighting crime and corruption require consolidation. It is very much in Russia's interests to uproot the economic and socio-political causes of these socially dangerous phenomena and to draw up a comprehensive system for protecting the individual, society and the state against criminality.

The formation of a system of effective social preventive measures and education of law-abiding citizens is of a top priority task. These measures must be subordinated to the interests of protecting every person's right to personal security regardless of race, nationality, language, origin, property interests or official status, place of residence, religion, membership of public associations or other circumstances.

It is vital when fighting crime to:

identify, eliminate and prevent causes and conditions engendering crime;

strengthen the state's role as guarantor of security of the individual and society, and create the legal framework necessary for this and the mechanism for applying it;

enlist state authorities, within the bounds of their authority, in the prevention of illegal actions;

expand mutually-beneficial international collaboration in law and order, primarily with the members of the Commonwealth of Independent States.

Decisions made and steps taken by state authorities in the fight against organized crime must be open, specific, and understandable to every citizen, they must be preventive in nature, they must ensure equality of all before the law and inevitability of liability, and they must rely on society's support.

The development of a legal base as the foundation for reliably protecting citizens' rights and lawful interests, as well as observance of Russia's obligations under international law in the sphere of fighting crime and protecting human rights are needed first and foremost for preventive measures and for crime-fighting. It is important to deprive crime of the sustenance it derives from shortcomings in legislation and the economic and social crisis.

An effective system for financial control, enhanced administrative, civic and legal levers and ways of verifying the assets and sources of income and expenditures of state officials and other employees must be created to prevent corruption in the state apparatus and to eliminate conditions for legalizing criminally acquired capital.

The fight against terrorism, the drug trade and smuggling must be based on a special state-wide set of countermeasures designed to put an end to such activities.

Using the framework of international agreements, there must be effective collaboration with foreign states and their law-enforcement and special agencies, and also with international organizations tasked with fighting terrorism. Broad use must be made of international experience of dealing with this phenomenon and there must be a well-coordinated mechanism for countering international terrorism, closing all available routes for illicit weapons and explosives within the country and preventing their import from abroad. The federal state authorities should pursue within the country persons involved in terrorism irrespective of where acts of terrorism damaging to the Russian Federation were conceived or carried out.

The following are among priority directions for ensuring ecological security:

rational use of natural resources and fostering of environmental awareness;

prevention of environmental pollution by raising the level of safety of technologies connected with the burial and recycling of toxic industrial and household wastes;

prevention of radioactive contamination of the environment and relief of the consequences of earlier radiation accidents and disasters; ecologically safe storage and reprocessing of arms removed from the order of battle, above all nuclear powered submarines, ships and vessels with nuclear power plants, nuclear munitions, liquid rocket propellants, and fuel of nuclear power stations;

storage and destruction of chemical weapon stockpiles in a way that is environmentally safe and safe for public health;

creation of ecologically clean technologies, a search for ways of making practical use of environmentally friendly sources of energy, and urgent action in environmentally-vulnerable areas of the Russian Federation.

A new approach is essential for the organization and conduct of civil defence in the Russian Federation and there must be a qualitative improvement to the unified state system for early warning and removal of emergency situations, including its further integration into equivalent systems of foreign countries.

3) The foreign policy of the Russian Federation should be designed to:

pursue an active foreign-policy course;

strengthen key mechanisms, above all of the UN Security Council, for multilateral management of world political and economic processes;

ensure favourable conditions for the country's economic and social development and for global and regional stability;

protect the lawful rights and interests of Russian citizens abroad, through the use of political, economic and other measures;

develop relations with CIS member states in accordance with principles of international law, and developing integrative processes within the framework of the Commonwealth of Independent States that meet Russia's interests;

ensure Russia's full-fledged involvement in global and regional economic and political structures;

assist in settling conflicts, including peacekeeping activities under UN, OSCE and CIS aegis;

achieve progress in nuclear arms control and maintain strategic stability in the world through states' compliance with their international obligations in this respect;

fulfil mutual obligations to reduce and eliminate weapons of mass destruction and conventional arms, carrying out confidence- and stability-building measures, ensure international supervision of the export of goods and technologies and over the provision of military and dual-purpose services;

adapt existing arms-control and disarmament agreements in line with the new climate in international relations, and also develop when necessary new agreements especially for enhancing confidence- and security-building measures;

assist in establishing zones free of weapons of mass destruction;

develop international cooperation in the fight against transnational crime and terrorism.

Ensuring the Russian Federation's military security is a crucial direction of state activity. The main goal in this respect is to ensure an adequate response to threats which may arise in the 21st century, with rational spending on defence.



In preventing war and armed conflicts, the Russian Federation prefers political, diplomatic, economic and other non-military means. The national interests of the Russian Federation, however, require the presence of military power sufficient for its defence. The Russian Federation armed forces play the main role in ensuring the military security of the Russian Federation.

A vital task of the Russian Federation is to exercise deterrence to prevent aggression on any scale and nuclear or otherwise, against Russia and its allies.

The Russian Federation should possess nuclear forces that are capable of guaranteeing the infliction of the desired extent of damage against any aggressor state or coalition of states in any conditions and circumstances.

In their peacetime order of battle the Russian Federation armed forces should be able to provide dependable protection against aerial attack; to perform jointly with other troops, military units and entities missions to repulse aggression in a local war (armed conflict); and to carry out strategic deployments for missions in a large-scale war. The Russian Federation armed forces should also ensure Russia's ability to carry out peacekeeping duties.

One of the vital strategic directions in providing for the Russian Federation's military security is effective collaboration and cooperation with members of the Commonwealth of Independent States.

The interests of ensuring Russia's national security predetermine the need, under appropriate circumstances, for Russia to have a military presence in certain strategically important regions of the world. The stationing of limited military contingents (military bases, naval units) there on a treaty basis must ensure Russia's readiness to fulfil its obligations and to assist in forming a stable military-strategic balance of forces in regions, and must enable the Russian Federation to react to a crisis situation in its initial stage and achieve its foreign-policy goals.

## Professional Topic LEGAL ISSUES OF INTERNATIONAL BUSINESS

### 1) Answer the questions

1. How much do you know about what your country imports and exports?
2. Is there a particular product you would love to see imported into your country?
3. What is your country's most famous export?
4. Does your country have a good trade relationship with the rest of the world?
5. Do you think the government of your country should do more to protect local industries?
6. Do you prefer buying products produced in your own country or from abroad?
7. Do you think the World Trade Organization has made international trade easier?
8. Is absolute free trade between countries possible? Is it desirable?
9. Has international trade made the world a better place?
10. Do you think international trade will continue to increase in future? How will it change?
11. Do you think the European Union is good or bad for international trade?
12. Do you ever buy Fairtrade products? Can doing this help developing countries?
13. Are people in your country happy to buy products from abroad?
14. What is the world's most successful international brand in your opinion?
15. Do you worry about whether a product is made in your country or not?
16. Why are Italy and France so successful at producing luxury goods?
17. Which countries manufacture the best value products?
18. Are there any good products manufactured in your country which are sold abroad?
19. What are the typical challenges which face a company when it enters a foreign market?
20. Why do companies sometimes use different product names depending on the country?
21. What are the most important things to know about a foreign market before entering it?
22. Why have American fast food chains been so successful internationally? It is a good thing?
23. Why have Asian countries like Japan and Korea been so successful in the car industry?
24. Are consumers the same everywhere or do they differ from country to country?

**2) The following text gives an overview of the area of law which relates to the sale of goods. This can relate to a wide variety of transactions, from buying something tangible in a shop to buying on the Internet to paying for a service, such as repairs.**

**Read through the text quickly and complete the sentences below using the words in the box.**

#### CONTRACTS DISCLAIMERS EXCLUSIONS TITLE TRANSFER WARRANTIES

1. A sale can be defined as the \_\_\_\_\_ of \_\_\_\_\_ in a good.
2. Implied \_\_\_\_\_ do not need to be expressed as they are implied by law.
3. Two means of limiting warranty liability are \_\_\_\_\_ and \_\_\_\_\_.
4. The CISG sets forth rules that govern \_\_\_\_\_ for the international sale of goods.

The sale of goods entails a broad area of the law which is largely governed by legislation. Where an aspect of the law is not regulated by legislation, it is governed by the common law or often by general principles of law in non-common law jurisdictions.

The applicable legislation sets forth the nature of what is involved in the sale of goods. Naturally, this includes definitions of what constitutes a **sale** and **goods**. A sale entails the **transfer of title** in a good from the seller to the buyer. Goods can be defined broadly as some type of **tangible chattel**. Application of the legislation depends upon: the type of sale; whether the seller is a **merchant** or not; and, if the seller is a merchant, whether he is trading in the course of his usual business.

The aspects of sale of goods governed by legislation include such things as contract formation, price, **passage of title, warranties of title, implied warranties, express warranties, disclaimers of warranties**, remedies for breach of warranty, **delivery** and

**acceptance** of goods, and the **passing of risk**. The principal relevant legislation in the UK is the **Sale of Goods Act 1979** (including its amendments).

Contract formation in this context includes the requirements applied to contracts in general with some added details such as agreements implied by conduct of the parties. The price to be paid for the goods is usually set forth in the agreement, but in some instances relevant legislation will determine the price if this term is left out. At the very least, the buyer is generally required to pay a reasonable price. Contractual provisions concerning the transfer of title dictate when **good title** is transferred, for example between a person who has possession but not title to a third-party buyer. Generally, good title cannot be transferred to a third party from a person not authorised to do so by the **holder of title**. Naturally, aspects of **good faith** and **apparent authority** come into play in this context. Different warranties play a major role in the sale of goods. Implied warranties are such warranties which do not need to be expressed but which the law implies. Some of these types of warranties would include warranties of title, **fitness for a particular purpose**, and **quality** or **merchantability**. Many times the application of the latter two types of warranty depends upon the type of sale (for example **sales by sample**) and whether the seller is a merchant acting **in the course of business**. **Express warranties** are warranties which are specifically stated either in writing or orally, as the case may be. Under many statutory provisions, an express warranty cannot negate an implied warranty of the relevant legislation. A common feature of legislation governing the sale of goods is to restrict the ability to limit warranty liability through **exclusions** or **disclaimers** in the contract.

Another general aspect of this type of legislation is to regulate performance between the parties. Aspects covered in this area would include delivery and acceptance, inspection by the buyer, the buyer's right to refuse acceptance and return of goods.

An international convention which should be particularly mentioned in this context is the **United Nations Convention on Contracts for the International Sale of Goods Act (CISG)**. The

Convention sets forth rules that govern contracts for the international sale of goods and takes into consideration different social, economic and legal systems to remove legal barriers and foster the development of international trade.

**3)Warranties. Match these types of warranties and concepts related to warranties (1-7) with their definitions (a-g).**

express warranty	a a warranty that the goods being sold are suitable for the purpose for which the buyer is purchasing them
implied warranty	b a warranty that the seller of the goods owns them (e.g. the goods have not been stolen or already sold to someone else)
warranty of fitness	c a violation of a warranty when the goods do not comply in some regard with an express or implied promise at the time of sale
warranty of merchantability	d a spoken or written promise made by the seller about the quality, performance or other considerations concerning the goods covered by the contract which would affect the buyer's decision to purchase
warranty of title	e a negation or restriction of the rights under a warranty given by a seller to a buyer
breach of warranty	f a warranty that the goods being sold are of a quality that generally conforms to ordinary standards of similar goods sold under similar circumstances
disclaimer of warranty	g a warranty which is not explicitly stated but that is imposed by the law due to the nature of the transaction

**4)Buying and selling Complete the table below using the words in the box,**

COMMODITY CONSUMER CUSTOMER TO DEAL IN MERCHANDISE MERCHANT TO OFFER FOR SALE TO PAY FOR TO PURCHASE PURCHASER RETAILER SUPPLIER VENDOR WARES

words related to the act of buying	
words related to the act of selling	
words for buyers of goods	
words for sellers of goods	
words for goods	

**5)Language use: Terms and conditions of sale**

Lawyers often assist suppliers of goods in drawing up standard terms and conditions of sale. These terms and conditions may be incorporated into contracts for the sale of goods or may be relied on as the legal framework of consumer sales. Legal counsel ensures that the terms and conditions are relevant to the specific circumstances of the seller in his particular trade, and that they provide adequate protection of the seller's rights.

These clauses are typically included in a company's general terms and conditions of sale. Match the clause types (1-10) with their descriptions (a-j).

claims and credit	a Contains provisions governing the payment of the monetary consideration for the goods. It may include, among other things, terms governing the manner and time of payment, as well as modification of the amounts charged for the goods,
changes or cancellation	b Contains, among other things, provisions governing the ownership of the goods and exactly when the peril of loss is shifted from the vendor.
delivery	c Provides that, despite the fact that the purchaser has taken possession of the goods, the vendor maintains ownership thereof until some condition (usually payment) is fulfilled,
indemnification of vendor	d Contains provisions governing the manner in which orders for goods are submitted by the buyer and accepted by the vendor,
limitation of remedies	e Contains, among other things, provisions regarding the time, limitations and manner of which the sale

	of the relevant goods becomes complete and final if payment has been made,
orders	<b>f</b> Contains provisions governing the time and manner of any complaints by the purchaser regarding the goods.
prices and payment	<b>G</b> Contains, among other things, the terms and conditions governing any express warranties, often including provisions regarding inspection of the goods by the seller and liability, and limitations thereof, of the seller for breach of such warranties. Often matters related to notice of defects and disclaimers are included,
retention of title	<b>h</b> Contains provisions restricting the vendor's legal responsibility to pay damages due to. among other things, errors in the goods and in many cases governing the maximum amount payable by the vendor for such things.
title and risk	<b>I</b> Provides that the purchaser guarantees any possible loss the vendor might incur connected with any use of the goods, including violation of any intellectual property rights,
warranties	<b>j</b> Contains provisions governing modifications by the purchaser regarding, among other things, the character or manner in which the goods are manufactured, payment of any expenses related thereto and termination of any orders placed.

**6)Decide which kind of clause each of the sentences (1-5) below would most likely be found in. Then explain them in your own words.**

1. Title in the goods shall pass to the buyer on delivery of the goods.
2. Vendor's interpretation of a verbal order shall be final and binding where shipment is made prior to receipt of written confirmation.
3. Vendor does not make any representations or warranties except that those goods shall conform to the specifications supplied by Purchaser and that all processing applied by Vendor is performed in a good workmanlike manner in accordance with applicable industry trade standards and practices subject to any tolerances and variations consistent with the usual trade practices or as specified by Purchaser.
4. Purchaser hereby agrees to indemnify and hold harmless Vendor from and against all loss, damages, expenses, claims, suits and judgments arising, directly or indirectly, out of the design, installation, maintenance or operation of the goods.
5. Vendor may accept Purchaser's request to change the specifications or processing of the goods, but shall reserve the right to charge Purchaser for all costs and services necessary for such changes.

**7)In order to protect the rights and interests of a client, a lawyer will try to anticipate possible disputes arising from contracts entered into by the client. Careful drafting of contract clauses can provide protection for the contracting parties in the case of a breach. The following text is an excerpt from a legal writing seminar on drafting contracts, attended by both junior and senior members of a law firm. This part of the seminar deals with the drafting of retention of title [ROT] clauses in contracts of sale.**

Now, I'd like to move on to the retention of title clause. Every supplier of goods should include a retention of title clause in their contract terms. As you know, this clause states that the buyer doesn't own the goods until payment is made. Thus if me buyer goes out of business before paying for the goods, the supplier can recover the goods.

If the clause is drafted badly, it may be treated as a charge. This means that as a charge, it should be registered at Companies House. If the supplier fails to register a charge, it's generally void and can't be enforced. That's why lawyers drafting such clauses should do their best to ensure that the clause doesn't become a charge. If a supplier has a high-value contract, it's a good idea for him to make the effort to register the clause as a charge. It doesn't cost anything, and it's a very sensible thing to do. However, in most cases, where hundreds of sales of goods are made each day, registering each one under company law is just not feasible.

Well, now I'd like to give you five useful tips for drafting retention clauses.

First of all, a good clause should be written clearly. It should explicitly state that ownership, or title, in the goods won't pass to the buyer until the goods have been paid for.

A second thing to keep in mind is the fact that the clause should also include the requirement that the buyer of the goods must store the goods separately from other goods. The goods should be clearly labelled as the property of the supplier until payment for them has been made. The reason for this is that liquidators ask for proof that those goods have not been paid for. So it's enormously helpful to make sure that the product serial number printed on the Invoice is also written on the goods.

A third point: I would recommend that the clause includes wording to the effect that the buyer agrees that he won't resell the goods until they've been paid for. Remember that there'll be a greater risk that the clause amounts to a charge. If no buyer has the right to sell the goods before the seller's received payment for them.

I now come to my fourth point. Another thing to take into consideration is what the buyer will do with the goods. If the buyer intends to use the goods in a way that that'll result in their losing their form, this means they can't be recovered, and so the clause may be void. In one case, the product was a chemical, an ingredient used to make another product, and the court held that once it was used in the manufacturing process, a claim over the finished product under the retention of title clause was invalid because the original product no longer existed. So when the seller tried to claim rights over the resulting product, he was claiming rights over additional property. This, of course, meant the transaction was a charge. In another case, retrieving the product was possible - it was attached to the floor of a building - and so it could be retrieved by unscrewing. In that case, the clause was valid.

My fifth and final point is the issue of recovery of the goods. A well-written clause will say that the supplier has a right of entry to recover the goods. Allow me to give you another example. In one case, a supplier of computer equipment was able to walk right into an office and pick up and take away the goods under a retention of title clause. No one said anything or tried to stop him. and the clause allowed this.

Are there any questions? Not yet? Well then I'd suggest at this point that we have a look at a well-drafted retention of title clause.

**8) Why is it a problem if the ROT clause is interpreted as a charge?**

**What are the five tips for drafting effective retention of title clauses? Compare your notes with a partner.**

**Choose the best answer to each of these questions.**

1. What is the main purpose of a retention of title clause?  
a to prevent the liquidation of the buyer  
b to protect the seller in the event of the insolvency of the buyer  
c to enable the seller to profit from the manufacture of the goods sold to the buyer
2. Why don't sellers register every ROT clause as a charge?  
a It would be too expensive to register every one.  
b It is not permitted to register every one.  
c It would be too time-consuming to register every one.
3. Why does the speaker advise putting a serial number on all the goods sold?  
a so the seller can prove to a liquidator which goods belong to him  
b so the seller can keep a record of which buyer has bought his goods  
c so the seller knows exactly how many goods he has sold
4. Why should an ROT clause say that the buyer has a right of entry to recover the goods?  
a so that the buyer will not claim additional property that does not belong to him  
b so that the goods are not used to produce a product, thus becoming impossible to recover  
c so that the buyer will have access to the place where the goods are stored

**9) Complete the retention of title clause below using the words in the box.**

**BUYER DUE IN FULL PREMISES RECOVER SELLER SOLVENCY SUPPLIED VALUE**

The ownership of the goods 1) \_\_\_\_\_ to the buyer shall remain with the 2) \_\_\_\_\_ until payment 3) \_\_\_\_\_ for all the goods shall have been received by the seller in accordance with the terms of this contract or until such time as the 4) \_\_\_\_\_ sells the goods to its customers by way of bona-fide sale at full market 5) \_\_\_\_\_. If such payment is overdue in whole or in part, the seller may 6) \_\_\_\_\_ or resell the goods or any part of it and may enter upon the buyer's 7) \_\_\_\_\_ for that purpose. Such payment shall become 8) \_\_\_\_\_ immediately upon the commencement of any act or proceeding in which the buyer's 9) \_\_\_\_\_ is involved.

**Does the clause above have the five characteristics of a well-drafted ROT clause mentioned by the speaker?**

**10) Law students are often required to summarise the facts and outcome of a case in the course of their studies. Practising lawyers also encounter situations in which they are asked to provide a case brief, either orally or in writing; a colleague may want to be briefed on the particulars of a certain case, for example, or a superior will request a written report on cases and rulings in an area of the law in which the firm is currently preparing a case for trial.**

**In a university law seminar, students are often asked to present case briefs which then form the basis of group discussion and debate. In the following exercise, you will hear a law student presenting the brief of a case involving an issue related to the sale of goods. The issue is known as 'shrink-wrap contracts'.**

**What exactly is the product involved in the dispute? What is the central legal issue in the case?**

I'll be presenting a brief of the case ProCD Incorporated v Matthew Zeidenberg and Silken Mountain Web Services from the year 1996. The jurisdiction is the US state of Wisconsin. It's a pretty important case in the US in the area of the sale of goods over the Internet. You could even say it's a landmark case.

First, I'll tell you the facts of the case and then something about the stages of litigation and the holdings of the courts. Finally, I'll explain the reasoning of the courts.

Here are the facts: the plaintiff, ProCD, produced the CD-ROM product Select Phone. It's a listing of over 95 million telephone numbers and addresses, combined with search and retrieval software. The defendant, Mr. Zeidenberg, purchased copies of Select Phone, but decided to ignore the licence. He formed Silken Mountain Web Services incorporated to resell the information in the Select Phone database. He copied the telephone listings from the CD ROM onto his computer» created a software search engine and uploaded the data onto his website. The site was very successful.

ProCD sued, alleging breach of the express terms of the shrink-wrap licence agreement, among other things, The main Issue raised by the case is whether a shrink-wrap licence constitutes an enforceable sales contract.

So, what's the procedural history of the case? The first instance, the District Court, decided in favour of the defendant. It held that because the terms of the licence agreement were inside the box instead of printed on the outside. Zeidenberg had no opportunity to disagree with or negotiate them when he paid for the product at a store.

Then the case went to appeal. The Court of Appeals reversed the District Court decision in favour of the vendor, ProCD. It remanded the case back to the District Court to determine damages and other legal relief. In its decision, the Appeals Court noted that the Select Phone box contained a clear statement that use of the product was subject to the licence terms contained inside.

What was the reasoning of the court? The Appeals Court made comparisons to other Types of transactions where money is also exchanged before the detailed Terms and conditions are communicated to the consumer One example the court gave was buying airline tickets. When an airline ticket is purchased, the consumer reserves a seat, pays and gets a ticket, in that order the ticket contains elaborate terms, which the traveler can reject by cancelling the reservation. To use the ticket *is* to accept the terms,

The Court also noted that the Uniform Commercial Code provides that a vendor may invite acceptance of an offer by conduct. The vendor may also put limitations on the kind of conduct that constitutes acceptance, A buyer may accept mat offer by performing [he ac-s the vendor will treat as acceptance. And that concluded the Court, is what happened. ProCD proposed a contract that a buyer

would accept by using the software after having an opportunity to read the licence at leisure. Mr. Zeidenberg did. He had no choice, because the software displayed the licence on the screen. It wouldn't let him proceed without indicating acceptance. Zeidenberg also had the opportunity to reject the contract if he found the terms unacceptable by simply returning the software. Instead, he decided to use it. So, the court reasoned, he was bound by its terms.

**11) Decide whether these statements are true or false.**

1. In the first instance, the court held that the sales contract was binding and in full force and effect.
2. In the view of the Court of Appeals, the purchaser could have returned the software if he did not agree with the terms and conditions.
3. The Court compared buying shrink-wrapped software with buying an airline ticket, as both involve payment before the terms of sale are fully known to the consumer.
4. The UCC states that a vendor may not propose limitations on the kind of conduct that constitutes acceptance of the terms of a contract.
5. According to the Court, the respondent had to acknowledge the terms of sale, since he could not use the software without doing so.

**12) Underline the paragraph where the speaker gives an overview of his brief. The speaker explicitly mentions the sections of the brief. What are they?**

**On two occasions in the presentation, the speaker uses a particular device to introduce a new topic. What is this device? Underline the two examples.**

**Complete the spaces (1-9) in the explanation of how to prepare a case briefing using phrases in the box (a-i).**

- a The court pointed out / noted that ...
- b In the first instance, the court ruled ...
- c The question before the court is whether ...
- d The court reversed the ruling of the first instance...
- e The court drew the conclusion that...
- f The court upheld/affirmed the decision of the lower court...
- g The issue in this case is ...
- h The instant case involves the following circumstances ...
- i The court remanded the case back to the lower court for further proceedings.

**13) Preparing a case brief. Although individuals or law firms usually have their own preferred ways of structuring a case brief, a typical one will include the following elements:**

**A** The name of the case, the names of the parties

Cases acquire their names from the parties involved, with the name of the party who initiates the action appearing first.

*Useful terms*

*plaintiff*, the party who files a complaint in a civil suit in a trial court *defendant*: the party being sued

*appellant*<sup>2</sup>: the party who appeals the judgment of a lower court *respondent*<sup>3</sup>: the responding party in an appeal

**B** A summary of the facts of the case

The circumstances leading to the dispute should be described briefly, but in all necessary detail. The history of the case, including the ruling of the lower courts, should also be mentioned.

*Useful phrases*

*The facts of the case are as follows: ...*

*The lower court held that...*

**C** The legal issue(s) involved in the case

The point of law around which the case revolves or the legal issue it raises should be identified. This issue is often stated in the form of a question that can be answered with yes or no, or in the form of an indirect question beginning with *whether*.

*Useful phrases*

*The question raised by this case is whether ...*

**D** The ruling or holding of the court

The decision of the court in the case should be stated. This statement can take the form of an answer to the legal question raised by the case.

*Useful phrases*

*The court held/ruled that...*

**E** The reasoning of the court

Here, an account of the reasons leading to the decision of the court is given, usually making reference to previous cases and established principles of law.

*Useful phrases*

*The court argued/reasoned that...*

14) Following the guidelines for presenting a case brief, prepare a case brief dealing with an issue related to the sale of goods. (You will have to research this issue first.) Make an oral presentation of the brief.

15) The law-journal article provides a summary and discussion of a case concerning a dispute between a seller and a buyer of goods in which a retention of title clause plays a central role.

An important concept in the article is that of a trust, which refers to the setting aside of the money or property of one person for the benefit of one or more persons. A trustee is a person who holds something in trust for another. Does this concept exist in your jurisdiction?

Read the text, then match these phrases (a—g) with the paragraphs (1-7) they refer to.

- a the legal issue in question
- b the overall significance of the holding
- c a brief summary of the High Court holding
- d the reason for the failure of the seller's appeal
- e the wording of the ROT clause
- f the reason why the High Court rejected the rulings of the first two courts
- g the High Court's definition of the legal relationship between the parties

Retention of title clause created a trust, not a charge

1. The High Court of Australia has breathed new life into retention of title ('ROT') clauses. By a four-to-one majority, the Court has upheld the effectiveness of an agreement providing for the proceeds of sale of manufactured goods to be *held in trust*, thereby securing the manufacturer's indebtedness to the seller. The fact that the ROT clause created a trust, rather than a charge, meant it was effective despite not being registered under the Australian equivalent of the Companies Act.
2. In the case of *Associated Alloys v ACN 001 452 106, Associated Alloys ('Seller')* sold steel to a customer ('Buyer') subject to a ROT clause. The critical provision in the clause stated:  
'In the event that the [Buyer] uses the goods/product in some manufacturing or construction process of its own or of some third party, then the [Buyer] shall hold such part of *the proceeds of such manufacturing or construction process* as relates to the goods/product in trust for the [Seller]. Such part shall be deemed to equal in dollar terms the amount owing by the [Buyer] to the [Seller] at the time of the receipt of such proceeds.'
3. The Buyer used the steel in the manufacture of pressure vessels, heat exchangers, and columns ('steel products'). It was agreed that the Seller had not retained title to the steel products since the steel it had supplied was no longer ascertainable in the products; the steel products were physically different property. The steel products were sold to a third party, with the third party making payments to the Buyer. The question for the Court to consider was whether the Seller had priority over those payments *by virtue* of the provision set out above.
4. The Judge at first instance, and the Court of Appeal, had held that the clause insofar as it operated to confer on the Seller a *proprietary interest* in the proceeds, was a charge over book debts and was *void for non-registration*. The majority in the High Court rejected that reasoning. In the majority's view, there is a critical distinction to be drawn between trusts and charges.
5. In drawing the distinction in relation to the particular clause in question, the Court noted that effect had to be given to the legal relationship the parties had entered into. On that basis, the Court held that the ROT clause created a trust. The fact that the amount subject to the trust was determined by reference to the amount that the Buyer owed the Seller did not reduce the importance of this characterisation.
6. In the end, and despite substantially upholding the Seller's arguments as to the effect of the clause, the Court dismissed the Seller's appeal *on an evidential ground*. The Seller had not *adduced evidence* to show a link between the steel it had supplied and the payments for products supplied to the third party. This gap in the evidence meant that the Seller's appeal failed.
7. However, despite the Seller's ultimate failure, the majority's decision strengthens a seller's position and consequently could alter the balance where sellers and secured creditors compete for priority

16) Read the text again and answer these questions.

1. Explain the title of the article in your own words.
2. What is meant by the phrase 'the Court noted that effect had to be given to the legal relationship the parties had entered into' in paragraph 5?
3. On what grounds was the Seller's appeal dismissed?
4. Explain the last paragraph of the article in your own words.

17) Complete these phrases and collocations from the text using the prepositions in the box.

BETWEEN FOR IN (X3) INTO (X2) OF OVER TO

- to breathe new life \_\_\_\_\_ retention of title clauses
- by a four-\_\_\_\_\_ one majority
- proceeds \_\_\_\_\_ sale
- to hold part of the proceeds \_\_\_\_\_ trust
- to have priority \_\_\_\_\_
- to confer a proprietary interest \_\_\_\_\_ the proceeds
- to be void \_\_\_\_\_ non-registration
- to draw a distinction \_\_\_\_\_ trusts and charges
- the particular clause \_\_\_\_\_ question

to enter \_\_\_\_\_ a legal relationship

**18) Underline the phrases in the text used to introduce these components.**

- a The ruling or holding of the court
- b A summary of the facts of the case
- c The legal issue(s) involved in the case
- d The name of the case, and the names and roles of the parties
- e The reasoning of the court

**19) Find the phrases in italics in the text which match these definitions.**

1. invalid because it was not registered
2. the income received from producing a product
3. offered evidence as proof
4. when property or assets are held by one party for the benefit of another
5. right of ownership
6. for evidence-related reasons
7. as a result of

**УСТНЫЙ ОПРОС (Basic General Topic COMPANIES)**

**1). Answer the questions, using new words and phrases**

1. Are you a shareholder of any company? (Any member of your family)
2. Which is more preferable: to have a centralized or decentralized company structure?
3. What is the role and function of Board of Directors?
4. What is R+D department involved in?
5. Why is research so important in technology business?
6. Whom do middle managers report to?
7. Can shareholders be in the Board of Directors?
8. Who is CEO? How does its role differ from the role of Directors?
9. Is it good for a company to have an extended business structure with a hundred of departments?
10. How does the company structure support its future growth?
11. Do you think that middle management is responsible for the company's mission, goals and projected success?
12. Do you agree that the process of empowerment may fail the business?
13. What is organizational design?
14. What department is the most important in the company?
15. Does a clear management structure promote business success of the company?
16. What is the role of Public Relations Department?
17. Can a company operate successfully without IT department?

**2) Read and discuss**

Most companies are made up of three groups of people: the **shareholders** (who provide the capital), the **management** and the **workforce**. The management structure of a typical company is shown in this **organisation chart**:

Board of Directors  
Managing Director  
Senior management  
Middle management

At the top of the company hierarchy is the **Board of Directors**, headed by the **Chairperson** or **President**. The Board is responsible for policy decisions and strategy. It will usually appoint a **Managing Director** or **Chief Executive Officer**, who has overall responsibility for the running of the business. **Senior managers** or **company officers** head the various departments or functions within the company, which may include the following:

1. **Marketing**
2. **Public Relations**
3. **Information Technology** or **IT**
4. **Personnel** or **Human Resources**
5. **Finance**
6. **Production**
7. **Research and Development** or **R-and-D**

**3) Most large companies have different departments. What other departments does a production company have? Add at least, 5 more departments.**

- Research and Development
- Sales and marketing
- Financial
- Legal

- Human Recourses
- Communications

**Listed and tick the name of the Department. 5) Listen again and fill in**

Thank you very much. I would like to talk about the \_\_\_\_\_ Department, As you know there are four scientists in the department plus ten \_\_\_\_\_. Our main activity is software research. We have a well- \_\_\_\_\_ laboratory and four offices. We are not in the main building. We work a lot with computer companies in the USA, so we spend a lot of our budget on travel

I am in charge of the \_\_\_\_\_ Department. There are five managers in the team and seven administrative \_\_\_\_\_. We are responsible for all purchases, raw material, components, and other \_\_\_\_\_. We travel a lot to China, the Philippines, and Korea. We have a large open-plan office on the second floor and two more offices on the top floor. We use fax and e-mail a lot.

My department is the Human \_\_\_\_\_ Department. We are on the first floor of the main building. We are responsible for \_\_\_\_\_ and training. As you know, we spend a lot of our budget on computer and language training. There are six of us in the department, plus the Director.

Hello. I am the Head of the Communications Department. It's very small. There are three of us in one large \_\_\_\_\_ office on the ground floor. We are in charge of internal and external communications and public relations. Our main projects are the company \_\_\_\_\_, which we produce four times a year, and we are also responsible for the publication of the annual report.

	a	b	c
1.	response	research	relation
2.	technicians	technical	techno
3.	established	enlarged	equipped
4.	purchasing	poaching	patching
5.	stop	staff	stiff
6.	supreme	supplies	surface
7.	revises	relations	resources
8.	recruitment	recording	revival
9.	open-flat	open-space	open-plan
10.	newsletter	newspaper	news

**6) Complete the table below**

	1	2	3	4
Department			Human Resources	
Staff		12 (5+7)		
Office				Large open space office- ground floor
Activity	Software research			
Other Information				

**7). Read the Text. And to the task to the paragraphs**

1)The South Korean multinational Samsung Group probably controlled the entire nation of South Korea. It is a huge privilege to work in one of the prestigious IT companies in the world. Samsung Electronics is a subsidiary of the Group. It is the flag ship company and makes 50% of the revenue for the group.

The structure of Samsung Electronics is spread over major areas: digital media, telecommunication network, LCD and home appliances. Each of these business units makes a variety of products. At Samsung Electronics, the three divisions of CE, IM, and DS conduct run independently. The CE division manufactures and sells TVs, monitors, refrigerators, washing machines, medical devices, and other electronics. The IM division manufactures and sells smartphones, computers, network systems, and other telecommunication devices, and the DS division manufactures and sells DRAM, NAND flash, mobile SoCs (Systemon-Chips), and other components for use in IT and mobile devices. The three major groups are divided into eleven divisions with their own products and coordination. They operate all over the globe and have made Samsung Electronics brand globally known.

CE	IM	DS
Consumer Electronics	IT & Mobile Communications	Device Solutions
Visual Display Business	Mobile Communications Business	Memory Business
Digital Appliances Business	Network Business	System LSI Business
Health & Medical Equipment Business		Foundry Business

Some sentences were missing. Find the right place for each.

- Apart from three divisions, Samsung organizational structure also integrates corporate management office and Samsung Advanced Institute of Technology (SAIT).
- Each division is managed separately.



- c) *It is the world's leading brand in smart-phone production.*
- d) *Moreover, Samsung Electronics has more than 200 subsidiaries around the world.*
- e) *Samsung electronics Co. owns shares in other companies or is responsible for 50% of revenue of other Samsung group companies*
- f) *There are other separate companies ranging from Samsung Life, Samsung Electric, Samsung Techwin, and others.*

2) The key to the success can be described by two words. The first is innovation: the company designers are continually developing and creating new products. The second is diversification: the Company is active in about 100 businesses varying from consumer electronics to domestic appliances and from security systems to semiconductors. With such a wide range of products the company needs a complex system of management.

The present structure of the organization is a golden key to the door of success. Samsung Electronics is managed by the Board of Management, which looks after the general direction and long-term strategy of the Company group as a whole. The Supervisory Board monitors the general course of business of the Group as well as advising the Board of Management and supervising its policies. These policies are implemented by the Group Management Committee, which consists of the members of the Board of Management, chairmen of most of the product divisions and some other key officers. The Group Management Committee also serves to ensure that business issues and practices are shared across the various activities in the group.

The organizational structure in the Samsung Electronics is a department organizational structure with CEO as a commanding officer for the whole company. The power and decision making is in the hand of top management team or the chairman. The chairman has the power authority, his decisions are quick. Every division has many directors, managers or leaders in their own departments, such as technology, marketing, research and development, or finance. However, all the employees at any level of the hierarchy strictly follow the orders and decisions made by the chairman without any challenges. Lower level managers are not competent to make any kind of decision. The lower management does not even take part in decision making.

*Now agree or disagree*

1. *The organizational structure promotes successful business of the Company*
2. *The Board of Management is in charge of the conflict management.*
3. *The shareholders ensure implemented policies of the Group.*
4. *All levels of management can take part in decision-making process*
5. *The Board of Management has a final decision authority.*
6. *The structure of the company lows down the growth and business success of the company.*

3) Samsung Electronics focuses on technology, so its huge Research and Development (R&D) centers are of prime importance, as they transforms ideas into new products. The company places a special emphasis on R+D, because it is the core of their production. Some other departments are Human Resources, Accounting, and Marketing. Samsung Electronics also expanded the units in charge of bio and medical device business and reorganized one of the Bio Lab at Samsung Technology Research Center into the Bio Research Center. The structure also includes the office of secretaries, talented marketing team, financial department and other. The company creed is "Imagine the amazing things we can build". It is committed to making better products and systems and contributing to so improving the quality of people's work and life. One recent example of this is its Galaxy mobile phone. To dial a number you just have to say it aloud. Its Web TV Internet terminal brings the excitement of cyberspace into the living room. And on travels around the world, you don't have to wonder that every street in every big city have billboards with the familiar mark of Samsung.

*Now answer the question:*

1. *Why does the company put so much emphasis on R+D?*
2. *What are the roles of other department mentioned in the text?*
3. *Is the company focused only on house appliances?*
4. *What if the company's slogan? What does it mean?*
5. *What is the company committed to?*
6. *Why can you see advertisements of Samsung in every city?*

**8) What is the best headline for the text? Explain.**

- a) DISADVANTAGES OF CENTRALIZED STRUCTURE
- b) MARKETS OF SAMSUNG
- c) ORGANIZATIONAL STRUCTURE OF SAMSUNG ELECTRONIC

**9) Lexical collocations - Match columns A and B**

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. board of</li> <li>2. excitement of</li> <li>3. commanding</li> <li>4. company</li> <li>5. contribute to</li> <li>6. core of</li> <li>7. digital</li> <li>8. domestic</li> <li>9. focuses on</li> <li>10. golden key to.</li> <li>11. home</li> <li>12. huge</li> </ol> | <ul style="list-style-type: none"> <li>appliances</li> <li>appliances</li> <li>authority</li> <li>creed</li> <li>cyberspace</li> <li>emphasis</li> <li>hierarchy</li> <li>improving the quality</li> <li>management</li> <li>managers</li> <li>media</li> <li>officer</li> </ul> |
|--|--|

- |                      |                     |
|----------------------|---------------------|
| 13. implement        | policies            |
| 14. level of the     | privilege           |
| 15. long-term        | production          |
| 16. lower level      | strategy            |
| 17. places a special | technology          |
| 18. power            | the door of success |

**10. Fill in the missing words**

The Korean \_\_\_\_\_ Samsung Group covers the entire South Korea. The Group \_\_\_\_\_ many subsidiaries, among which is Samsung Electronics, the flag ship company. Samsung Electronics Co., Ltd., together with its subsidiaries, is \_\_\_\_\_ in electronics, information technology and mobile \_\_\_\_\_. The structure of Samsung Electronics has three \_\_\_\_\_, that operate in major areas of their business. Each division \_\_\_\_\_ is separately.

COMMUNICATIONS  
DIVISIONS  
INVOLVED  
MANAGED  
MULTINATIONAL  
OWNS

The CEO is a \_\_\_\_\_ officer for the whole company. He has the power \_\_\_\_\_, and his decisions are quick. All employees strictly follow the orders without any \_\_\_\_\_. The lower management does not take part in decision making. The structure of the organization is a key to \_\_\_\_\_.

COMMANDING  
AUTHORITY  
CHALLENGES  
SUCCESS

Samsung is public \_\_\_\_\_ company. Its shareholders who wish to \_\_\_\_\_ in the company can trade shares on the stock \_\_\_\_\_. Samsung has assets in various countries. The company is \_\_\_\_\_ in mergers with other companies and acquisitions in order to expand. It has recently \_\_\_\_\_ with the Perch, a U.S. based monitoring software company.

EXCHANGE  
INVEST  
INVOLVED  
LIMITED  
MERGED

**11) Multiple choice – lexical collocation**

- All the employees strictly follow the decisions made by the \_\_\_\_\_ without any challenges.  
a director                                      b chairman                                      c manager                                      d board
- It is a huge privilege to work in one of the \_\_\_\_\_ IT companies in the world.  
a prestigious                                      b principal                                      c ideal                                      d extended
- The power and decision making is in the hand of top \_\_\_\_\_ team or the chairman.  
a group                                      b company                                      c corporate                                      d management
- The Supervisory Board carefully \_\_\_\_\_ the general course of business.  
a monitors                                      b checks                                      c operates                                      d watches
- They \_\_\_\_\_ all over the globe and have made Samsung Electronics brand globally known.  
a work                                      b operate                                      c advertise                                      d install
- The company places a special \_\_\_\_\_ on R+D, because it is the core of their production.  
a sign                                      b mark                                      c emphasis                                      d focus
- Policies are \_\_\_\_\_ by the Group Management Committee.  
a implemented                                      b enjoyed                                      c excused                                      d worked
- Each product \_\_\_\_\_ has its own chairman; most of these chairmen are members of the Group Management Committee, which implements all company decisions and plans.  
a sector                                      b unit                                      c business                                      d division
- The chairman has the power \_\_\_\_\_, his decisions are quick.  
a importance                                      b intelligence                                      c authority                                      d supreme
- The Group Management Committee serves to \_\_\_\_\_ that issues and practices are shared across the company.  
a insure                                      b ensure                                      c set up                                      d execute
- It is committed to making better products and systems and \_\_\_\_\_ to so improving the quality of people's work and life.  
a involvement                                      b installment                                      c contributing                                      d continuation
- The Supervisory Board monitors the general business of the group and it also advises and \_\_\_\_\_ the Board of Management.  
a secrets                                      b surveys                                      c super                                      d supervises

**12. Paraphrase, using the words from the text:**

- All division of the company operate by themselves.
- Every employee is proud to work in the Samsung group.
- Low managers do not participate in decision making
- Samsung electronics is the largest company in the group.
- The General Director has unlimited powers.
- The hierarchal structure of the company means to obey the orders of the Chairman.
- The structure of the company has three main fields.
- The system of the corporate business is based on departments.
- Research and Development (R&D) centers are of prime importance, as they transforms ideas into new products
- The CE division is responsible for the visual display products and home appliances department.

11. The company is dealing with IT, Consumer Electronics and Household businesses.
12. The company transformed itself to a leading creator of many electronic components by hiring a talented team

**13) What questions were asked to get the answer:**

1. The structure of the company has significantly changes and the supervisor layer no longer exists.
2. It is a result of heavy investment into research and technology.
3. Because the company began an aggressive expansion program
4. No these policies are implemented by the Group Management Committee
5. These words are: diversification and innovation.
6. Right, they are run independently.
7. He is a commanding officer for the whole company
8. Because lower level managers are not competent to make any kind of decision
9. Chief Executive Officer has overall responsibility for the running of the business
10. They bring the excitement of cyberspace into the living room
11. Of course, it is the core of their production.

**14) Complete the sentence:**

1. When every division of a company is run individually \_\_\_\_\_
2. The present structure of the organization can be a golden key to the door of success, if \_\_\_\_\_
3. The shareholders will not provide capital, unless they \_\_\_\_\_
4. In order to transforms ideas into new product, the company needs \_\_\_\_\_
5. All the employees at any level of the hierarchy must \_\_\_\_\_
6. A flag ship of a company group can make \_\_\_\_\_
7. With a wide range of products any company needs a complex system of management, because \_\_\_\_\_
8. General direction and long-term strategy are implemented by \_\_\_\_\_
9. Internal and external communications as well as public relations always \_\_\_\_\_
10. At the top of the company hierarchy is the Board of Directors, headed by \_\_\_\_\_

**15) Make up stories, using the key words**

1. at the top of the company hierarchy // core of their production // flag ship
2. board of directors // company creed // commanding officer
3. board of management // creating products // huge privilege
4. brings the excitement of cyberspace // key to the success // level of the hierarchy
5. complex system of management // focuses on technology // key officers
6. contributing to so improving the quality // implemented policies // general course of business
7. controlled the entire nation // long-term strategy // organisation chart
8. middle management // golden key to the door of success // follow the orders and decisions
9. management structure // prestigious companies // supervising policies
10. top management team // organizational structure // overall responsibility
11. lower level managers // supervisory board // take part in decision making

**16) Analyze these elements of CEO responsibilities. Put them in the order of priority. Explain your choice.**

The Chief Executive Officer (CEO) is the highest-ranking executive manager in a corporation or organization. The CEO has responsibility for the overall success of an entire organization. The CEO has the authority to make the final decisions for an organization. The authority to make the final call rests with the CEO. The CEO has overall responsibility for creating, planning, implementing and integrating the strategic direction. This includes responsibility for all components and departments of a business. The responsibilities of a CEO include:

- Creating, communicating and implementing the organization's vision, mission, and overall direction.
- Modeling and setting the company's culture, values, and behavior
- Setting strategy and direction
- Leading, guiding, directing, and evaluating the work of other executive leaders
- Evaluating the success of the organization in reaching its goals

**17) True or false: explain why**

1. The CEO can't be on friendly terms with the employees.
2. The CEO serves as a role model.
3. Being honest with employees helps to know the thought and feelings of people
4. Talking to people means telling them what to do.
5. CEO must have regular meeting for all employees.

**18) Comment on the saying:**

1. Remember, before they promoted to the chair of CEO, they were the best employees of their companies.
2. At least half the job of CEO is communication - because of human nature.
3. Being thoughtful about the comfort and needs of the people is a characteristic of a great CEO.
4. The world is full of CEOs that think that just because they write a letter that's really going to affect employees

5. CEOs are worried they're going to get fired any minute. They're worried about their portfolios.
6. Nobody knows how to be a CEO. It's something you have to learn. It's a very lonely job.

**19) Make up dialogues of the following topics.**

1. A visit to the Company – a guest and a company officer
2. Business analyst and the company director about the structure
3. Vice directors who are going to reorganize the structure of the company
4. Potential Investor and Sole proprietor
5. Two business partners who are going to set up a new business and write a business agreement
6. Visits from other departments – a tour around the company for newly employed people

**20). Read the interview with the Adidas CEO. What role of CEO does he mention?**

- What I do believe is important that the CEO will always be seen from the employee how things should be done in the company. You are always a role model, whether you like it or dislike it. People look at you, and whatever you do, good or bad, they will follow. This means if you, for example, talk permanently about sport, that people should be active, and you don't do any sport, then they will see it and will not believe you, at the end of the day. And this goes through whatever you do. You should be the role model for them. And if you do that, then people will relatively fast realize that you are honest, you do what you are saying, and then you also get their opinion. Because I know I don't have to fear any restrictions, if they tell you what they think and you go out. I do sport with our people, we play football, or we run together, and this gives them a feeling that I am one of them. They can tell me what's going on in the company.

- How do you manage the human side of this transformations?

- One again, I definitely do believe that you have to talk to people, and talk means not teaching people. So go out, talk to the people, explain them what your thoughts are, explain them what your views are and what your strategies are, and then keep them permanently updated.

What we, for example, are doing in the crisis now, or in general, we have very six months, we have a focal all-employee meeting hosted by the CEO where I speak to our people for an hour and explain them what the company are, what we are doing, how we see things, what our results are. And then the employees have their opportunity to ask questions. In the crisis we do it now every quarter. Because I want to be as close as possible and go out as often as possible, it keeps the communication with people going on. Because I hear every day something different in the news, mainly negative. And then rumors are starting around, and if you don't talk to people then you never know what kind of rumors they have just come through, they cannot correct them on their own.

And of course, when we acquired Reebok, I very often held all-employee meetings, tutorial meetings, talk to the first line management, but not just talking in a business meeting for an hour. I took them out for the evening, to my house and to my garden, and we had a beer, and some barbeque, and then we were all talking and discussing, and try to make some feeling that they are part of the soul.

- Mt Hainer, thank you very much indeed. I very much appreciated it

- Pleasure

**21). True // False**

1. The CEO can't be on friendly terms with the employees.
2. The CEO must go in for sports
3. All employees at Adidas are active.
4. The CEO serves as a role model.
5. Being honest with employees helps to know the thought and feelings of people
6. Talking to people means telling them what to do.
7. Adidas has regular meeting for all employees.
8. Adidas acquired Reebok which lead to the crisis of the company.

**22). Read other answers to the interviewer's question. Ask the questions.**

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

Mr. Hainer: The key task is to find the right people. I don't design or develop products anymore—am not a good designer anyhow. But I have to find the best people for the individual jobs. You need certain skill sets and then bring the individuals together as a team. When you look at the people who have key roles at the company, you see that we have worked together for a very long time.

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

Mr. Hainer: Russia is our third-biggest market behind the U.S. and China, and one of our most profitable. -

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

Mr. Hainer: I was trying to take all the measures to compensate for the crisis. Then, when I saw that these measures were not good enough, of course I had to go out and tell the public.

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

Mr. Hainer: We gave much more power and responsibility to our brand managers. We made them responsible, from design and development to end products. And we made them responsible for the whole supply chain. In the past, we used to be a little more, say, feudalistic, in our organization.

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

Mr. Hainer: Over the past 18 months, we've changed the complete management. We work a lot closer with the key retailers now. You now see our displays, not only individual products on the wall. I

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

Mr. Hainer: The Adidas has three divisions: FSD, which stands for Forever Sports Division, OD - for Original Division and ED - for Equipment Division.

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

Mr. Hainer: Adidas emphasizes on the fact that athletes need a healthy planet, just as they need the best products, as it is hard to run when the air is poisoned

### **ТЕСТИРОВАНИЕ (Professional Topic)**

One of the main purposes of contract law is:

- a. to ensure that one party does not threaten another.
- b. to ensure that promises made among private parties are enforceable.
- c. to discourage harms against society.
- d. to discourage misuse of the environment.

A contract may be defined as:

- a. a non-binding promise to act.
- b. a promise or agreement that may be enforced in court.
- c. an agreement that always involves non-family members.
- d. an agreement that always involves people over the age of 21.

In order to determine a party's intent in a contract case, a court will apply:

- a. the subjective theory of contracts.
- b. the alternate-party theory of contracts.
- c. the consideration theory of contracts.
- d. the objective theory of contracts.

If you were in a contract dispute in France and had to go to court, which theory of contracts would the French court apply?

- a. The subjective theory of contracts.
- b. The remedial theory of contracts.
- c. The objective theory of contracts.
- d. The cost-benefit theory of contracts.

In contract law, consideration means:

- a. the genuine consent of both parties.
- b. the legality of the subject matter of a contract.
- c. the promises or something else of value.
- d. the ability of a party to enter into a legal contract.

Which of the following IS NOT a formal element of a contract?

- a. Form.
- b. Agreement.
- c. Consideration.
- d. Contractual capacity.

If you offer Sally \$50 if she performs ten consecutive cartwheels across Main Street, you have:

- a. entered a bilateral contract.
- b. entered a unilateral contract.
- c. entered an executed contract.
- d. entered no contract at all.

If Sally manages to perform one cartwheel before you scream at her and say, "Hey! Stop the cartwheels – I revoke my offer!" what will happen if she nonetheless sues you for the \$50?

- a. A court will not hold you liable.
- b. A court will probably hold you liable for all \$50.
- c. A court will hold you liable plus fine you for the harms you have caused.
- d. A court will hold Sally contributorily negligent.

Which of the following steps ARE NOT taken when a plaintiff establishes an "implied-in-fact" contract exists?

- a. The defendant could have rejected the services or property but did not.
- b. The defendant was unable to and could not have rejected the services.
- c. The plaintiff provided some service or property.
- d. The plaintiff expected payment for some service or property and the defendant should have known this.

To be valid, an agreement to a contract must include:

- a. a fair bargain.
- b. a fair price.
- c. an offer.
- d. a physical sample of the good for sale.

Which of the following IS NOT a requirement of a valid contract?

- a. Both parties must have genuinely consented to the contract.
- b. There must be a valid agreement.
- c. There must be inconsideration.
- d. The subject matter of the contract must be legal.

A quasi-contract may be defined as:

- a. a true contract.
- b. an actual contract.
- c. a fictional contract.
- d. an implied-in-law contract.

In cases where someone would be unjustly enriched unless they were held liable for the benefits they have received, a court may “create”:

- a. a executory contract.
- b. a quasi-contract.
- c. an implied contract.
- d. a void contract.

A formal contract requires which of the following:

- a. a signature by the President.
- b. it must be deposited in the county courthouse.
- c. it must be in a special form or be created using a special method.
- d. it need only be signed by the offeror.

. An example of a void contract would be:

- a. a contract entered into by a person judged to be insane.
- b. a contract entered into by someone voluntarily drunk.
- c. a contract for the sale of alcohol to a competent adult.

In order for an offer to be effective, which of the following IS NOT necessary?

- a. The offer must be communicated to the offeree.
- b. The price requested must be acceptable by a reasonable person.
- c. The terms of the offer must be reasonably certain and definite.
- d. There must be a serious, objective intent by the offeror.

You read in a catalogue about a great new laptop computer that you would love to have, and see that the computer is priced so that you can afford it. If you call the company to place an order and are told “Sorry, we’re all out!” you may:

- a. sue for breach of contract.
- b. sue based on a valid offer.
- c. try somewhere else, this is not a valid offer.
- d. hold the company liable, this was an unreserved auction.

The communication requirement of an offer requires:

- a. the offeree to mail an offer to the offeror before a communication is valid.
- b. the offeror to hear the offer first-hand.
- c. the offeree to tell the offeror about the offer in some effective way.
- d. the offeror to accept the offer within 7 days.

Which of the following IS NOT an effective way to terminate an offer?

- a. By rejection.
- b. By acceptance.
- c. By counteroffer.
- d. By revocation.

An acceptance must exactly match the terms of the offer in order to be valid. This is known as:

- a. the specificity principle.
- b. the mailbox rule.
- c. the legal sufficiency rule.

d. the mirror image rule.

The mailbox rule says that:

- a. an offer is valid only if mailed.
- b. an acceptance is valid only if mailed.
- c. an offer is valid once it is deposited in a mailbox.
- d. an acceptance is effective upon dispatch in some authorized means.

Consideration must be both legally sufficient in value and:

- a. morally acceptable.
- b. reflect a bargained-for exchange.
- c. accurately reflect the intentions of the offeror's family.
- d. there is no other legal requirement for consideration.

Countries usually impose restrictions on free foreign trade to...

- A. Protect foreign producers
- B. Protect foreign consumers
- C. Protect domestic producers
- D. Protect domestic consumers

If a country allows trade and the domestic price of a good is higher than the world price,

- A. The country will become an exporter of the good
- B. The country will become an importer of the good
- C. The country will neither import nor export
- D. Additional information about demand is needed to determine whether the country will export or import the good

When a country allows for trade and becomes an exporter of the good, which of the following would NOT be true?

- A. The price paid by the domestic consumer of the good increases
- B. The price received by the domestic producers of the good increases
- C. The losses of domestic consumers exceed the gains of domestic producers
- D. The gains of domestic producers exceed the losses of domestic consumers

A tariff and import quota will both

- A. Increase the quantity of imports and raise domestic price
- B. Increase the quantity of imports and lower the domestic price
- C. Reduce the quantity of imports and raise the domestic price
- D. Reduce the quantity of imports and lower the domestic price

Which of the following is an argument for restricting trade?

- A. Trade restrictions make Americans better off
- B. Trade restrictions increase economic efficiency
- C. Trade restrictions are necessary for economic growth
- D. Trade restrictions are necessary for economic growth

The infant industry argument...

- A. Is based on the belief that protecting industries when they are young will pay off later
- B. Is based on the belief that protecting industries producing goods and services for infants is necessary if country is have healthy children
- C. Has the support of most economists
- D. Has proven to be correct in nearly all cases

Which of the following is not true in relation to unilateral contracts

- The offeree need not communicate their intention to accept the offer
- Acceptance requires full performance of the contract
- Only one party makes a promise
- The offeror may withdraw the offer at anytime before acceptance takes place

Which of the following is not correct in relation to withdrawing an offer

- The offeror may withdraw the offer within a reasonable time after acceptance
- An offeror is free to withdraw at any time before acceptance takes place
- The postal rule does not apply to letters of revocation
- An offeror can not withdraw an offer where a deposit has been paid

When does a contract become legally binding?

- When there is an offer rather than an invitation to treat

At midnight on the day it was made  
On a date agreed by the parties  
As soon as an offer has been accepted

Which of the following statements are correct? (You can select more than one)

An offer requires an intention to be bound  
An offer will lapse after a reasonable time period  
Goods on display are generally an invitation to treat  
A newspaper advert is not capable of being an offer  
An invitation to treat will lead to a binding contract when accepted  
A counter offer destroys the original offer  
An offeree is not allowed to withdraw their offer  
An offer may be withdrawn after acceptance has taken place

What is contract?

An agreement between 2 parties  
An agreement which is unenforceable  
An agreement between 2 or more parties which is enforceable by law  
A written agreement between 2 parties

A person making a proposal or an offer is known as:

Offeree  
Offeror  
Buyer  
Seller

What are the two (2) requirements to have a valid offer?

Варианты ответов

The offer must be a cheaper price  
The offer must involve money  
The offer must be certain / clear  
The offer must come to the knowledge of offeree

What is the meaning of invitation to treat?

An act of inviting people to pay for consideration  
An act of inviting people to make an acceptance  
An act of inviting people to make an offer  
An act of inviting people to make a donation

What is revocation of an offer?

Acceptance towards an offer  
Cancellation of an offer  
Modification towards an offer  
Alteration towards an offer

What are the 7 elements of contract

Offer, certainty, Acceptance, consideration, intention to create legal relation, capacity and free consent.  
Offer, certainty, Acceptance, consideration, intention, capacity and consent.  
Offer, certainty, Acceptance, money, intention, capacity and consent.  
Offer, certainty, Acceptance, consideration, intention to create legal relation, capacity and consent.

When an offer can be revoke?

At any time before an acceptance is made  
After an acceptance is made  
After an offer is accepted  
After an offer is made

Which of the following is not a requirement for establishing undue influence?

A relationship between the parties  
Inequality  
An abuse of the relationship  
A substantially unsatisfactory transaction

Which of the following needs to be lacking for a contract to be frustrated?

A contractual provision that deals with the frustrating event



The ability to perform the contract  
The availability of the product or service  
The ability to pay for the product or service

Which of the following statements on the difference between termination and rescission for breach of contract is false?

Termination renders the contract void ab initio  
Rescission renders the contract void ab initio  
Termination has differences from rescission in the assessment of damages  
Termination and rescission bring a contract to an end

In which of the following situations would a party not be able to recover money?

Where there has been a total failure of consideration  
Where a payment has been made on the basis of a mistake of fact  
Where a payment has been made on the basis of a mistake of law  
When the price paid was too high compared to the value of the goods

When an insured makes truthful statements on the application for insurance and pays the required premium, it is known as which of the following?

Consideration  
Legal purpose  
Contract of adhesion  
Acceptance

When an insured makes truthful statements on the application for insurance and pays the required premium, it is known as which of the following?

Consideration  
Legal purpose  
Contract of adhesion  
Acceptance

## ПЕРЕВОД (Professional Topic)

1) In the era of globalization and the new digital-driven era of globalization, businesses face **legal issues in international business transactions**. Globalization and the digital age have created new business opportunities worldwide but at the same time they have given rise to new legal issues, particularly with respect to the form of contracts and enforceability of contracts made and carried out across borders and electronically.

Today, whether you are in the United States or in China you can accomplish common business transactions with the click of a button, and contracts can be made and carried out entirely online. Aside from e-commerce companies, other companies involved in *international business transactions* face similar legal challenges. But before we address some of the legal issues prevalent in the international business arena, it is important to discuss international business transactions.

**An international business transaction** is any type of deal between parties from at least two different countries and such transactions can include sales, licenses, and investments. An e-commerce transaction can be an international business transaction. In general, the parties to international business deals include individuals, small and large multinational companies, and even countries. The contracts for goods and services entered into by the parties, create at times legal issues. Goods are sold against letters of credit, guarantees and post arrival payments, and all these segments of the international sale and purchase create legal binding contracts. When something goes wrong with the transaction, legal issues such as jurisdiction, applicability of law, interpretation and enforcement of judgment arise from the contract.

**The most important legal issues in international business transactions include:**

- **Choice of law.** In the case of private parties to an international business transaction, the emerging issues are generally governed by conflict of laws principle where the law of the place of domicile determines the jurisdiction. If the contract specifies which country and court has jurisdictions in case of disputes, then a court would respect a contract's choice of law clause. For example, in a contract for sale of goods, a U.S. manufacturer of shoes and a Spanish retail can decide that either American or Spanish law governs the transaction. Alternatively, *they can also choose the law of a third country to regulate the deal*. However, most legal systems do not enforce the latter choice unless the transaction has some connection with the third country. Therefore, it is important for parties to an international business contract to be careful when agreeing to the terms and conditions of the contract specifying the applicable law and jurisdiction to settle the disputes. However, general principles of international law such as the United Nations Convention on Contracts for the International Sale of Goods, Uniform Commercial Code and UNIDROIT do become applicable.

- **Form of contract.** The online companies publish on their website documents containing "terms and conditions of use" or "terms of service." These documents are a new form of contract that arose in the internet age and are in essence contracts of adhesion (a contract drafted by a party in a position of power, leaving the other party to accept or decline all of the offered services). These documents while disclaim or limit liability are viewed with increased judicial scrutiny by courts and may not stand up to a legal challenge. However, the software industry gave rise to a new form of contract known as "shrinkwrap" agreements. Shrinkwrap agreements are made when the offeror (the software company), lists terms of use and other requirements on its packaging, and the offeree (the other party) manifests his or her acceptance by opening the plastic wrapping around the package. These agreements have

evolved to require the customer to manifest acceptance by engaging in an intentional activity such as clicking the “I agree” button. As long as these agreements provide consumers with sufficient detail of the website’s terms and conditions, acceptance by click is considered valid, and these agreements are typically enforceable.

2) International business means the buying and selling of the goods and services across the border. These business activities may be of government or private enterprises. Here the national border are crossed by the enterprises to expand their business activities like manufacturing, mining, construction, agriculture, banking, insurance, health, education, transportation, communication and so on. A business enterprise who goes for international business has to take a very wide and long view before making any decision, it has to refer to social, political, historical, cultural, geographical, physical, ecological and economic aspects of the another country where it had to business. International business by its nature is a primary determinant of international trade, one of the results of the increasing success of international business ventures is globalization. International Business is the process of focusing on the resources of the globe and objectives of the organisations on global business opportunities and threats. International business is defined as global trade of goods/services or investment

1. Higher Rate of Profits: The basic objective of business is to achieve profits. When the domestic markets do not promise a higher rate of profits, business firms search for foreign markets where there is scope for higher rate of profits. Thus the objective of profit affects and motivates the business to expand operations to foreign countries. For example, Hewlett Packard in the USA earns more than half of its profits from the foreign markets as compared to that of domestic markets.

2. Expanding the Production Capacities beyond the Demand of the Domestic Country: Some of the domestic companies expand their production capacities more than the demand for the product in domestic countries. These companies, in such cases, are forced to sell their excess production in foreign developed countries. Toyota of Japan is an example.

3. Limited Home Market: When the size of the home market is limited either due to the smaller size of the population or due to lower purchasing power of the people or both, the companies internationalize their operations. For example, most of the Japanese automobiles and electronic firms entered the USA, Europe and even African markets due to smaller size of the home market. ITC entered the European market due to the lower purchasing power of the Indians with regard to high quality cigarettes.

4. Political Stability vs. Political Instability: Political stability does not simply mean that continuation of the same party in power, but it does mean that continuation of the same policies of the Government for a quite longer period. It is viewed that the USA is a politically stable country; countries like the UK, France, Germany, Italy and Japan are also politically stable. Most of the African countries and some of the Asian countries are politically instable countries. Business firms prefer to enter politically stable countries and are restrained from locating their business operations in politically instable countries. In fact, business firms shift their operations from politically instable countries to politically stable countries.

5. Availability of Technology and Competent Human Resources: Availability of advanced technology and competent human resources in some countries act as pulling factors for business firms from other countries. For example, American and European companies, in recent years, have been depended on Indian companies for software products and services through their business process outsourcing (BPO). This is because the cost of human resources in India is 10 to 15 times less compared to the US and European labour markets.

6. High Cost of Transportation: Initially companies enter foreign countries for their marketing operations. But the home companies in any country enjoy higher profit margins as compared to the foreign firms on account of the cost of transportation of the products. Under such conditions, the foreign companies are inclined to increase their profit margin by locating their manufacturing facilities in foreign countries through the Foreign Direct Investment (FDI) route to satisfy the demand of either one country or a group of neighbouring countries. For example, Mobil which was supplying petroleum products to Ethiopia, Kenya, Eritrea, Sudan etc., from its refineries in Saudi Arabia, established its refinery facilities in Eritrea in order to reduce the cost of transportation.

3) What are the legal risks associated with carrying on international business?

The competitive risks associated with carrying on business in a foreign market are numerous. For example, understanding the foreign market, communicating in a foreign language, and understanding the competitive environment can be extremely difficult. Important for this chapter, the legal risks associated with carrying on international business can be extensive. The following are examples of legal risks businesses commonly encounter:

Governing Laws

What laws control business agreements? Contracts often employ some amalgam of contract laws from each country. Does the foreign country recognize and protect intellectual property rights? What are the legal hurdles in the importation process? What tariffs, duties, customs processes, etc., apply to the importation of goods? What labor laws apply to operations?

Enforcing Legal Rights

How does one enforce legal agreements or ones property rights? Foreign court systems have varying methods of enforcing ones rights. The legal system may be difficult to navigate or unavailable to foreigners. Is there a risk of expropriation or nationalization of business assets?

Political Stability

Is there a risk of political overturn, war, etc., that could disrupt business operations. This includes the potential for expropriation or nationalization of the companys resources.

This list is by no means exhaustive. Operating in a foreign market may give rise to any sort of specific legal barrier or hurdle for foreign entities.

4) There will come a moment when the most logical step for your business is going to be to take a step across national borders and expand into new countries and their markets. It is definitely a very exciting moment, but you must also be aware of a variety of legal issues that come with the package. When you open shop in a whole new country, you must get to know every important detail about regional laws. At this point, it would be wise to consult someone with solid legal knowledge and have an idea what to expect.

In this article, we are going to cover some of the legal issues that you are most likely going to encounter, and how you can solve them.

### **Foreign laws**

So, as we have ascertained, once you decide to establish a branch of your company beyond your own borders, you are going to have to face foreign laws and policies, and see how they affect your business plans. A lot of companies think that foreign laws don't apply to them, but they are most commonly wrong, particularly if you are selling a product or a service.

You must think about the fact that there are consumer laws and employment regulations that you now have to comply with. When you start to sell your product and allow people to purchase from your website, there are going to be obligations, paperwork, and tax to deal with.

### **Investment treaties**

Once you determine that it is time to expand your business overseas, it would be a smart idea to do some research and find whether there are investment agreements between your own country and the one that you intend to branch into. It is actually quite common for there to be bilateral, or even multilateral agreements which focus on promoting foreign investment. Furthermore, they can provide protection to you which you will find extremely beneficial.

Treaties like this dictate a variety of obligations to the receiving country, especially in terms of legal protection that a foreign investor is entitled to.

### **Corruption issues**

You have to be well aware that corruption is a big problem in a huge number of countries all around the globe. So, when you happen to do business internationally, you will become aware that every country has its own rules and practices when it comes to how it works. What you will notice is that a lot of countries ask for particular compensation so that your business can be established on their grounds.

where you need to be very careful. Such compensations may be seen as corrupt in a number of other countries, and as a result, you may face the consequences. For example, if you are under the authority of the US Foreign Corrupt Practices Act, there is a high probability that you might get prosecuted for such a compensation, even though it was presented to you as something completely regular in the country that you decided to expand to.

### **Employment laws**

When you expand your business into a new country, you are obviously going to hire people from that particular region. This is why you need to be well informed about the local employment laws, as they defer from area to area, and local authorities are most commonly the ones that have the jurisdiction over them. So, keep in mind that you must comply with various legal obligations, such as those related to health, safety, wage, and the like. If you violate any of the local employment laws, the local authorities have the right to penalize you for it, or even decide to close your business in their region.

Furthermore, once you hire a foreign employee, it might happen that they move to your company's main HQ at some point. So, let's say that you are centered in Australia, and you are bringing in a European worker. There are going to be certain documents that you are going to have to provide for them to work for your company without any constraints. When it comes to a skilled work visa in Australia they have plenty of professionals who can help you deal with this issue, and make sure that your employee has all the rights and benefits of a local.

### **Tax codes**

Just thinking about taxes makes you want to bang your head against a wall, even when it comes to merely your main company HQ. But when it comes to taxes and fees related to doing business internationally, it can be a problem for a great number of companies, particularly small business owners. It can be quite a challenge, but if you don't rush, and approach the whole thing with realistically and practically, it doesn't really have to be such a huge issue.

Basically, it is crucial that you do your research and learn about everything that needs to be done. In other words, the majority of tax obligations surmount to ticking the proper box. So, before you start to expand your business into a particular region, make sure you know which box is the right one.

Expanding your business internationally comes with a variety of legal issues that you need to keep in mind and take care of. It is very important that you get to know all you can about foreign laws when it comes to trade, employees, taxes, and so on. You must also be careful of corruption issues that are common for a large number of countries in the world because you don't want to suffer the consequences of breaking the law of the country under whose authority you are.

## 5) Legal issues to consider when exporting

If you're new to export, starting with a modest export strategy and then gaining experience is often the best approach. From the start, you should consider three key issues to ensure your move into new markets abroad is a success.

### **1. Do you owe customs duties and need to complete customs procedures?**

In many cases, a customs duty will be owed in the country that your goods are being imported into. This duty rate is determined based on the harmonised tariff system classification or commodity code that your goods are considered to fall under.

A harmonised tariff system is an internationally standardised system of names and numbers to classify traded products which applies to over 200 countries.

Commodity codes are used when filling out customs paperwork, and make this process easier. Eight-digit codes are applied to exports outside the EU or moving within the EU, and ten-digit codes for imports outside the EU.

If the country you are importing into has a trade agreement with the country you are selling from, or they are both part of a common customs union, exporting and importing may need less paperwork and be easier to do.

### **2. Do you need to register for VAT in the country you're exporting to?**

Value Added Tax (VAT) registration means more paperwork and keeping records, which is why companies exporting on a smaller scale sometimes take different approaches. If you export on a small scale, consider working through a distributor or employing a specialist to do your VAT administration.

### **3. Does the country that you are exporting from impose requirements?**

Some goods may require an export license if the products implicate foreign policy or national security concerns. These could be commercial items that have possible military use or encryption products.

An export license involves getting pre-approval from the government of the exporting country. This would allow the goods to be sent to a particular destination country. Some countries may even apply an export duty, although this is unusual.

Government trade authorities have plenty of information and guidance on matters relating to customs duties, taxes, and export licenses, as well as other compliance responsibilities.

### **КОНТРОЛЬНАЯ РАБОТА (Grammar)**

#### **Вариант 1.**

1. By the end of my university course I (attend) 1,200 lectures.
2. By the end of next year I (be) here twenty-five years.
3. I know that the first day of the term (be) horrible for me, for everybody (talk) about their holidays and they (show) photographs of foreign beaches, but as I (not to be) anywhere I (feel) terrible of it.
4. If I (come) and see the film with you on Saturday, I (see) it six times. But it's the best film I ever (see). I think you (love) it.
5. After she attends the opening, we (go) to the Purefoy Hotel.
6. After we have lunch, she (make) a speech.
7. As soon as she arrives at the rehabilitation center the people (begin) cheering.
8. At 9 o'clock tomorrow he (be) in his office. He (work).
9. Мне отправить письмо? — Да. Когда вы пойдете домой, бросьте его в почтовый ящик (mailbox).
10. Можешь смотреть телевизор после того, как убереешь свою комнату.
11. Мой друг говорит, что не женится до тех пор, пока не накопит достаточно денег, чтобы купить квартиру.
12. Моя мама часто говорила: "Я не разрешу тебе смотреть телевизор, пока ты не выучишь уроки".
13. Мы встречаемся в шесть часов у фонтана, на тот случай, если ты забыла.
14. Мы детально обсудим этот вопрос до того, как он придет.
15. Мы должны накрыть на стол, прежде чем придут гости.
16. Мы завтра будем обедать в три, а не в два.
17. К тому времени как хозяйка придет на берег, собака будет плескаться уже час.
18. Все равно я буду бродить по городу бесцельно Мне пойти и принести тебе сувенирчик?
19. Он собирается опрашивать всех людей?
20. Интересно, подпишет ли он контракт?

#### **Вариант 2.**

1. At the rate he is going he (spend) all his money by the time he is twenty-one.
2. Before she leaves Middleburg, you (give) her a present, a souvenir of her visit.
3. By July I (learn) English for three years.
4. By next June Ann (study) in London for a year.
5. By the end of the term I (read) all twelve volumes.
6. By this time tomorrow we (have) our injections.
7. Do you realize that on September 15, you (repair) our car for three months?
8. Do you think he still (do) the same job after he (defend) his thesis?
9. Мы закончим ремонт вашей машины к завтрашнему утру. Она будет готова в 11 часов.
10. Мы не примем никакого решения, пока не изучим это дело в деталях.
11. Мы поверим тебе, дорогой, только после того, как ты расскажешь правду.
12. Мы постараемся найти ваши вещи, но это будет нелегко, - сказал полицейский,
13. Мы сделаем все упражнения к его приходу, а затем все вместе поедem на каток (skating rink).
14. Мы уйдём, как только прекратится дождь. Чем быстрее отправимся, тем быстрее доберёмся домой.
15. Нам лучше найти наши места, прежде чем начнется спектакль.
16. Нас не будет в Москве в августе. Мы будем гостить у родственников в Великом Новгороде.
17. К тому времени как пьеса будет идти на сцене месяц, ее посмотрят уже 100 000 человек.
18. Когда мы войдем, руководители профсоюза будут произносить речи.
19. Интересно, когда Мэри будет примерять старые шляпы? - Когда она их найдет!
20. Если они будут действовать вам на нервы, я свяжусь с их начальником.

#### **Вариант 3.**

1. Do you think you (do) anything interesting in five years' time?
2. Don't phone me between 7 and 8. We (have) dinner then.
3. Don't phone them now. They (not get) home yet. They (probably get back) at about half-past eight.
4. He (work) in the North for two years by the time he retire.
5. He has bought this TV-set on credit. He ... (pay) all the money by the 21<sup>st</sup> of August.
6. He is still a schoolboy, but by this time next year he ... (leave school).
7. He spends all his spare time planting trees. He says that by the end of next year he (plant) more than one thousand.
8. How long has she stayed with your family? By the end of the month she ... (stay) for a month
9. Боюсь, вы опоздаете. Они уже закончат переговоры к 5 часам.
10. Боюсь, к тому времени, когда вы придете с деньгами, они уже все распродадут.
11. Боюсь, когда вы придете, сын будет уходить

12. Боюсь, я буду занят в это время. Мы будем встречать японскую делегацию
13. В июле будет год, как они женаты.
14. В своей следующей лекции ученый будет говорить о сверхъестественных явлениях в этой области.
15. В это время завтра я буду сидеть в парижском кафе, читая газету. - Я уверен, что ты не будешь читать.
16. Ваш малыш еще будет спать, если я приду в три?
17. К тому времени как они осознают важность происходящего, мы будем переписываться уже полгода
18. В этот день завтра я уже буду сидеть у края бассейна и загорать.
19. разве вы не собираетесь посмотреть пьесу, которая идет уже неделю?
20. Интересно, уберется ли она в доме?

#### **Вариант 4.**

1. How long you (study) in this group by February?
2. I (cook) for a few hours before the guests arrive.
3. By the time he arrives they ... (leave).
4. By the time he arrives, I (pick) apples in our garden for two hours.
5. I (finish) this book by tomorrow evening.
6. I (finish) this job in twenty minutes.
7. I (revise) for my exams this weekend so I'll stay in on Sunday night.
8. I (see) him at the club tomorrow - he is usually there when I come.
9. Наш завод выпустит новый автомобиль к концу года.
10. Не беспокойся, платье сошьют к выпускному вечеру.
11. Не волнуйся, Аня будет помогать нам организовывать вечер.
12. Не волнуйся, я не забуду тебя. Я буду думать о тебе день и ночь. А ты будешь вспоминать меня?
13. Не звоните мне от 3-х до 5-ти. Я буду работать.
14. Не знаю, напишет ли он статью к первому сентябрю. Если она будет готова к этому времени, мы ее напечатаем.
15. Не представляю, что будут говорить обо мне люди после этого случая. — Будут сплетничать, а потом найдут новую тему для разговоров.
16. Неужели я завтра буду лететь на самолете в Америку?
17. К тому моменту как ты наведешь маникюр, пьесы буде идти уже 30 минут.
18. Когда он войдет, судья будет задавать вопросы свидетелю на судебном заседании.
19. Интересно, когда его назначат на высокую должность, как он будет себя вести?
20. Пока мы не обсудим все дела, никто не уйдет.

#### **Вариант 5.**

1. I (work) for this company for thirty years by the end of October.
2. I (write) a thesis for two six months by the end of the year.
3. I (write) my course paper for two month before I defend it.
4. I (write) my homework by six o'clock.
5. I expect they (be) tired when you (see) them because they (work) all day.
6. I forgot to ask a neighbour to look after the plants while we're away on holiday! When we get home they all (die).
7. I hope I (finish) this report by the end of the day.
8. I hope they (repair) this road by the time we (come) here next summer.
9. Никто не может предсказать, где и когда этот человек появится. Но как только он появляется, все начинают работать с удвоенной энергией.
10. Он всегда говорит, что отремонтирует машину, но никогда этого не делает. Я больше ему никогда не поверю.
11. Она всегда берёт у меня взаймы деньги, но никогда не помнит, что нужно их вернуть. Завтра я напомню ей об этом и надеюсь, что она отдаст мне все долги.
12. Они будут смотреть фильм, как только дети лягут спать.
13. Они будут экспериментировать в этой области уже много лет к концу тысячелетия.
14. Они закончат ремонт, прежде чем наступит зима.
15. Они свяжутся с нами после того, как получат последние данные.
16. Поезд прибывает через час. Если вы поедете на машине, вы встретите ее.
17. К тому моменту как она распакует вещи, мы споткнемся о них по десятку раз.
18. Кто собирается покататься на маленькой зеленой лодке? Мы.
19. Интересно, когда он получит массу впечатлений?
20. Если не будешь читать ничего, кроме словаря, ты затвердишь каждое слово.

#### **Вариант 6.**

1. By the end of this week, I (wait) three months for my car to be repaired.
2. By the end of this year I (live) in England for three years.
3. I hope you (inform) me as soon as the director (sign) my application. - Don't worry I think he (sign) it by tomorrow.
4. I promise, I (finish) this book by the weekend and then I (give) it to you.
5. I think she (hear) all about it by the time I (see) her.
6. I think they (finish) building the house by the time the winter (come) and then we (move in) by the New Year.
7. If I continue with my diet I (lose) 10 kilos by the end of the month.

8. If you need to contact Mr Green, he (stay) at the Lion Hotel until next Friday.
9. Позвоните мне после того, как вы прочитаете книгу.
10. Прежде чем вы осознаете это, ваши дети уже вырастут.
11. Прежде чем вы сядете за стол, друзья, позвольте мне показать вам дом.
12. Программист завершит новую программу до назначенного срока.
13. Решишь ли ты все свои проблемы до нашей следующей встречи?
14. С вашей стороны будет очень глупо, если вы не воспользуетесь данной возможностью.
15. Садовник подстрижет кусты и деревья, расчистит дорожки, сожжет опавшую листву до наступления зимы.
16. Самолёт приземлится вовремя? - Нет, он прибудет в наш аэропорт с задержкой. Но задержка будет не более получаса.
17. К тому моменту как возникнет крик, они уже сбегут.
18. Не входи в комнату – она будет писать стихи.
19. Если ты повесишь коврик на радиатор, ветер его сдует.
20. К тому моменту как она распакует вещи, мы споткнемся о них по десятку раз.

### Вариант 7.

1. If you see Tim, can you ask him to phone me? - Sure. I (see) him at work, so I'll tell him then.
2. I'll still be here next summer but Tom (leave).
3. I'm going on holiday. This time next week I (lie) on a beach or (swim) in the sea.
4. I'm going to Hyde Park to hear the people making speeches. - By the time you (get) there they (finish) their speeches and everybody (go) home.
5. I'm going to Hyde Park to hear the people making speeches. - You'll be too late. By the time you get there they (finish) their speeches and everybody (go) home.
6. By tea time she (play) tennis for three hours.
7. By the end of March he (live) here for three years.
8. In a fortnight's time we (take) our exam.
9. Сообщите нам, как только узнаешь результаты экзаменов.
10. Спросите их, не дадут ли они мне пылесос, если мне нужно будет почистить ковер.
11. Студенты знают, что как только они закончат это упражнение, преподаватель скажет сделать ещё одно.
12. Ты будешь изучать программирование в колледже? - Думаю, да.
13. Ты будешь проходить где-либо около аптеки? - Да, а почему ты спрашиваешь? - Ты купишь мне лекарство? - Да, конечно.
14. Ты весь день будешь пользоваться компьютером? Он мне тоже нужен.
15. Ты думаешь, что он уже придет домой к тому времени, как мы прибудем?
16. Ты не будешь проходить мимо аптеки? Мне нужно лекарство.
17. К тому моменту как она распакует вещи, мы споткнемся о них по десятку раз.
18. Все равно мы будем обживать этот дом
19. Кто собирается покататься на маленькой зеленой лодке? Мы.
20. Интересно, может ли будет его узнать?

### Вариант 8.

1. In the future more and more people (use) mobile telephone. It's the first time I (use) this telephone today.
2. My father (dig) in the garden for three hours before he plants these bushes.
3. My mother (sit) in front of the TV-set for the whole evening till I come home.
4. On Saturday there is no class. So next Saturday the children (not sit) in the classroom listening to the teacher.
5. Please note that we (hold) today's meeting in Room 20 and not in Room 19. Try not to be late.
6. Radio waves from Earth (travel) for light years before anyone picks them up.
7. She (leave) for work before the children get home from school.
8. She has lived here a long time. By May she ... (live) for twenty years.
9. Ты съешь этот салат или я скажу официанту, чтобы он убрал его.
10. У меня короткая стрижка, но к лету волосы вырастут.
11. Уже почти осень, скоро листья будут менять свой цвет с зелёного на жёлтый и красный.
12. Учительница обещает, что проверит наши контрольные работы к следующему уроку.
13. Хотела бы я знать, чем будет заниматься мой брат, пока нас не будет дома.
14. Хотя мы будем работать в одной фирме, мы не будем часто видеть друг друга, так как мы будем в разных отделах.
15. Что же я буду делать? - Ты будешь восхищаться красотой Парижа.
16. Это зонтик твоей сестры. Возьми его. Завтра она будет искать его.
17. К тому моменту как ты сменишься с дежурства, мы уже закончим работу.
18. Ты ведь все равно меня подождешь?
19. Они не собираются запереть калитку, да? Нет.
20. Интересно, когда мы прибудем на границу?

<b>Тема 4</b>	<i>Базовая разговорная тема уровня А2 Великие идеи Профессиональные темы: Повторение юридические аспекты ведения бизнеса Грамматика: Повторение грамматических тем семестра</i>	<i>УО, Т, ПР, КР, ДСТ</i>
---------------	---	-------------------------------

**УО** - устный опрос

**Т** - тестирование

**ПР** – перевод

**КР** – контрольная работа

**ДСТ** – дистанционные задания (размещены на платформе [lms.ranepa.ru](https://lms.ranepa.ru))

#### **УСТНЫЙ ОПРОС**

**Professional Topic National Security**

**Read and render the texts:**

1) The Russian Federation considers the possibility of employing military force to ensure its national security based on the following principles:

use of all available forces and assets, including nuclear, in the event of need to repulse armed aggression, if all other measures of resolving the crisis situation have been exhausted and have proven ineffective;

use of military force inside the country is allowed in strict conformity with the Constitution of the Russian Federation and with federal laws in the event of emergence of a threat to citizens' lives and also of violent change to the constitutional system.

An important role in ensuring Russia's national interests belongs to the defence industry. Restructuring and conversion of the defence industry should proceed without detriment to the development of new technologies and science-and-technology opportunities or to modernization of armaments, military and special equipment and the presence of Russian manufacturers on the world markets.

The way should be paved for organization of the priority fundamental, forecasting and original research, which ensure the existence of a promising and advanced science-and-technology sector in the interests of defence and the state's security.

The following are principal tasks as regards border security:

to establish the required regulatory and legal framework;

to develop international cooperation in this area;

to counter economic, demographic and cultural-religious expansion into Russian territory by other states;

to intercept transnational organized crime and illegal migration;

to engage in collective measures to ensure security in the border zones of member-states of the Commonwealth of Independent States.

The following are crucial tasks for ensuring the Russian Federation's information security:

exercise of citizens' constitutional rights and freedoms in the sphere of information;

improvement and protection of the domestic information infrastructure and integration of Russia into the world information domain;

countering the threat of opposition in the information sphere.

The use of intelligence and counterintelligence resources for the timely discovery of threats and identification of their sources is of particular importance when ensuring the national security of the Russian Federation.

The system for ensuring the Russian Federation's national security is created and developed in accordance with the Constitution of the Russian Federation, federal laws, Russian Federation presidential decrees and directives, Russian Federation government decrees and resolutions, and federal programmes in this area.

The basis of the system for ensuring the Russian Federation's national security consists of the agencies and resources for ensuring national security that carry out political, legal, organizational, economic, military and other measures aimed at ensuring the security of the individual, society and the state.

The powers, composition, principles and operating procedure of the agencies and forces ensuring the Russian Federation's national security are defined in the relevant Russian Federation legislative instruments.

2) The following are involved in forming and implementing policy for ensuring the Russian Federation's national security:

the president of the Russian Federation, who within the bounds of his constitutional powers directs the agencies and resources for ensuring the Russian Federation's national security; sanctions actions to ensure national security; in accordance with Russian Federation legislation forms, reorganizes and abolishes subordinate agencies and forces for ensuring national security; issues messages, appeals and directives on national security issues and in his annual message to the Russian Federation Federal Assembly specifies individual provisions of the Russian Federation National Security Blueprint and defines the directions of the country's current domestic and foreign policy;

the Russian Federation Federal Assembly, which on the basis of the Russian Federation constitution and on representation by the Russian Federation president and government forms the legislative framework for ensuring the state's national security;

the Russian Federation government, which within the bounds of its powers and in consideration of priorities in the area of ensuring the country's national security formulated in annual messages of the president to the Federal Assembly, coordinates the activities of federal executive authorities as well as of executive authorities of the constituent parts of the Russian Federation, and forms items of the federal budget for implementing specific special-purpose programmes in these areas;

the Russian Federation Security Council, which works for the advance identification and assessment of threats to national security, drafts operational decisions to prevent them for the president; develops proposals for ensuring the country's national security and proposals on updating individual provisions of the Russian Federation National Security Blueprint; coordinates the forces and agencies for ensuring national security; and monitors implementation of decisions in this area by federal executive authorities and authorities of the constituent parts of the Russian Federation;

federal executive authorities, which ensure compliance with Russian Federation legislation and implementation of decisions of the Russian Federation president and government in the area of national security; within the bounds of their competence develop regulatory legal instruments in this area and submit them to the Russian Federation president and government;

executive authorities of the constituent parts of the Russian Federation, which coordinate with federal executive authorities in implementing Russian Federation legislation and decisions of the Russian Federation president and government in national security, and implementing federal programmes, plans and directives issued by the Supreme Commander in the area of Russian Federation defence security; with institutions of local government act to involve citizens, public associations and other organizations in helping to resolve national security problems in accordance with Russian Federation legislation; make proposals to federal executive authorities for upgrading the system of ensuring national security.



The Russian Federation intends to decisively and firmly uphold its national interests. The existing legal democratic institutions and structure of Russian Federation state authorities and the broad involvement of political parties and public associations in implementing the Russian Federation National Security Blueprint serve as a guarantee of Russia's dynamic development in the 21st century.

### 3) National Security Law

National Security law can include topics such as bioterrorism, cyber law, civil liberties, intelligence law, maritime law, and foreign relations, among others

Many national security lawyers begin their careers in law firms, government, the military, and later develop an expertise in national security law issues. An alternate path is to work for a defense contractor or consulting firm. In the public sector national security and intelligence lawyers often work at federal agencies, the military and in non-profits, including research think tanks. In the private sector, a national security lawyer might help clients navigate governmental restrictions regarding finance, trade and procurement.

The following list provides definitions of the major contending views of non-military definitions of national security, with no analysis of their merits or deficiencies.

Political security refers to protecting the sovereignty of the government and political system and the safety of society from unlawful internal threats and external threats or pressures. It involves both national and homeland security and law enforcement

Economic security involves not only protecting the capacity of the economy to provide for the people, but also the degree to which the government and the people are free to control their economic and financial decisions. It also entails the ability to protect a nation's wealth and economic freedom from outside threats and coercion. Thus, it comprises economic policy and some law enforcement agencies but also international agreements on commerce, finance, and trade. Recently, it has been defined by some in a human security context to mean eradicating poverty and eliminating income inequality.

Energy and natural resources security is most often defined as the degree to which a nation or people have access to such energy resources as oil, gas, water, and minerals. It would be more accurate to describe it as access freely determined by the market without interference from other nations or political or military entities for nonmarket, political purposes.

Homeland security is a set of domestic security functions that have been organized in a single agency, the Department of Homeland Security. It includes airport and port security, border security, transportation security, immigration enforcement, and other related matters.

Cybersecurity refers to protection of the government's and the peoples' computer and data processing infrastructure and operating systems from harmful interference, whether from outside or inside the country. It thus involves not only national defense and homeland security, but also law enforcement

Human security refers to a concept largely developed at the United Nations after the end of the Cold War. It defines security broadly as encompassing peoples' safety from hunger, disease, and repression, including harmful disruptions of daily life. Over time, the concept has expanded to include economic security, environmental security, food security, health security, personal security, community security, political security, and the protection of women and minorities. Its distinguishing characteristic is to avoid or downplay national security as a military problem between nation-states, focusing instead on social and economic causes and an assumed international "responsibility to protect" peoples from violence. It is to be determined and administered by the United Nations.

Environmental security is an idea with multiple meanings. One is the more traditional concept of responding to conflicts caused by environmental problems such as water shortages, energy disruptions, or severe climate changes; it is assumed that these problems are "transnational" and thus can cause conflict between nations. The other, more recent concept is that the environment and the "climate" should be protected as ends in and of themselves; the assumption is that the environmental degradation caused by man is a threat that must be addressed by treaties and international governance as if it were the moral equivalent of a national security threat. In the past, natural disasters were not considered threats to national security, but that presumption is changing as the ideology of "climate change" and global warming takes hold in the national security community.

It is clear that policymakers need a sharper focus as to what is and is not national security. It cannot be all things to all people; if it were, it would be meaningless. The definition of national security must be limited not only to decide what the government should be expected to do, but also, just as important, to decide what it should not do. This is especially true because of budget restraints. While it is proper to task the government with protecting a spectrum of national security interests—from the financial and economic system to access to natural resources—the lion's share of the government's interest and thus budgetary resources should be dedicated to safeguarding the country and its interests from foreign aggression.

Focusing national security policy on what matters most requires a more accurate understanding of power. As mentioned earlier, power is the degree to which a state can influence and control its destiny. All too often in the debate over "trade-offs" between soft and hard power, people assume that the former is interchangeable with the latter. In its crudest interpretation, it is the misguided belief that diplomats and troops are somehow interchangeable.

Diplomats, particularly skilled ones, are no doubt important to security, but it is inaccurate to suggest that they play the same or even similar roles. It is not uncommon for elected and appointed officials to note that the foundation of all power is hard or military power. Unfortunately, many seem to do this as a mere rhetorical flourish, but in reality, it is a hard fact of international relations. Without military power, soft power is largely symbolic and ineffective.

Much of the emphasis placed on soft power comes from a political desire to spend less on defense so as to have more to spend on diplomacy and foreign aid. It may very well be that more can be done in some of these areas, but that still begs the question of whether hard power and soft power are interchangeable. Those who think that they are interchangeable, or that soft power is actually superior to hard power, point to the supposed success of the European Union, but this reveals a misunderstanding.

## What National Security Is

Now that it is fairly clear what national security is not, the task of crafting a definition of what it is should be easier. National security is the safekeeping of the nation as a whole. Its highest order of business is the protection of the nation and its people from attack and other external dangers by maintaining armed forces and guarding state secrets. The defense of the homeland from terrorist and other attacks, broadly understood as homeland security, has risen as a major national security concern. Because national security entails both national defense and the protection of a series of geopolitical, economic, and other interests, it affects not only defense policy, but foreign and other policies as well. Foreign and defense policies should be seen as mutually reinforcing, not as zero-sum trade-offs in budgetary fights. While hard choices will indeed have to be made in national security spending, they should be decided by realities, not by fatuous comparisons or incoherent and tendentious concepts.

## Professional Topic REVISED LEGAL ISSUES OF CONDUCTING BUSINESS

### 1. Which of the offences listed below are the most likely to be expected from a person on the position of an authority (MAYORS, GOVERNORS, MINISTERS ETC.) Name top 3 offences. Which are the least likely? Prove your opinion.

I think, the most likely crime of a person at the position of authority is bribery, money laundering and rape, because

1. Tax Evasion	The process where a person unlawfully pays less tax
2. Bribery	Offering, giving, receiving something of value to influence an official in his public duties.
3. Embezzlement	Spending money belonging to the employer
4. Money Laundering	Concealing the source of illegal money
5. Theft	A criminal act in which property belonging to another is taken without consent.
6. Shoplifting	Stealing goods from a shop by a customer
7. Robbery	Taking money or goods from the person by force
8. Assault	Intentional act by one person that creates harmful or offensive contact.
9. Kidnapping	The crime of unlawfully seizing and detaining a person against his or her will
10. Murder	The unlawful killing of another human without justification or excuse.
11. Rape	Forcible sexual relations with a person against that person's will.

### 2. STEALING: How bad is that (rank it in the order of the priority) and what should the punishment be? Complete this table with your partner(s).

Stealing...	How bad?	Punishment?
A country's leader stealing from tax payers.		
A shop worker taking home items past their sell-by date.		
A mayor stealing from supermarkets		
A Hollywood superstar stealing just for fun.		
A homeless person stealing food to survive		
A thief stealing art from a national museum		
Robin Hood stealing from the rich to give to the poor		

### 3. Say what crime the mayor has committed. What surprised you most?

A mayor in a small Spanish town has become a hero (1) \_\_\_\_ helping steal food from supermarkets to give to the poor. The modern- (2) \_\_\_\_ Robin Hood is Juan Manuel Sanchez Gordillo, 59, the elected leader of the southern town of Marinaleda in Andalusia. Mayor Gordillo has (3) \_\_\_\_ from prosecution under Andalusian law and so can break the law without being arrested. He has so far (4) \_\_\_\_ several raids on supermarkets to hand out the stolen food to poor families. Unfortunately, those helping him are not immune from prosecution and seven have been arrested for (5) \_\_\_\_\_. Gordillo has been mayor for 30 years and his recent exploits have seen his popularity skyrocket, with crowds gathering to see his food (6) \_\_\_\_\_.

Many Spaniards are (7) \_\_\_\_ severe economic conditions. A quarter of Spain's workforce is jobless and austerity measures mean many now live (8) \_\_\_\_ poverty. Things are even worse in Andalusia where unemployment is over 30 per cent. Mr Gordillo defended his role in stealing food for the (9) \_\_\_\_ well-off. He said: "There are people who don't have enough to eat. In the 21st century, this is an (10) \_\_\_\_ disgrace." Spain's conservative government has criticised Gordillo, accusing him of (11) \_\_\_\_ part in publicity stunts to boost his own popularity. The mayor retaliated by saying he would happily accept being arrested. He is currently (12) \_\_\_\_ a three-week anti-austerity protest march to Spain's capital Madrid.

**Put the correct words from the table below in the above article.**

1.	(a)	ante	(b)	post	(c)	subsequent	(d)	after
2.	(a)	day	(b)	week	(c)	month	(d)	year
3.	(a)	immunizations	(b)	immunity	(c)	immune	(d)	immunizes
4.	(a)	composed	(b)	written	(c)	orchestrated	(d)	played
5.	(a)	cleft	(b)	bereft	(c)	theft	(d)	deft
6.	(a)	grubs	(b)	grabs	(c)	grids	(d)	grins
7.	(a)	heading	(b)	mouthing	(c)	nosing	(d)	facing
8.	(a)	in	(b)	up	(c)	at	(d)	on
9.	(a)	small	(b)	less	(c)	poor	(d)	more
10.	(a)	arrested	(b)	austerity	(c)	absolved	(d)	absolute

11.	(a)	raking	(b)	faking	(c)	taking	(d)	making
12.	(a)	leading	(b)	leads	(c)	leaders	(d)	led

#### 4. TRUE / FALSE:

1.	The people in a small town are proud their mayor is stealing food.	T / F
2.	The mayor cannot be arrested for stealing the food.	T / F
3.	The mayor only organizes the stealing but does not actually steal it.	T / F
4.	The mayor said prices have skyrocketed for 30 years.	T / F
5.	Around 25% of Spain's workforce is unemployed.	T / F
6.	Unemployment in the mayor's region is double the national average.	T / F
7.	The mayor said he understood his actions were a disgrace.	T / F
8.	The mayor is now on a three-week protest walk to Madrid.	T / F

#### 5. What new facts have you learned?

A Spanish mayor who became a cult hero for staging robberies at supermarkets and giving stolen groceries to the poor set off on a three-week march on Thursday that could embarrass the government and energise anti-austerity campaigners.

[Juan Manuel Sanchez Gordillo, Mayor of Marinaleda]:

"We will occupy banks because they are responsible for this crisis and some of them (bankers) should be in jail. The attorney general should intervene as well as Mrs Becerril (the ombudsman), but that is unlikely."

Seven people have been arrested for taking part in the two raids, in which labour unionists, cheered on by supporters, piled food into supermarket carts and walked out without paying.

Juan Manuel Sanchez Gordillo, regional lawmaker and mayor of Marinaleda, stood outside the supermarket.

Gordillo, who has been referred to as a Spanish Robin Hood, has political immunity as an elected member of Andalusia's regional parliament, but says he would be happy to renounce it and be arrested himself.

His critics, however say he cannot go breaking the law like Robin Hood and at the same time be the Sheriff of Nottingham, in reference to his public post.

On Thursday, Gordillo and about 500 labourers supporting his cause began a trek from Jodar, the town with Andalusia's highest unemployment rate, planning to march across the region in blistering summer heat to persuade other local leaders to refuse to comply with government reforms designed to cut spending.

Sanchez Gordillo says he wants to draw attention to the human face of Spain's economic situation - poverty levels have risen by over 15 percent since 2007, a quarter of workers are jobless and tens of thousands have been evicted from their homes.

#### 6. QUESTIONS

1.	Is the mayor a thief?
2.	Is he a hero or a villain?
3.	Is the mayor hurting others by stealing from supermarkets?
4.	Should a mayor have immunity from stealing?
5.	What other things could the mayor do to help the poor?
6.	Should the mayor steal things on his own so others don't have to get arrested?
7.	Do you think the mayor is doing this to get re-elected?
8.	Would you gather to see your mayor steal from a supermarket?
9.	Do you support what the mayor is doing?
10.	Why do you think the police don't stop the stealing to return the goods to the shelves?
11.	Do you think supermarkets should ban the mayor from their stores?
12.	Why is Spain's economy in such a bad way?
13.	What do you think of the idea of robbing from the rich to give to the poor?
14.	Do you agree with the mayor that people without food to eat is an "absolute disgrace"?
15.	Is it a bigger disgrace the world does so little to help the victims of famine?

#### 7. Describe the story in the name of

1. Mayor's assistant
2. Citizen of the town
3. Owner of the shop
4. Head of the police
5. Policeman who reported at the shoplifting call
6. News reporter
7. Political Image-maker

#### УСТНЫЙ ОПРОС (General Speaking Topic INNOVATIONS)

##### 1A) Answer the questions in a written form.

First read the whole list of questions, then answer them, making you replies follow as a short story.

**For example:** "I spend about 3 hours a day surfing the Net, and I think it is enough.(1) I prefer to go online on my phone, because I always have it with me. (2)The Internet allows getting connected with any place all round the globe and any person in distant locations. (3) and so on"

1. How many hours per day do you spend online? Is it too many?
2. Do you go online more on your phone or more on a computer? What are the benefits of each?
3. By using the internet, do you feel connected? Connected to what or whom?
4. Is your internet fast enough? How do you feel when the internet is working slowly?
5. What is your preferred search engine? Why is it the best?
6. How often do you search the internet for educational question?
7. There is a lot of information on the internet. How do you know which information is accurate?
8. What is your favorite smart-phone app? What do you do with it?
9. Which Social Network Services do you use these days? Why do you prefer them?
10. Many services are online these days. Which parts of our lives will never be online?
11. Do you worry about online security? What are the risks of being online?

**1B) Quotations about computer viruses: Read and tick the best explanation of what the author meant by saying so**

1. Computer viruses are very close to "artificial life."
  - I. They duplicate and reproduce themselves like medical viruses
  - II. They attach themselves to other programs
  - III. They launch when you run some computer operations
  - IV. The effects of the viruses are destructive.
2. The only truly computer system, secure of viruses, is one that is powered off
  - I. A secure system does not cause any threats to transmitted data.
  - II. A powered off system is not susceptible to malicious software.
  - III. It does not take any resources to operate.
  - IV. When one computer on a network becomes infected, all other computers on the network get are highly susceptible.
3. Computer virus is a mighty source of 'creating jobs'.
  - I. Virus writing is exclusively a high-skill profession
  - II. The virus writers sell their new strategies to infect computers.
  - III. Virus creatures are the same people who create anti-viruses software, this way they can create money
  - IV. Some computer viruses are made for research purposes

**2A) What security threats do you know? Look at the list of security threats below and explain what they cause and why they may be dangerous. Search for the information in the Internet. Match one threat and two protection measures**

Threats	How to avoid them
1. Malware	1. Choose passwords that are hard for others to guess.
2. Rootkits and Botnets	2. Do not give away any information even if it is extremely needed without verifying the credibility of the source
3. Spyware	3. Do not open e-mails or links received from unknown users.
4. Viruses, Worms, and Trojans	4. Don't click on links presented to you via pop-up windows 5. Don't take unsolicited e-mails, pop-up ads and website links seriously 6. Download antivirus and anti malware
5. Phishing	7. Make sure to update your anti-virus, anti-malware and anti-spyware before running full computer scans 8. Never install any unwanted program or click a link sent to you by unknown users or bots 9. Remove all the programs that you don't recognize. 10. Use the pop-up window's 'X' icon located on the top-right of the popup to close the ad instead of clicking on 'close' button presented in the pop-up

**2B) Read the text, chose the best title to the text**

1. Computer security for dummies
2. Typical computer threats
3. Hacking for Profies
4. Top 10 Useful Cyber Security Recommendations

**PARAGRAPH 1**

All computers, from the family home computer to desktops in the largest corporations in the country can be affected by computer security breaches. This text provides general overview of the most common computer security threats and the steps you can take to protect against these threats and ensure that your computer is both safe and cannot easily be used to attack other computers on a network or on the Internet itself.

**PARAGRAPH 2**

While the Internet has transformed and greatly improved our lives, this network and its technologies have opened the door to an increasing number of security threats from which individuals, families and business must protect themselves. The consequences of

attacks can range from the mildly inconvenient to the completely disastrous. Important data can be lost, privacy can be violated and your computer can even be used by an outside attacker to attack other computers on the Internet.

**PARAGRAPH 3**

As with any type of crime, the threats to the privacy of data come from a very small minority. However, a single hacker working from a single computer can generate damage to a large number of computer networks that can wreak havoc on the country's information infrastructure. Whether you want to secure a car, a home or a nation, a general knowledge of security threats and how to protect yourself is essential.

**PARAGRAPH 4**

Viruses are the most widely known security threat. Viruses are computer programs that are written by criminal programmers and are designed to infect computers. For example, viruses called macro viruses attach themselves to files that contain macro instructions (routines that can be repeated automatically, such as sending email) and are activated every time the macro runs. The effects of some viruses are relatively mild, for example, displaying a comical message when striking a certain letter on the keyboard. Other viruses are more destructive and cause such problems as deleting files from a hard drive or slowing down a system. A computer can be infected with a virus only if the virus enters through an outside source - an attachment to an email or a file downloaded from the Internet. When one computer on a network becomes infected, the other computers on the network are highly susceptible to contracting the virus.

**PARAGRAPH 5**

Trojan horse programs, or Trojans, are delivery vehicles for destructive computer code. Trojans look harmless or useful software programs, such as computer games, but are actually enemies in disguise. Trojans can delete data, mail themselves to e-mail address lists and open up computers to additional attacks. Trojans can enter the computer only by copying the Trojan horse program to a computer, downloading from the Internet or opening an email attachment.

**PARAGRAPH 6**

Web sites attract viewers by the use of such software applications as ActiveX and Java Applets. These applications enable animation and other special effects, and make web sites more attractive and interactive. However, the ease with which these applications can be downloaded provides a new damage. Vandals can take on the form of a software application that causes destruction of various degrees. A vandal can destroy a single file or a major portion of a computer system.

**PARAGRAPH 7**

Many types of network attacks have been documented, and they are commonly classified in three general categories: (1) reconnaissance attacks, (2) access attacks, and (3) denial of service (DoS) attacks.

Reconnaissance attacks are information gathering activities by which hackers collect data that is used to compromise networks. Usually, software tools, such as sniffers and scanners, are used to find out potential weaknesses in home computers, web servers and applications. For example, software exists that is specifically designed to crack passwords. Access attacks are conducted to gain entry to e-mail accounts, databases and other confidential information.

DoS attacks prevent access to all or part of a computer system. They are usually achieved by sending large amounts of jumbled or other unmanageable data to a machine that is connected to the Internet, blocking legitimate traffic from getting through.

**PARAGRAPH 8**

Data transmitted via network can be intercepted by unauthorized parties. Such parties might eavesdrop on communications or even alter the data packets that are transmitted. Various methods are used to intercept data. IP spoofing, for example, entails posing as a legitimate host in the data transmission by using the Internet Protocol (IP) address of one of the data recipients.

**PARAGRAPH 9**

Con artists have been using scam operations for decades. Scams are often sent by e-mail and may contain a hyperlink to a web site that asks you for personal information, including your password. Other times, scam e-mail may contain a request for your credit card information. There are ways to take steps to protect yourself from scams on the Internet, such as never giving out your password, or other personal information to strangers online. Don't click on hyperlinks or download attachments from people or web sites you don't know. Be skeptical of any company that doesn't clearly state its name, physical address and telephone number.

**PARAGRAPH 10**

Spam is the commonly used term for unwanted letters or advertising messages via e-mail. Spam is usually harmless, but it can be a nuisance, as it takes up people's time and storage space on their computer.

**2C) Match the number of the paragraphs and titles**

PARAGRAPH	1.	ATTACKS
PARAGRAPH	2.	DATA INTERCEPTION
PARAGRAPH	3.	IMPORTANCE OF SECURITY
PARAGRAPH	4.	INTRODUCTION
PARAGRAPH	5.	SCAMS
PARAGRAPH	6.	SPAM
PARAGRAPH	7.	THREATS TO DATA
PARAGRAPH	8.	TROJAN HORSE PROGRAMS
PARAGRAPH	9.	VANDALS
PARAGRAPH	10.	VIRUSES

**2D) Lexical collocations - Match columns A and B**

A	B
1. click on	1. threats
2. Con	2. havoc

- |                   |                       |
|-------------------|-----------------------|
| 3. crack          | 3. files              |
| 4. deleting       | 4. a system           |
| 5. eavesdrop      | 5. in disguise        |
| 6. enemies        | 6. application        |
| 7. jumbled        | 7. attacks            |
| 8. prevent        | 8. passwords          |
| 9. reconnaissance | 9. access             |
| 10. security      | 10. data              |
| 11. slowing down  | 11. on communications |
| 12. software      | 12. artists           |
| 13. storage       | 13. hyperlinks        |
| 14. wreak         | 14. space             |

**2E) Fill in the missing words (see in the left column)**

The Internet and its (1)\_\_\_\_\_ opened the door to a lot of (2)\_\_\_\_\_ threats, from people business must protect themselves. Hackers can easily break though your (3)\_\_\_\_\_ computer systems. These consequences can be completely disastrous. Even one single hacker from a single computer can wreak (4)\_\_\_\_\_ to a large number of computers. As a result you may lose important data, or con artists can violate your (5)\_\_\_\_\_. That is why you computer must be safe and mustn't be used to attack other computers on a network. It is essential to have general knowledge of security threats and how to protect yourself.

DEFENSE  
HAVOC  
PRIVACY  
SECURITY  
TECHNOLOGIES

Viruses are computer programs that are written by criminal programmers and are designed to (6)\_\_\_\_\_ computers. They cause such problems as (7)\_\_\_\_\_ files from a hard drive or slowing down a system. A computer gets infected with a virus if the virus (8)\_\_\_\_\_ through a file downloaded from the Internet.

CONNECTIONS  
DELETING  
ENTERS  
INFECT  
VARIOUS

Another type of malicious software is vandals. They can cause destruction of (9)\_\_\_\_\_ degrees: loss or denial of service within the local computer system. For example, they can flood the system with data so that it runs out of memory, or they can slow down Internet (10)\_\_\_\_\_.

Trojan (11)\_\_\_\_\_ programs launch destructive computer (13)\_\_\_\_\_. Trojans appear innocent, but this software program may cause unwanted system problems in operation, lost data, loss of privacy, or open up computers to (13)\_\_\_\_\_ attacks.

ADDITIONAL  
CODE  
HORSE

**2F) Multiple-choice – give a definition to the terms from the text**

- |                                     |   |
|-------------------------------------|---|
| 1. A hacker is                      | 2. Viruses are                              |
| A. encryption code                  | A. computers on a network                   |
| B. floppy disk                      | B. computer programs                        |
| C. illegal network                  | C. hard drives                              |
| D. online criminal                  | D. macro                                    |
| 3. Trojans are                      | 4. Vandal is                                |
| A. computer hardware                | A. a single file                            |
| B. destructive computer code        | B. computer application                     |
| C. horses                           | C. criminal programmer                      |
| D. search engine                    | D. email attachment                         |
| 5. Reconnaissance attacks are       | 6. DoS attacks are                          |
| A. destructive computer code        | A. computer desktops                        |
| B. e-mail accounts                  | B. computer games                           |
| C. information gathering activities | C. jumbled data                             |
| D. software tools                   | D. letter on the keyboard                   |
| 7. IP spoofing is                   | 8. Con artists are                          |
| A. attachment to an email           | A. Cheat                                    |
| B. creation of Internet Protocol    | B. Hackers                                  |
| C. data transmission                | C. hyperlinks                               |
| D. internet traffic                 | D. viewers                                  |
| 9. Spam is                          | 10. Threat of privacy                       |
| A. storage space                    | A. data transmission                        |
| B. files from a hard drive          | B. Malware                                  |
| C. advertising messages             | C. Potential danger to personal information |
| D. software tools                   | D. reconnaissance attacks                   |

**2G) Paraphrase, using the new words from the text**

1. The Internet causes a great many hazards to computers.
2. The results of security threats vary from moderate to debilitating
3. One computer abuser can make harm and ruin the network of a state
4. Macro viruses hold to files with macro-command and become active whenever the macro-command starts operation.
5. Viruses create such troubles as wiping off information from computer system
6. A PC becomes contaminated if the virus gets from an external environment
7. Trojan horses transfer harmful computer code
8. Trojan horses make computers accessible to attacks
9. Badware pretends to be an application, but destroys computer system
10. Analyzers search for potential defects is web search.
11. Denial-of-service attack stops internet traffic and does not allow it to get connected to the computer
12. Change of IP address means sending information from other's address
13. Scam has a reference to external sources that want to get your private information.

**2H) Sort out the word order in the sentences**

1. DATABASES ACCESS CONDUCTED ATTACKS GAIN ARE ENTRY TO TO.
2. ALTER CON DATA MIGHT ARTISTS THE TRANSMITTED PACKETS.
3. DOWNLOAD FROM DON'T ATTACHMENTS YOU DON'T KNOW WEB SITES.
4. FROM DOS ATTACKS TRAFFIC BLOCK THROUGH GETTING.
5. TO COLLECT DATA HACKERS ATTACKS NETWORKS COMPROMISE THOUGHT RECONNAISSANCE.
6. IP HIDES SPOOFING IDENTITY OF THE SENDER THE
7. MAY SCAMS E-MAIL REQUEST A CONTAIN FOR CREDIT YOUR INFORMATION CARD.
8. UP SPAM TAKES PEOPLE'S AND COMPUTER TIME SPACE ON STORAGE THEIR.
9. THE LIVES HAS OUR INTERNET TRANSFORMED AND IMPROVED GREATLY
10. DESIGNED IS SOFTWARE THERE TO PASSWORDS CRACK.
11. USED YOUR OUTSIDE ATTACKER CAN COMPUTER BY AN ON THE INTERNET

**2I) Multiple choice - lexical collocations**

1. Access attacks are \_\_\_\_\_ to gain entry to e-mail accounts, databases and other confidential information  
 A. Operated                      B. Conducted                      C. Initiated                      D. Supposed
2. IP spoofing \_\_\_\_\_ posing as a legitimate host in the data transmission  
 A. Entails                      B. Results                      C. Enables                      D. Leads
3. Scam e-mail may contain a \_\_\_\_\_ for your credit card information  
 A. Letter                      B. Application                      C. Hyperlink                      D. Request
4. Sniffers are used to find out potential \_\_\_\_\_ in home computers, web servers and applications  
 A. Elements                      B. Hackers                      C. Weaknesses                      D. Dangers
5. The \_\_\_\_\_ of attacks can range from the mildly inconvenient to the completely disastrous  
 A. Reports                      B. Consequences                      C. Variants                      D. Delays
6. Trojans can \_\_\_\_\_ data, mail themselves to e-mail address lists and open up computers to additional attacks  
 A. Delete                      B. Compute                      C. Alter                      D. Download
7. Vandals can take on the form of a software \_\_\_\_\_ that causes destruction of various degrees  
 A. Mail                      B. Account                      C. Data                      D. Application
8. Viruses are computer programs that are written by criminal programmers and are designed to \_\_\_\_\_ computers  
 A. Delete                      B. Run                      C. Infect                      D. Operate
9. When one computer on a network becomes infected, the other computers on the network are highly \_\_\_\_\_ to contracting the virus  
 A. Blocking                      B. Susceptible                      C. Disastrous                      D. Displaying
10. DoS attacks prevent \_\_\_\_\_ to all or part of a computer system  
 A. Exit                      B. Infection                      C. Access                      D. Havoc

**2J) Answer the questions**

1. How do consequences of security threats affect people?
  - I. Viruses attach themselves to files
  - II. Important data can be lost
  - III. Threats to the privacy come from a very small minority
  - IV. A hacker can wreak havoc
2. What are the most disastrous effects of security threats?
  - I. Privacy can be violated and your computer can to attack other computers on the Internet
  - II. Deleting files from a hard drive or slowing down a system
  - III. Delete data, mail files to e-mail address lists
  - IV. Sending jumbled data, blocking legitimate traffic from getting through.
3. How can one hacker wreak havoc on the country's security?
  - I. Working from a single computer
  - II. Attacking other computers on the internet

- III. Increasing number of security threats
- IV. Breaking through the security system
  - 4. What is a computer virus?
    - I. Destructive computer code
    - II. Email attachment
    - III. Computer program
    - IV. Internet protocol address
  - 5. How do macro viruses get activated?
    - I. When downloaded from web-sites
    - II. Every time the macro runs
    - III. When striking a certain letter on the keyboard
    - IV. When gaining entry to e-mail accounts
  - 6. How does a computer get affected by a virus?
    - I. In the data transmission
    - II. By cracking passwords
    - III. By entering through an outside source
    - IV. By clicking on hyperlinks
  - 7. How do Trojans differ from viruses?
    - I. Trojans do not replicate themselves, as viruses do
    - II. A virus is a program changing computer operations without the permission; and a Trojan is a malicious file
    - III. Trojans can delete data, and viruses slow down a system
    - IV. Trojan is downloaded by opening an email attachment and Virus is downloaded from the Internet
  - 8. What are vandals?
    - I. A person who deliberately destroys or damages property belonging to others
    - II. Data packets that are transmitted
    - III. A vandal is a file in the form of software application attached to a Web page that is harmful and malicious
    - IV. A member of a Germanic people that ravaged Gaul, Spain, Rome (455), and North Africa in the 4th–5th centuries
  - 9. What are categories of attacks?
    - I. Eavesdropping; Data Modification; IP Address Spoofing
    - II. Password-Based Attacks; Denial-of-Service Attack; Sniffer Attack
    - III. Application Attack; Compromised-Key Attack; Access Attack;
    - IV. Reconnaissance Attack; Access Attack; Denial of service (DoS) Attack
  - 10. What is IP Spoofing?
    - I. Obtaining the IP address of a legitimate host and using it
    - II. Preventing access to all or part of a computer system
    - III. Giving out your password
    - IV. Using animation and other special effects
  - 11. How do scams work?
    - I. By sending e-mail with a message that offers an amazing financial opportunity
    - II. By a request for your credit card information
    - III. By voluntarily give out your personal information
    - IV. By downloading attachments from people or web sites you don't know
  - 12. What are ways to protect yourself from a scam?
    - I. Never give out your personal information to strangers
    - II. Never block legitimate traffic
    - III. Never use your computer to attack other computers
    - IV. Never strike letters on the keyboard

**2L) Explain in English**

- 1. desktops
- 2. hacker
- 3. havoc
- 4. macro instructions
- 5. delete
- 6. attachment
- 7. destructive computer code
- 8. software programs
- 9. sniffers
- 10. web servers
- 11. scams
- 12. hyperlinks

**2M) Make up your own sentences, using three key words**

- 1. a file downloaded from the Internet; access attacks; advertising messages
- 2. alter the data packets; attach to files; attachment to an email



3. be affected; click on hyperlinks; crack passwords
4. be infected with a virus; deleting files from a hard drive; criminal programmers
5. be intercepted; blocking legitimate traffic from getting through; desktops
6. causes destruction of various degrees; destroy a single file; mildly inconvenient
7. consequences of attacks; contain macro instructions; password
8. delivery vehicles; eavesdrop on communications; infect computers
9. download attachments; enters through an outside source; find out potential weaknesses
10. jumbled or other unmanageable data; security breaches; storage space
11. sniffers and scanners; software programs; wreak havoc
12. security threats; slowing down a system; susceptible to contracting the virus

**2N) Make a speech of one of the topics (300 words)**

1. Mild threats to computer security
2. Detrimental computer viruses
3. History of the Trojan programs
4. Computer attacks on governmental sites
5. Con artists and their methods in computer age

**ТЕСТИРОВАНИЕ (Professional Topic)**

Which of the following crimes was most likely committed by a professional burglar?

- A) Theft of paintings from an art gallery
- B) Crude ransacking of a business
- C) Theft of costume jewelry
- D) Secondary crimes

Which of the following is the best way to approach a burglary in progress call in a patrol vehicle?

- A) With sirens blaring
- B) At high speed
- C) Drive rapidly avoiding excessive noise.
- D) Drive slowly with no sirens.

Which of the following is not a reason that burglars tend to commit their crimes?

- A) Food, clothing, shelter needs
- B) Thrill
- C) Keeping up "appearances"
- D) No reason.

What type of property is most frequently taken from residences?

- A) Portable electronics, photography, gear, jewelry, clothing
- B) Cash
- C) Purse, wallet, credit cards
- D) Vehicles or parts (including bicycles)

All of the following measures may reduce the risk of commercial burglary except...

- A) Prevent easy access to roofs.
- B) Light the exterior of the building.
- C) Utilize a camera.
- D) Keep money chest hidden

What is the most common setting for robberies?

- A) Street or highway
- B) Commercial house
- C) Bank
- D) Convenience store

Which of the following is not a preventive measure in reducing the incidence of convenience store robberies?

- A) Locating the cash register in the center of the store
- B) Bright parking lot lighting
- C) Two workers on duty
- D) Counting money in the open

Which of the following is not a recommended measure to prevent a small business robbery?

- A) Limit entrances and exits.
- B) Count cash and prepare bank deposits out of sight.
- C) Make sure that emergency alarms are periodically serviced and operating well.
- D) Hit the alarm and call 911 immediately.

Which of the following advice should be given to a potential victim of a small business robbery in progress?

- A) Comply with directions from robbers
- B) Stay calm.
- C) Covertly study the robber.
- D) All of the above

## **ПЕРЕВОД (Professional Topic)**

Common legal problems faced by businesses

These are the seven most common legal issues that businesses can avoid.

### 1. Business formation

Every business needs to start on the right footing and this includes the structure of the business. The wrong business structure for the type of business can have serious tax and legal consequences.

Business structures include sole proprietorship, partnerships, LLCs, and corporations. A sole proprietorship can leave the business owner vulnerable to personal liability. The business structure can be changed later, but it should be set up properly from the start. Attorneys can best advise potential business owners about which structure suits their business type best.

### 2. Licensing

Each state has different business licensing requirements and these licenses are issued when a business is first started. Many business licenses need to be renewed annually if a business is to remain compliant. Failure to pay these licenses can lead to penalties and cancellations for the business.

### 3. Employee and partner agreements

In the U.S. one of the most common legal problems is “wrongful termination” claims made by employees. Contracts are essential when hiring employees because word of mouth and handshakes are not considered binding. The same principles apply to partnership agreements.

Employees’ contracts should stipulate their rights, roles, duties, salaries, benefits, and contract dates. They should also mention the possible reasons that can lead to their dismissal, and employers are required to document disciplinary actions against employees.

When a business wants to fire an underperforming employee, they should never do so without a termination contract drafted by an attorney.

Immigration audits are randomly run by the U.S. government, so all businesses must check on the legal status of their immigrant employees.

Overtime disputes can lead employers into unnecessary legal tiffs. Employers need to make sure that they have clear overtime rules and to approve all overtime in advance.

Partner agreements are also vital in case the business is ever sold, split up or there are differences. The partnership agreement must clearly state how everything will be shared.

### 4. Cases of discrimination and harassment

Alleged discrimination cases can be harmful to a business and it’s up to owners to prove that they have a fair hiring process. They should keep the resumés of applicants for each position in case any future allegations arise. Employers must prove that they hired the most qualified individual for the job, regardless of age, ethnicity, or gender.

Harassment comes in various forms and mostly includes sexual, race, and religion. These should not be allowed to fester in any work environment because they can be bad for the image of the business and carry huge legal costs.

Regular staff meetings and the creation of a culture that frowns on these two practices should be encouraged in all business environments.

### 5. Misclassification of employees

Employees must be correctly classified as far as The Federal Department of Labor is concerned. According to the department, many businesses wrongfully classify employees as independent contractors to avoid paying Workers’ Compensation.

All employees, except subcontractors who have their own business, must be classified correctly otherwise businesses can face criminal charges.

### 6. Copyrights, patents, and trademarks

The development of new products always needs to be researched carefully for any existing patents or copyrights. Many companies make easy money by patiently waiting for someone to violate their patents. These types of legal battles can drag on for years, are messy, and cost lots of money.

Additionally, trademarks have to do with the name of a business or product that is already owned. Before launching a business or product the names should always be researched because even an honest mistake can cost dearly.

### 7. Lawsuits by dissatisfied customers

Issues with dissatisfied customers can be avoided by businesses. They need to have a hands-on approach and to address issues as soon as they arise. Faulty products should be recalled and customer support plays an important role in avoiding class action lawsuits and litigation. Some issues can be settled out of court, but if enough dissatisfied customers get together and file a class-action lawsuit, a company stands to lose millions and the brand’s image can be irreparably damaged.

Preventing legal issues

Even though these are the most common legal issues faced by businesses today, others worth mentioning are tax issues, and disputes with contractors or competitors. Most can be avoided with a proactive approach and good legal advice.

## 2) What are the Biggest Legal Issues Small Businesses Typically Face?

Like their larger counterparts, small businesses face a myriad of legal issues in their operations. The dangers of violating legal lines are legitimate threats, especially when crossing into the business world from the stance of a mere citizen. Read on to discover some of the most common legal issues a small business faces and the best ways to go about avoiding or handling them.

### Small Business Legal Issues

All businesses face legal issues; small businesses are often focused on everything but legal matters. There are several legal issues that small businesses may face and ways to handle them properly.

It is important to hire employees using a contract that outlines both his or her rights AND responsibilities; it helps to prevent unnecessary lawsuits down the road.

It is crucial to establish the right business structure for a small business and obtain the right kind of license; failure to do either or both could lead to serious fines or lawsuits, or even cause the company to be shut down.

Protecting intellectual property is vital to a small business. Unique products and services, marketing plans, etc., help attract customers and should be protected by copyright, trademark, or patent.

### Not Hiring Employees the Right Way

Many small businesses start out with one person who either makes something or provides a service, often out of his or her home. As the business expands, it becomes necessary to hire employees. One common mistake that new small business owners or entrepreneurs make is hiring employees with an unofficial verbal agreement (or a handshake).

Failure to enter into a signed agreement or contract is a good way to open a small business to lawsuits down the road. The owner and the employee may not face issues for a time. However, some problems may arise at some point. Without any type of document that stipulates the rights and rules of the employee, a possible result is a very messy and expensive court battle.

Make sure that from the beginning there is a contract. The contract should include information about when the employee was hired, as well as outlining the employee's:

Responsibilities

Roles

Rights

Benefits

Salary/Payment

Potential reasons for termination

Date the contract was signed

### Not Getting the Proper Licensing

Every business must possess a proper license that allows it to operate. There are different government stipulations for each type of business. The stipulations vary depending on the size, type, and location of the business. The business license can also be affected by the goods or services the business provides. Failure to obtain the proper licensing can, at best, cost a small business large fines and fees. At worst, it may cause the business to be shut down.

Licensing can be confusing and may be especially difficult for a business owner who is new to the business world. It may be a good idea to hire a lawyer who specializes in small businesses. He or she will be able to navigate through the paperwork and help a small business owner get the proper license.

### Choosing the Wrong Business Structure

There are a variety of different structures a small business can be established as. They include partnerships, corporations, sole proprietorships, and limited liability companies (LLCs). If, for example, a small business is set up as a sole proprietorship, the owner's personal assets (which includes the business itself) are at risk in the event that the business is sued.

Again, it's important to hire a lawyer who can help the small business owner determine which business structure is most appropriate for their business.

### Failing to Protect Intellectual Property

Small businesses often come up with excellent ideas, products, and marketing plans. However, failure to patent, trademark, or copyright them means another company can swoop in and claim them. Often, it is the unique ideas and goods a small business comes up with that makes it so attractive and draws in customers.

It is important to protect intellectual property. Sit down with a lawyer or business advisor and determine what can and should be protected by copyright, patent, or trademark.

## 3) How to avoid legal problems in business

We've all heard the statistics on how many small businesses fail. Competent management and understanding of your market can save you from the most common pitfalls. But what about legal trouble? A lawsuit can crush even the most prosperous small business, and yet many business owners find themselves unprepared for the possibility. Here are a few ways you can keep legal trouble from endangering your small business.

### 1. Protect Your Reputation

This one seems obvious, and yet so many small business owners don't heed the warning: be careful what you say and do online! Social media has become a cornerstone of doing business, but you can still find hundreds of horror stories about business owners who have unleashed bad behavior on customers or critics — and suffered the consequences. Use social media responsibly. Keep your tone inviting and civil. Don't overreact to criticism or shut down conversation — that will often make things worse. Hire or assign a trusted representative to act as your social media "voice" and have a plan in place to establish and protect your online reputation.

### 2. Incorporate Yourself

Many business owners operate as sole proprietorships. While this is one of the easiest and least expensive paths to starting a small business, it also carries serious financial risks. If a company in sole proprietorship is sued, the owner's personal assets could easily be lost in the resulting settlement or judgment. That's why incorporating is a good idea. Establishing your small business as an LLP or private limited company or OPC will protect your personal assets. If the worst should happen and your business goes under, your life won't go with it.

### 3. Avoid Suspicious Situations

Avoiding conflicts of interest and suspicious employees might also seem self-evident... and yet many small business owners fall prey to unscrupulous employees, contractors, or even clients. Do your research. When hiring employees, conduct background checks and perform screening. Audit your finances quarterly. Require your clients and customers pay you in a timely fashion, and get all your contracts in writing. When tax time comes, make sure to hire a tax attorney or financial advisor to take care of your books. You'll not only avoid trouble, but could also save money by taking advantage of hidden tax breaks.

### 5. Get Protected

First and foremost, your business should absolutely have liability insurance, in case of injury or other employee mishap. Business owners might also consider taking out errors and omissions coverage, which will cover the business in case a client accuses you of error or breach of contract. Another good way to cover your legal bases is to build protection into your contracts and make sure you're not liable for circumstances beyond your control. You should also get a quote for umbrella coverage. Another reason to have the number of a good lawyer!

### 6. Stay Vigilant

When protecting your business from legal trouble, the best approach is to be prepared. Back up crucial client data, so you don't end up like that fellow who deleted his entire business. Monitor your finances and infrastructure regularly. Keep your security up to date to avoid losing data to viruses or malware. Loss of key client data or productivity doesn't just cost money and time — it can also open you up to possible legal action. Don't take any chances.

## 4) How to Avoid Legal Issues When Running Your Business

If there's one thing you need to do when starting your business, it's making sure you are operating within the boundaries of the law. It may seem like a big inconvenience on your part, but you will have to play by the rules if you want to remain profitable and, more importantly, existent!

Indeed, running into legal problems won't just cost you a few hundred dollars in fines. There's always the likelihood that your licenses could be forfeited and your business forced to close up shop. Managers and executives will have to work within the law or face consequences such as hefty liabilities and jail time.

Now more than ever, businesses need to understand the law in order to protect their bottom line and avoid actions that would result in a closeout. On that note, here are a few things you will have to keep in mind to avoid legal problems.

### 1. Know your regulations

From taxes to environmental regulations, there's a whole menu of laws that businesses will have to abide by. For sure, these are things that shouldn't come as an afterthought, considering the implications for non-compliance. That said, you might as well know as much as you can about regulatory policies on the federal and state levels. Educating yourself about these laws goes a long way, so be sure to learn as much as you can about legal structures and corporate governance.

### 2. Get familiar with intellectual property

Intellectual property or IP laws are a tricky subject to begin with. Nonetheless, it's one aspect of business law that entrepreneurs shouldn't take lightly, considering the fact that IP infringement has cost businesses millions of dollars in damages. Aside from learning about IP laws, you also need to build your brand from the ground up and make sure you're not using symbols that are already registered as IP by another company. Market research is essential when it comes right down to avoiding copyright issues.

### 3. Learn about labor laws

Aside from IP laws, understanding employment laws is also essential since labor disputes can cause you to lose a substantial amount in terms of liabilities. But the worst that could happen is when your business reputation gets tainted. For sure, not many people would like to work with a business that doesn't take care of its employees. That said, it's important that you know the right actions to take when it comes to handling labor issues and know about the legal conditions for firing an employee.

### 4. Hire the right attorney

Obviously, you will need to find a lawyer who can help you with understanding complex legal processes and provide you with ample advice on making sure your business is operating legitimately. That said, make sure to ask for recommendations from your business partners. You can also search for firms in your local bar association. That way, you can hire the right person to form your legal department.

Business law is a highly convoluted realm, but you have no choice but to follow the rules. The best thing you can do is to apply these tips and make sure you're not throwing away the finer details in terms of compliance.

5) Starting a small business is difficult enough as is without any legal potholes or problems. As a small business owner you have enough to worry about, and you don't want to be stressing out about business law. We can help your business stand on its own two feet, make sure it's legally protected and offer advice on the best practices moving forward. However, for some simple tips that can be easily followed, take a look at this list we created of easy ways to avoid legal issues for your small business.

### 1. Document Everything

Verbal agreements simply do not cut it in the business world. Make sure everything you need important to the business is in writing. Even if you are working with a friend or something is a loose agreement, having everything you need documented is an easy way to manage accountability and back up each agreement and contract.

### 2. Intellectual Property is Just as Important

A common misconception is that materialistic items and resources are more valuable than intellectual property. However, more often than not it is actually the opposite! Materialistic things can be replaced, but if an idea is stolen, there is no way to replace the value. One of the biggest ways to protect your thoughts, ideas and the intellectual property of your company is to get specific. Have employees, contractors and anyone else working closely with the company sign a confidentiality agreement. Trademark any sort of logo, print or name vital to the company. Print copyright warnings on any published works.

### 3. Create Employee Guidelines and Resources

The best way to avoid any legal issues regarding employees is to provide as much direction and an abundance of resources from the beginning. The way your employees are initially introduced to the company sets the tone for the entire business. Provide your employees with all agreements and contracts that need to be signed, in addition to an employee agreement. Regardless of whom you are hiring, an employee agreement is essential for everyone. It outlines the expectations, rules to follow and standards expected.

### 4. Always Be Specific

There is no such thing as too many legal documents for a business. The more, the merrier! Don't shorten any document or summarize any agreement. Be as specific as possible with each and every item regarding the business functions, employees, guidelines, practices, ect. We understand this can be an incredibly overwhelming task, so, many times this is where your lawyer comes in! The lawyer can help draw up documents, include anything you forgot, or advise businesses on the proper way to word certain things.

### 5. Protect Yourself and Your Business

At the end of the day, the very best way to protect yourself as a business owner, and the business itself, is to lawyer up! As much as you can do on your own, a lawyer has the knowledge and experience to help with all of the things you may not think of or most likely need assistance with. Having a good legal team behind your company can sometimes make or break the business. You want to find a lawyer who understands and can meet the needs of your business.

## КОНТРОЛЬНАЯ РАБОТА (Grammar)

### Вариант 1

#### Задание 1. Раскрыть скобки и поставить глагол в нужном времени. (Вся видо-временная система английского языка)

1. Where they (to be)? - Last week they (to leave) for Paris. If I (to receive) any news, I (to let) you know.
2. I (to be) very tired, when I (to come) home yesterday. When I (to begin) to warm my dinner, my friend (to phone) me. We (to speak) only for five minutes, but when I (to enter) the kitchen, I (to see) that I (to burn) it.
3. After they (to spend) their holidays together, she (to understand) that her friend (not to be) such nice person as she (to think).
4. You (to take) you children to the zoo next Sunday? -Yes, they never (to be) in the zoo before. I (to hope) they (to like) it.
5. We were glad to know that our relatives (to arrive) by the New Year.
6. An important letter (to arrive) when he already (to go) away for two weeks.
7. Look! The emergency services (to remove) the sand which oil (to cover).
8. What you (to achieve) by the year 2010?
9. I just (to finish) the book which you (to give) me for my birthday.
10. Last night he (to see) a light in the neighbours house.

#### Задание 2. Перевести с русского на английский. (Вся видо-временная система английского языка)

1. Ваша сестра студентка? — Нет, она уже закончила институт. Она закончила его год назад.
2. Вчера она позвонила своей подруге. Она не разговаривала с ней несколько дней, потому что они поссорились.
3. выйдет, он не успеет на поезд.
4. Где живет твоя тетя? - Она уехала в Харьков пять лет назад и с тех пор живет там.
5. Где твой брат? - Он в парке. Он гуляет с собакой. Он вышел из дома десять минут назад. - Когда он вернется? - Я думаю, они будут гулять еще двадцать минут.
6. Где ты был вчера? Я приходил к тебе. Я позвонил в дверь несколько раз, но никто не ответил. — Я был в читальном зале. Я работал там уже несколько часов, когда ты пришел ко мне.
7. Друзья ждут его уже час, а он все еще не пришел. Если он не придет через десять минут, они пойдут на дискотеку без него.
8. Ее двоюродная сестра учится в институте. Она учится уже три года. Через два года она закончит учебу. - Какую профессию она выбрала? — Она будет доктором.
9. Если они не прекратят ссору сами, я попрошу их сделать это.
10. Если пойдет дождь и погода будет ветренной, моя бабушка будет плохо себя чувствовать.

### Вариант 2

#### Задание 1. Раскрыть скобки и поставить глагол в нужном времени. (Вся видо-временная система английского языка)

1. Cora (to want) to have a dog. She says "If I (to .have) a dog, I (to have) a friend". When she (to come) from school in the afternoon, she (to decide) to ask her mother to let her to have a dog.
2. He (not to sleep) that night. He (to think) till the morning: his head (to be) full of thoughts. When the morning (to come) he (to take) decision at last.
3. After we (to say) good-bye to the old man we (to go) out of the house. It (not to be) anybody in the street. The sun (to shine) brightly in the sky.
4. "I (to clean) my room and (to put) everything in its place", she said. "You see, now I (to go) away".
5. When I (to look) at my friend, I (to see) that he (to smile) from ear to ear. He (to read) a funny story.

6. My parents (to look) at me as I (to come) in. "Where you (to be)?" exclaimed my mother. "We (to wait) for you since five o'clock". She (to be) very angry with me.
7. It (to be) a nice party last night. Everybody (to dance) and (to be) happy. My friend (to bring) great music.
8. If he (not to have) the money tomorrow, they (to give) this puppy to another boy and he never (to see) him again.
9. What he (to do) now? - He (to play) the new piano which his parent (to buy) him this morning.
10. She already (to walk) in the park for two hours.

**Задание 2. Перевести с русского на английский. (Вся видо-временная система английского языка)**

1. Когда он вернется с обеденного перерыва? Мы ждем его уже пятнадцать минут, а он еще не пришел. Если он не придет через десять минут, мы уйдем.
2. Когда он увидел ее, он подпрыгнул от удивления: она очень интересно оделась.
3. Когда она появилась в офисе, то она заметила, что все смотрят на нее. Она поняла, что опоздала.
4. Когда она пришла домой, она поняла, что забыла о встрече с дантистом. Она набирала номер почти полчаса, но линия была занята.
5. Когда она увидела, как глубоко он порезал руку, она не испугалась. До этого она уже много раз видела кровь,
6. Когда я встретил ее двадцать минут назад, ее глаза были красными. Я понял, что она плакала.
7. Когда я зашел в школу, я увидел, что мой учитель разговаривает с двумя учениками. Я подошел к нему только после того, как ученики ушли.
8. Кто закрыл окно? В комнате очень жарко. Вы не будете возражать, если я открою окно?
9. Кто поет эту песню? Я слышал ее несколько раз, но не могу вспомнить имя певца.
10. Мы сели машину и поехали к бабушке, как только прочитали эту телеграмму. Мы надеялись приехать к бабушке до ночи.

**Вариант 3**

**Задание 1. Раскрыть скобки и поставить глагол в нужном времени. (Вся видо-временная система английского языка)**

1. Some days ago I (to go) through my wardrobe and (to pick) out all the clothes which (to be) small for me.
2. She picked the magazine from the floor where it (to fall).
3. You already (to see) this play? - We (to see) it last Friday. It (to be) a bit boring at first but it (to pick) up later on.
4. Now scientists (to predict) that by the year 2025 the population (to rise) to eight billion and by the year 2050 it (to reach) ten billion.
5. How you (to feel)? — I (to feel) so tired today. I (to work) in the laboratory since early morning.
6. Be quiet! My baby (to wake up) if you (to shout)! The baby (to sleep) now.
7. My friend wants to open a sport shop; He never (to run) a business before. Now he (to want) to ask for-a bank loan.
8. She (to be) very happy when he (to thank) her and (to give) her flowers two days ago.
9. Last September I (to spend) my holiday with my friend.
10. If you (not to pay) the bill immediately, the waiter (to call) the police.

**Задание 2. Перевести с русского на английский. (Вся видо-временная система английского языка)**

1. Как только я освобожусь, я позвоню тебе. Я еще никогда не принимала участия в подобных проектах, поэтому я не знаю, когда у меня будет свободное время.
2. Мне звонил кто-нибудь? - Да, твой друг. - Что он сказал? - Он сказал, что заказал теннисный корт на шесть часов.
3. Мой брат хороший писатель. Он написал несколько книг, которые стали известны во всем мире. Сейчас он работает над новой книгой.
4. Мы знали, что в семь часов вся семья соберется за столом. Мы хотели обсудить очень важный вопрос.
5. Мы надеялись, что она придет в семь часов. Но мы ошиблись. Ее поезд прибыл в восемь. Мы целый час ждали ее на вокзале.
6. Мы не верили, что она вернется до десяти часов. Мы ошиблись. В десять она уже была дома,
7. Что ты делаешь в эту субботу? - Я пообещал помочь своему другу. Он переезжает в новую квартиру. - Я предлагаю тебе свою помощь. — Я надеялся, что ты это скажешь!
8. Они ссорятся уже полчаса.
9. Они шли по улице, когда она вдруг вспомнила, что хотела сказать.
10. Что ты будешь делать завтра? - Я сделаю уроки до двух часов, а потом весь день буду смотреть телевизор.

**Вариант 4**

**Задание 1. Раскрыть скобки и поставить глагол в нужном времени. (Вся видо-временная система английского языка)**

1. One morning a letter (to arrive) to them. The letter said that their aunt (to arrive) the next day.
2. Who (to give) you my phone number? - I (to ask) Nick to give me your number as I (to want) to tell you something very important.
3. She thinks (to have) ice-cream for dessert. She (not to have) it for a long time.
4. Why you (not to write) this exercise yet? I (to hope) you (to finish) writing by seven o'clock. If you (not to write) it by that time, I (not to allow) you to watch television.
5. He (to talk) to the gardener, outside the door, when his cleaner (to arrive).
6. You (to like) Kyiv? — Yes. I (to love) this city. I (to be) here three times, you know.
7. Yesterday, when I (to hear) how he (to sing) in the next room, I (to realize) that I never (to hear) anyone worse.
8. Paul (to telephone) me today? I (not to want) to speak to him.

- As a teenager she (to be) a shy person but she (to become) very self-confident after she (to return) from a year abroad.
- Last morning, when Beth (to look) out of the window, she (to realize) that it (to snow) all night. Beth (to decide) she (not to go) for a walk at three o'clock.

**Задание 2. Перевести с русского на английский. (Вся видо-временная система английского языка)**

- Что вы будете делать завтра в семь вечера? — Мы придем домой в шесть, а в семь часов мы будем смотреть сериал. Мы поужинаем до восьми часов и в восемь пойдем на прогулку.
- Что с тобой? — Думаю, что я заболел. У меня высокая температура. - Если ты заболел, я советую тебе вызвать врача.
- С кем он встречал Новый год? — Никто не знает. Он никому не сказал об этом.
- С тех пор как мы приехали сюда на отдых, снег идет каждый день.
- Сколько дней ты работаешь над этой статьей? - Я пишу ее уже пять дней, но еще не дописал ее до конца. Я планирую закончить ее через семь дней. - Ты дашь мне прочитать эту статью как только напишешь?
- Он всегда старается избежать любых дополнительных заданий.
- Он думал, что весь вечер будет смотреть телевизор. Но он ошибся: его жена попросила его пойти в магазин.
- Он уже перевел текст? — Да, он перевел его до семи часов.
- Я хочу знать, получили ли они уже необходимую информацию.
- Мы подготовим все необходимые документы к тому времени, как вы зайдете к нам в офис.

**Вариант 5**

**Задание 1. Раскрыть скобки и поставить глагол в нужном времени. (Вся видо-временная система английского языка)**

- Two hours ago we (to speak) in my room. We (to hope) that nobody (to hear) our conversation.
- Right now he (to need) to improve his social English for his job.
- Yesterday, I (to come) to my dentist. I (to wait) for him in the reception. When his secretary (to come), and (to offer) me to read a magazine I (to refuse) as I (to wait) for him for fifteen minutes and (to read) all the magazines.
- You already (to feed) your baby? - I (to feed) it an hour ago. My baby (to sleep) now. It (to sleep) for half an hour
- What your father (to do) at the moment? - He (to have) breakfast. As a rule he (to have) breakfast so late on Sundays.
- We (to see) them last week, but we (not to see) them since then.
- She (to be) a typist for our firm since 1997. She (to work) here for three years. But now she (to want) to change her job.
- This year he (to write) a book which (to describe) all his life.
- I am sure Sally (to marry) Peter if he (to propose) to her.
- You still (to think) they (to finish) the new motorway by the end of the year?

**Задание 2. Перевести с русского на английский. (Вся видо-временная система английского языка)**

- Ты думать, что ты можешь выполнить эту работу сам? Ты ошибаешься. Ты не закончишь ее до вечера, если мы тебе не поможем.
- Ты не знаешь, куда я положила свою черную сумку? Я пытаюсь найти ее уже полчаса. Ты не видела ее? - Вчера я видела ее в коридоре.
- Ты пойдешь с нами в кафе? Мы хотим выпить кофе. - Боюсь, я истратил все деньги. - Не беспокойся, я одолжу тебе денег.
- Что ты будешь делать, когда мы придем? — Я буду делать уроки. Я буду делать их уже полтора часа, когда вы придете.
- Я давно не получал писем от своих друзей. На этой неделе я написал несколько писем и надеюсь получить ответы через неделю.
- Я не читал эту книгу с детства. Сейчас я перечитываю ее с большим удовольствием.
- Я пришел домой в семь. Я поужинал и начал смотреть телевизор. Я смотрел его уже полчаса, когда вспомнил, что не позвонил своему двоюродному брату.
- она не хотела идти домой: она еще не закончила свою работу.
- Она была уставшая, потому что работала целый день.
- Разве ты не помнишь как я сказал, что мы опоздаем на собрание?

**Вариант 6**

**Задание 1. Раскрыть скобки и поставить глагол в нужном времени. (Вся видо-временная система английского языка)**

- Last night my telephone (to ring) four times. Each time I (to answer) the phone, the person at the other end (to ring) off.
- The police just (to discover) a bomb in this office. They already (to evacuate) the building.
- After he (to work) for ten hours, he came home and (to fall) asleep,
- You ever (to be) frightened by something? — Yes, I (to be) frightened by a strange noise in the bushes when I (to run) round the park last week.
- In the programme we (to watch) last night, they (to kill) animals for their fur.
- She (to begin) doing her lessons at five. It is seven o'clock but she still (to do) her lessons. When she (to finish) doing them at last?
- I (not to be) sure now that they (to write) the test by four o'clock.
- When we (to help) our mother about the house last Sunday, our father (to come) and (to invite) us to cafe.
- You (to know) him well? - I (to know) him since childhood. He always (to be) a very honest man.
- What he (to do) in the garden some minutes ago? - He (to find) a little bird. He (to think) it (to fall) out of the nest.

**Задание 2. Перевести с русского на английский. (Вся видо-временная система английского языка)**

1. Мы работаем уже три часа, но еще не устали. Давайте поработаем еще два часа. Если мы устанем раньше, мы сделаем перерыв.
2. Мы согласились, когда она предложила нам пойти в театр. Она пообещала, что представление будет интересным.
3. Наконец-то я нашла свои перчатки! Все утро я искала их. Я думала, что потеряла их на улице.
4. Одень пальто. Что ты будешь делать, если станет холоднее? Ты можешь простудиться, погода меняется в течение дня.
5. Он был уверен, что никто не потревожит его ночью. Но в два часа позвонил его пациент и попросил срочно приехать.
6. Он уже полчаса пытается найти своего сына. Я думаю, что мальчик где-то спрятался.
7. Они пришли домой в полночь, потому что вечеринка закончилась поздно. Когда они зашли в квартиру, они увидели, что все уже спят.
8. Они шли по улице несколько минут, пока поняли, что заблудились.
9. Завтра у него урок английского языка. Он будет писать диктант на уроке. Сейчас он учит слова. Он будет учить их до семи часов.
10. Мы планируем вылететь завтра, если ничего не случится.

**Вариант 7**

**Задание 1. Раскрыть скобки и поставить глагол в нужном времени. (Вся видо-временная система английского языка)**

1. They (to walk) a long way when she (to begin) to insist on a taxi.
2. Last night he (to be) furious because someone (to drive) into his car while it (to be) parked.
3. 15.1 (to tell) you a million times (not to take) my sweater! Why you (to wear) it now? If you (to put) it on again we (to quarrel).
4. They (to decide) to go to Spain. Because their friends often (to tell) them about their glorious holiday there.
5. Nick already (to get) tickets for the concert? - He (to have) the tickets but nobody to go-with him.
6. My friend (to ask) me to explain him new rule because he (not to understand) it.
7. How long he (to wait) for Steve yesterday? - He (to wait) for twenty minutes when Steve (to come) at last.
8. You already (to visit) your doctor? - I (to visit) him two hours ago. - What he (to tell) you? He (advise) to keep to a diet.
9. Are you going to read a letter you (to receive)? — No, I (not to want) to read it now. I (to read) it when I (to be) in a better mood.
10. Yesterday I (to return) home late in the evening. I (to have) supper when my old friend, who just (to arrive) to Kyiv, (to ring) me.

**Задание 2. Перевести с русского на английский. (Вся видо-временная система английского языка)**

1. Когда мы вышли из дома, шел сильный дождь. Он шел уже час.
2. Он не мог вспомнить, куда он положил кассету. Он искал ее вчера весь день.
3. Что он делал вчера утром? - Он мыл машину. Он мыл ее уже полчаса, когда жена позвала его завтракать.
4. Она была очень раздражена: всю ночь кто-то пел в соседней квартире.
5. Она будет расстроена, потому что она будет работать целый день.
6. Что он будет делать в пять? - Не знаю, но я думаю, что к этому времени он уже сдаст экзамен.
7. Доктор не думает, что эти лекарства вам помогут.
8. Что она делала в семь вечера? — Она смотрела телевизор, Она смотрела его уже несколько часов, когда пришли родители.
9. Вы уверены, что вы будете наслаждаться отпуском целый месяц?
10. Женщина, с которой я разговаривал, была моей учительницей, испанского несколько лет назад. Мне было приятно поговорить с ней, потому что мы не виделись около двух лет.

**Вариант 8**

**Задание 1. Раскрыть скобки и поставить глагол в нужном времени. (Вся видо-временная система английского языка)**

1. Where you (to be) just now? I (to wait) for you for ten minutes. Let's go to the cinema. We (to be) late.
2. When I (to enter) the house, I (to see) that the old man (to sit) near the fireplace and (to read) the book. He (to sit) there for a long time.
3. What you (to do) now? - I (to translate) an interesting story. - How long you (to translate) it? - I (to work) for seven hours. I (to hope) I (to finish) translating by nine o'clock.
4. The lecture (not yet to begin) and the students (to talk) in the corridor.
5. Last night Beth (to thank) Chris for the lovely flowers which he (to buy) for her.
6. Oh, I (to see) he (to stop) smoking. When he (to decide) not to smoke?
7. We (to be) in the forest a week ago. We (to hear) how a wild animal (to cry) out. It (to get) in a trap.
8. I (to be) nervous at the dentist this morning as it was the first time I (see) him since august 1998.
9. When I was a child I (not to like) the girl next door. She . always (to tease) me and (to fight) with me.
10. Don't worry! You (to see) your children playing in the yard if you (to look) out of the window. .

**Задание 2. Перевести с русского на английский. (Вся видо-временная система английского языка)**

1. Был поздний вечер. Мы поужинали в нашем новом доме, когда услышали странный шум под окном. Моя жена выглянула в окно и увидела, что наша кошка играла с мышью, которую поймала во дворе.



2. Как только я зашел в комнату, я понял, что кто-то курил в ней. Я открыл окно, чтобы проветрить комнату.
3. Я надеюсь, что жена приготовит обед до пяти часов, и в пять мы уже будем обедать.
4. Родители уверены, что знания английского языка помогут мне в бизнесе.
5. Неужели мы придем домой только в девять вечера?
6. Ты закончил переводить статью до восьми часов? - Нет, в восемь я еще не перевел ее. Я закончил перевод в одиннадцать.
7. Я искал свою книгу уже несколько часов, когда пришел мой брат и нашел ее.
8. Наконец-то она позвонила ему вчера. Он ждал этого звонка несколько недель.
9. Секретарь не знает, получит ли он необходимую информацию вовремя.
10. Если ты придешь до семи, я приготовлю тебе вкусный ужин.

## **2.2 ОЦЕНОЧНЫЕ СРЕДСТВА ПО ДИСЦИПЛИНЕ ДЛЯ ПРОМЕЖУТОЧНОЙ АТТЕСТАЦИИ**

### **2.2.1 ПЕРЕЧЕНЬ ВОПРОСОВ ДЛЯ ПОДГОТОВКИ К ЗАЧЕТУ(ЭКЗАМЕНУ)**

**Перечень тем для монологического высказывания для подготовки к промежуточной аттестации**

**1 семестр зачет**

1. Карьера
2. Онлайн продажи
3. Компании
4. Великие идеи

5. Организационно-правовые формы юридических лиц
6. Юридическая процедура учреждения хозяйствующих субъектов
7. Ответственность компаний
8. Трудовые договоры
9. Внесение поправок в договоры
10. Договоры купли-продажи
11. Международная торговля и маркетинг
12. Особенности ведения международного бизнеса, в т.ч. Культурные особенности

### 2.2.2 ПРАКТИЧЕСКИЕ ЗАДАНИЯ НА ЗАЧЕТЕ(ЭКЗАМЕНЕ)

#### Перевод с английского на русский

1. A Bill must receive Royal Assent from the monarch before it becomes law on a specified date.
2. A defendant must respond within 14 days of service of the particulars of the claim.
3. A litigation attorney can explain the laws and held the protector's rights.
4. A new act is passed in order to update or amend existing legislation
5. A standing committee scrutinizes the provisions in the Bill to ensure that it enshrines the principles.
6. After the defense had got the affidavits, they tried to get the case dismissed.
7. After the police had investigated the crime, they detained the suspect in custody.
8. An action has recently been filed against him for breath of the contract.
9. Being sued can be one of the most stressful and frustrating experiences in life.
10. But for the lawyer's advise I couldn't sing now this employment contract.
11. But for the preparatory hearing, there would not have been the grounds for believing the alibi.
12. By briefly describing your legal problem your attorney can let your know right away what they can do for you and how to start solving your legal problems
13. By what time will the most authoritative law report have been published by the Council of Law reports?
14. Can the legislation have been subject to interpretation in the courts?
15. Civil law is concerned with the conduct that gives rise to a claim for compensation.
16. Did the judge order the defendant to pay the defense costs?
17. Did they have to enforce the judgment in the Magistrates' Court?
18. Do you believe you should be compensated for someone else's wrong doing?
19. Expecting a reduced sentence, he changed his plea to guilty.
20. Filing response to the lawsuit is the first step and one of the most important things you can do in order to protect yourself
21. For the claimant to ask the court to make an order he fills in a special claim form.
22. Going up against the other side's lawyer puts a pro se litigant at a huge disadvantage.
23. Has this lay magistrate heard evidences at all?
24. Have you been served to the lawsuit?
25. Having detained the suspect in the custody, the police sent a file on his case to the Crown Prosecution Service.
26. Having distinguished the case at trial from those referred to, the counsel stopped citing cases.
27. Having granted the bail, the Crown court temporary released the accused.
28. Having grounds for believing that the accused would fail to appear for trial, the Crown Court refused the bail.
29. Having incorporated the European Convention of Human Rights into UK law, all courts refer now to the ultimate authority of the European Court of Human Rights.
30. Having initiated a consultative process, the government issued the Green Paper.
31. Having made the verdict not guilty the court acquitted the defendant.
32. Having pled not guilty, the defendant requested a trial by jury.
33. Having proved beyond any reasonable doubt that the accuse is guilty, the prosecutor refused to cross-examine the witness.
34. Having represented the accused in the police station, the solicitor refused to represent him in the court.
35. Having served off a summons, the Magistrates Court issued a warrant of arrest.
36. He doesn't represent both plaintiffs and defendants, does he?
37. He is guilty with the crime he has recently been charged with.
38. hiring a lawyer will prove to be a valuable investment and can help prevent many problems before they arise.
39. Hiring an attorney who really isn't familiar with your kind of case could end in jeopardizing your rights.
40. Holding the book, the witness swears by almighty God, that the evidence he shall give shall be the truth, the whole truth, and nothing but the truth.
41. How long has the principle of binding precedent been applied in the UK jurisdiction?
42. How many civil cases have leapfrogged from the High Court to the House of Lords this month?
43. How many life peers does the court of the House of Lords consist of?
44. How many times was the witness cross-examined during the trial?
45. I didn't quite get it, if the had reversed or upheld the decision of the lower court
46. I swear by Almighty God that the evidence I shall give shall be the truth, the whole truth, and nothing but the truth.
47. I wish he didn't give rise to a claim for compensation.
48. I wish he were granted the leave to appeal now.
49. I wish he were guilty with the crime he is charged with.
50. I wish I could be compensated for someone else's wrong doing

51. I wish substantial reform were carried out in the Upper house of the Parliament.
52. I wish the council had cited the case *The Crown versus Trevelyan*.
53. I wish the rule at law, reasoned and established in the previous case had been applicable in our case.
54. I wish the witness were not cross-examined during the trial
55. I wish they had not committed the case to the Crown court for sentence.
56. If the accused fails to appear for trial, the Crown Court will issue a warrant of his arrest.
57. If the Crown Prosecution Service had considered there was enough evidence for a realistic prospect of conviction, they would not have sent the case back for a caution.
58. If a new act is passed existing legislation will be updated
59. If all statutes on a particular subject are brought together the rules will be codified.
60. If an action were filed against him for breach of the contract, this lawyer in the area of employment would deal with the case
61. If Ann had pled guilty in murdering her school-friend, she would have been sentenced.
62. If certain hearing were scheduled with the judge specific legal issues would be determined
63. If he does not plead guilty, he will be tried by jury.
64. If he had committed an indictable offence his case would have been heard in the Crown court.
65. If he looked at the jury, he would understand that their verdict was guilty.
66. If he were charged with indictable offence, the bail would not be granted.
67. If I did my clerkship in a huge global firm, I would deal with a prestigious case.

### Перевод с русского на английский

1. A lawyer's advice can be invaluable if you have to sign any employment or any major contract.
2. Адвокат по тяжбам может объяснить законы и защищать права обвиняемого.
3. Адвокат по тяжбам может решить различные дела.
4. Адвокат по тяжбам отрицал, что вынес решение в пользу истца.
5. Адвокат преуспел в ведении переговоров с противной стороной.
6. Бесплезно обращаться в суд, если у вас нет веских правовых притязаний.
7. Быть подвергнутым судебному разбирательству может быть наиболее стрессовым и разочаровывающим событием в жизни.
8. В данный момент выдают разрешение на апелляцию.
9. В каком преступлении вас обвиняют? В вождении в нетрезвом состоянии.
10. Вам надо было подать письменный запрос, чтобы взглянуть на соответствующие документы, находящиеся у защиты.
11. Включив европейскую конвенцию по правам человека в судебную практику Великобритании, суды теперь обращаются к верховной инстанции европейского суда по правам человека.
12. Возможно, будут назначены слушания с судьей, чтобы и определить особые вопросы законодательства и постараться эффективно продолжать дело.
13. Вручив повестку о вызове в суд, магистратский суд выписал ордер на арест.
14. Вы будете искать средства судебной защиты для компенсации вреда или ущерба, от которых вы пострадали?
15. Вы должны подать заявление к определенному сроку
16. Вы когда-нибудь были вовлечены в судебное разбирательство?
17. Вы полагаете, что вам следует получить компенсацию за чьи-либо неправильные действия?
18. Вынесен вердикт невиновен, суд оправдал обвиняемого.
19. Выступление против адвоката противной стороны поставило тяжущегося, выступающего сам за себя, в крайне неблагоприятные условия.
20. Гражданское право занимается делами, которые служат поводом к иску о компенсации.
21. Держа книгу в руке, свидетель клянется всемогущим Богом, что показания, которые он даст, будут содержать правду, только правду и ничего кроме правды.
22. Доказав при отсутствии всяких разумных сомнений, что обвиняемый виновен, прокурор отказался от перекрестного допроса свидетеля.
23. Доказать, что положение закона, установленное в предыдущем случае, применимо к данному делу необходимо, поскольку британская система правосудия основана на прецедентном праве.
24. Должны ли все суды обращаться к высшей инстанции европейского суда по правам человека?
25. Европейская конвенция по правам человека была включена в законодательство Великобритании.
26. Если адвокат откажется представлять его в суде, его признают виновным
27. Если бы акт не направлялся в обе палаты парламента в предварительной форме законопроекта, он бы никогда не получил санкцию.
28. Если бы назначали слушания с судьей, то можно было бы определить особые вопросы законодательства.
29. Если бы не предварительные слушания, оснований для подтверждения алиби не было бы.
30. Если бы не совет юриста, я не мог бы сейчас подписать этот трудовой контракт.
31. Если бы обвинительный акт содержал бы правильную формулировку предполагаемого преступления, к обвиняемому бы применили серьезное наказание.
32. Если бы обвиняемому тогда вручили бы повестку, он бы уже прибыл в суд.
33. Если бы обвиняемый не ответил, судебное решение было бы вынесено в пользу истца.
34. Если бы он взглянул на присяжных, он понял бы, что они вынесли вердикт о виновности,
35. Если бы он обвинялся в совершении тяжкого преступления, его бы не выпустили под залог.
36. Если бы он совершил тяжкое преступление, его дело бы рассматривалось бы в суде короны.

37. Если бы они признали иск, они заполнили бы форму признания.
38. Если бы подали иск с неуказанной в нем суммой денег, то копию уже прислали бы обвиняемому.
39. Если бы полиция расследовала это дело, они бы заключили подозреваемого под стражу.
40. Если бы присяжных уже привели к присяге, то слушание уже началось бы.
41. Если бы против него возбудили дело за нарушение контракта, адвокат по трудовому праву занимался бы его делом.
42. Если бы сейчас защита получила показания под присягой, они постарались бы прекратить рассмотрение дела.
43. Если бы служба уголовного преследования Великобритании сочла бы, что доказательств достаточно для реальной перспективы осуждения, они бы не отправили дело на доследование.
44. Если бы суд тогда назначил время для разбирательства тяжбы, то они бы уже определили особые вопросы законодательства и продолжили бы дело эффективно.
45. Если бы Энн признала бы себя виновной в убийстве ее школьной подруги, ее бы приговорили.
46. Если бы это был иск на сумму 15 000 фунтов, к нему бы применили ускоренную процедуру рассмотрения дел.
47. Если бы я предоставил дело на рассмотрение в суд, компания предоставила бы советы по коммерческой тяжбе.
48. Если бы я проходил сейчас юридическую практику в крупной международной фирме, я бы занимался престижным делом.
49. Если вам вручат повестку о вызове в суд, то магистратский суд не выпишет ордер на ваш арест.
50. Если все законодательные акты по определенной теме будут сведены вместе, то правила будут кодифицированы.
51. Если вы тщательно изучите положения билля, то убедитесь в его соответствии принципам.
52. Если заявитель обратится в суд с просьбой издать судебный приказ, он должен будет заполнить специальную форму заявления.
53. Если истец обратится в отделение апелляционного суда, он получит разрешение на апелляцию.
54. Если новый закон будет принят, то существующее законодательство будет усовершенствовано.
55. Если обвиняемый не явится на судебное разбирательство, суд короны выпишет ордер на его арест.
56. Если обвиняемый ожидает сокращения приговора, он может изменить показания на признание своей вины.
57. Если он не признает свою вину, его будут судить судом присяжных.
58. Если полиция пошлет материалы по делу в службу уголовного преследования, они заключат подозреваемого под стражу.
59. Если прокурор откажется от перекрестного допроса свидетеля, он не докажет при отсутствии всяких разумных сомнений, что обвиняемый виновен.
60. Если служба уголовного преследования начиная уголовно-процессуальные действия, то она определит реальную возможность обвинительного приговора.
61. Если суд установит расписание судебной тяжбы, то вы соблюдете сроки, контролируемые ход дела.
62. Если судья оценит денежную ценность дела, он закрепит за делом определенный порядок исполнения.
63. Жаль, что ему выдают разрешение на апелляцию.
64. Жаль, что он дал повод к иску о компенсации.
65. Жаль, что он не виновен в преступлении, в котором его обвиняют.
66. Жаль, что они уже передали дело на рассмотрение суда Короны для вынесения приговора.
67. Жаль, что постановление в соответствии с правом, изложенное и установленное в предыдущем случае, не было применимо к нашему случаю.
68. Жаль, что свидетеля подвергают перекрестному допросу по время разбирательства.

### Ответы на вопросы

1. Are some parts of this city considered more dangerous than others? Which parts?
2. Are there any places you are afraid to visit because of the high crime rate? If so, where?
3. Are there problems with drugs where you live?
4. Are you apprehensive about walking outside after dark?
5. Do you always lock your house? How about your car?
6. Do you believe that public executions would deter crime? If so, how?
7. Do you drink and drive?
8. Do you know anyone who has been mugged?
9. Do you know someone who has been a victim of a violent crime?
10. Do you think abortion is a crime?
11. Do you think gun control is a good idea? Explain.
12. Do you think people who use illegal drugs should be put in jail?
13. Do you think police TV dramas are realistic?
14. Do you think policeman should be allowed to carry guns?
15. Do you think that capital punishment is a good idea? Why or why not?
16. Do you think that punishment for violent crimes should be the same for juveniles and adults? Why/why not?
17. Do you think that the death penalty would prevent crime in your country? Why or why not?
18. Do you think that the legalization of narcotics would decrease the crime rate?
19. Do you think there are any legal drugs that should be illegal?
20. Do you think there is a link between drugs and crime?
21. Do you think prostitution is a crime?
22. Do you think there will be more or less crime in the future?
23. Do you think your country is a safe place to live? Why or why not?

24. Do you walk alone at night in your home city?
25. Does prison help rehabilitate criminals? Should it?
26. Have you ever been the victim of a crime? How about others in your family?
27. Have you ever done anything illegal? If so, what did you do?
28. Have you ever had anything stolen?
29. Have you ever seen a crime?
30. Have you ever witnessed a crime?
31. Have you ever stolen anything?
32. How can you prevent things from being stolen?
33. How can you avoid having things stolen from you?
34. If a person steals a loaf of bread because he needs to feed his starving family, should he be punished?
35. Is child abuse a problem in your country?
36. Is drunk driving a crime where you live? If so, what is the punishment?
37. Is it ever O.K. to break the law? If so, when?
38. Is prison an effective punishment? Why or why not?
39. Is there a problem with organized crime and/or gangs where you live?
40. Is your hometown considered safe?
41. Under what situations would you think of committing a crime?
42. What are some things people can do to protect themselves from crime?
43. What are some things that are legal that you personally think should be illegal?
44. What crimes do you think will decrease in the future?
45. What crimes do you think will increase in the future?
46. What crimes have you heard about recently in the news?
47. What do you think is the worst crime a person could commit? Why?
48. What do you think of the death penalty?
49. What is a gang?
50. What gangs exist in this country and in your home country?
51. What are the characteristics of these gangs?
52. What is the punishment for murder in your country?
53. What is the punishment for stealing in your country?
54. What kinds of crime are most common in your country? What are the penalties for these crimes?

### **3. ОПИСАНИЕ СИСТЕМЫ ОЦЕНИВАНИЯ, ШКАЛА ОЦЕНИВАНИЯ**

#### **Шкала оценивания**

##### **Текущий контроль**

Формы и методы текущего контроля успеваемости обучающихся и промежуточной аттестации:

Устный опрос (УО) и собеседование - устное сообщение на заданную тему

Тестирование (Т): тесты множественного выбора

Контрольная работа (КР)

Перевод (ПР) - перевод специализированного фрагмента или текста, содержащего изучаемую терминологию

Дистанционные задания (ДСТ) – выполнение заданий дистанционного курса

### 3.1 Показатели и критерии оценивания.

В ходе реализации дисциплины «Иностранный язык» используются следующие методы текущего контроля успеваемости обучающихся:

Оценочные средства	Показатели оценки	Критерии оценки
Устный опрос	Корректность и полнота ответов	Сложный вопрос: полный, развернутый, обоснованный ответ – 2 баллов Правильный, но не аргументированный ответ – 2 баллов Неверный ответ – 0 баллов Обычный вопрос: полный, развернутый, обоснованный ответ – 2 балла Правильный, но не аргументированный ответ – 1 балла Неверный ответ – 0 баллов. Простой вопрос: Правильный ответ – 1 балл; Неправильный ответ – 0 баллов
Контрольная работа	обозначение проблемы и обоснование её актуальности; краткий анализ различных точек зрения на рассматриваемую проблему; логичное изложение собственной позиции, полное раскрытие темы; соблюдение требований к объёму, формулировка выводов;	Контрольные работы: 0 – 1 ошибка – 5 баллов 2 – 4 ошибки - 4 балла 5 - 8 ошибок - 3 балла Более 8 ошибок – работа не зачтена
Тестирование	процент правильных ответов на вопросы теста.	Тесты 80% - 100% правильных ответов - 5 баллов 60 % - 79% правильных ответов - 4 балла 40% - 59% правильных ответов - 3 балла 20% - 39% правильных ответов - 2 балла Менее 20% правильных ответов - 1 балл
Перевод	Знание профессиональной терминологии без словаря Корректные формулировки грамматических конструкций Выполнение без бумажных или электронных словарей	от 0 до 10 баллов в зависимости от качества выполнения
Дистанционные задания	Процент правильных ответов на задания дистанционного курса	В соответствии с информационной картой курса

В ходе реализации дисциплины «Иностранный язык» используются следующие методы текущего контроля успеваемости обучающихся:

Тема (раздел)	Формы (методы) текущего контроля успеваемости
1.	УО, Т, ПР, ДСТ, КР
2.	УО, Т, ПР, ДСТ, КР
3.	УО, Т, ПР, ДСТ, КР
4.	УО, Т, ПР, ДСТ, КР
5.	УО, Т, ПР, ДСТ, КР
6.	УО, Т, ПР, ДСТ, КР
7.	УО, Т, ПР, ДСТ, КР
8.	УО, Т, ПР, ДСТ, КР

#### Промежуточный контроль

##### Оценочные средства для промежуточной аттестации

При накопительной системе оценивания результатов освоения дисциплины с использованием БРС возможно получение зачета/экзамена по результатам текущего контроля («автоматически») без прохождения промежуточной аттестации

Экзамен проводится с применением одного или комбинации следующих методов(средств):

- устный ответ;
- письменный ответ;
- тестирование

##### Структура зачетного билета:

Зачет: устный и/или письменный опрос по экзаменационным билетам в очном или дистанционном формате.

Вставить пропущенные слова в текст и/или устный (письменный) перевод с русского языка на иностранный /для проверки знания изученных основных грамматических конструкций и лексики общеразговорных тем/ и(или) с иностранного на русский предложений, содержащих специальную лексику /для проверки знания терминологии по изученным профессиональным темам/, и/или беседа с преподавателем по вопросам /для проверки навыков спонтанной речи/, и/или монологическое высказывание по специальным темам /для проверки навыков подготовленной речи/.  
Допуском к зачетам и экзаменам является выполнение дистанционных заданий более чем на 85 %.

#### Структура экзаменационного билета:

Экзамен: устный и/или письменный опрос по экзаменационным билетам в очном или дистанционном формате.  
Вставить пропущенные слова в текст и/или устный (письменный) перевод с русского языка на иностранный /для проверки знания изученных основных грамматических конструкций и лексики общеразговорных тем/ и(или) с иностранного на русский предложений, содержащих специальную лексику /для проверки знания терминологии по изученным профессиональным темам/, и/или беседа с преподавателем по вопросам /для проверки навыков спонтанной речи/, и/или монологическое высказывание по специальным темам /для проверки навыков подготовленной речи/.  
Допуском к зачетам и экзаменам является выполнение дистанционных заданий более чем на 85 %.

Все виды промежуточной аттестации могут быть проведены с применением ЭО и ДОТ в следующих формах:

- компьютерное тестирование;
- Лексический тест, грамматический тест, перевод предложений с русского на английский.

Преподаватель выбирает форму проведения контрольных мероприятий в зависимости от наличия соответствующего фонда оценочных средств и технических возможностей по согласованию с руководителем образовательного направления.  
Проведение промежуточной аттестации в LMS Moodle, используя итоговое тестирование, письменные задания и пр., возможно, т.к. используемые фонды оценочных средств направлены на оценку сформированности компетенций, приобретаемых в ходе освоения дисциплины. В отсутствие прокторинга рекомендуется существенно ограничить время на прохождение тестирования или подготовку ответов на задания.

Формируемые тесты удовлетворяют следующим требованиям:

- включают вопросы различных типов (не менее трех, с учетом возможностей Moodle – тесты типа Multiple choice, Cloze, Интерактивный контент Fill in);
- для возможности осуществления случайной выборки банк тестовых заданий содержать количество тестовых заданий в 15 раз больше, чем предъявляется студенту в тесте; длина итогового теста по дисциплине – 30 вопросов.

В LMS Moodle после завершения курса студентами предусмотрена выгрузка Журнала оценок и Отчета о завершении элементов курса.

В случае если действия студента не дают возможности преподавателю контролировать процесс добросовестного выполнения студентом заданий после получения им билета, преподаватель имеет право выставить оценку «не зачтено/неудовлетворительно». При этом неудовлетворительные результаты промежуточной аттестации признаются академической задолженностью, которую обучающиеся должны ликвидировать в установленном порядке.

Оценочные средства (формы промежуточной аттестации)	Показатели* оценки	Критерии** оценки
<b>Зачет с оценкой, Экзамен</b>	В билете содержится 4 вопроса Перевод с англ.яз. на русск.яз. Перевод с русск.яз. на англ.яз. Ответ на вопросы Сообщение по теме	10-0 Не обладает нужными знаниями. Не может воспроизвести названия основных источников информации Не владеет средствами изучаемого языка Не способен понять текст Не может анализировать ситуацию Не способен проанализировать и отредактировать текст Не способен самостоятельно составить текст 15-11 Воспроизводит знания с существенными фактическими ошибками. Затрудняется в назывании основных источников информации. При изучении курса пользуется лишь обязательным учебником Испытывает серьезные затруднения при воспроизведении материала Испытывает затруднения в понимании прочитанного, выполняет задания с серьезными ошибками. Не может воспроизвести прочитанное В общих чертах анализирует ситуацию, делает упрощенные выводы, не может дать рекомендации Испытывает затруднения при анализе и редактировании текста Испытывает серьезные затруднения при составлении текста, без посторонней помощи не

		<p>справляется 20-16 В целом верно воспроизводит знания, испытывает затруднения в комментировании. Знаком с необходимым минимумом источников (учебники, справочные издания, нормативно-правовые документы) В основном знает материал, при ответе делает ошибки, которые исправляет с помощью справочной литературы Демонстрирует верное понимание основной мысли текста, комментирует текст поверхностно. Воспроизводит в общих чертах Правильно, но лаконично анализирует ситуацию, делает верные выводы, дает рекомендации, но не может их обосновать Анализирует текст, выявляя наиболее заметные ошибки, способен исправить отдельные ошибки Составляет тексты, соблюдая языковые, жанровые и коммуникативные нормы. Испытывает отдельные затруднения</p> <p>25-21 В целом верно воспроизводит знания, верно комментирует их Точно воспроизводит названия основных источников информации, может уточнить реквизиты документов, опираясь на доступные источники Демонстрирует хорошее знание материала, воспроизводит изученное без фактических ошибок Демонстрирует верное понимание основного содержания текста, выполняя специальные задания. Воспроизводит без ошибок Правильно анализирует ситуацию, делает верные выводы, дает обоснованные рекомендации Корректно анализирует текст, способен исправить наиболее значительные ошибки Составляет тексты, соблюдая языковые, жанровые и коммуникативные нормы. Демонстрирует положительный результат</p> <p>30-26 Корректно и полно воспроизводит знания, верно комментирует их с необходимой степенью глубины Точно воспроизводит названия основных источников информации, Без затруднений уточняет реквизиты документов. Описывает наиболее существенные признаки источников Демонстрирует глубокое знание и понимание материала, воспроизводит изученное подробно, логично, без фактических ошибок Демонстрирует глубокое понимание текста, выполняя специальные задания. Воспроизводит точно, с необходимой степенью детализации Грамотно и подробно анализирует ситуацию, делает верные выводы, дает аргументированные рекомендации Корректно анализирует текст, способен значительно улучшить текст Составляет тексты, соблюдая языковые, жанровые и коммуникативные нормы, используя различные коммуникативные средства. Демонстрирует высокий результат</p>
--	--	---

### 3.2 Шкала перевода баллов по дисциплинам с оценкой(экзамен или дифференцированный зачёт) для уровней образования бакалавриата и специалитета по очной форме обучения.

Согласно приказу №306 от 06.09.2019г «О применении балльно-рейтинговой системы оценки знаний обучающихся» в институте установлена следующая шкала перевода оценки из многобалльной системы в пятибалльную:

Количество баллов	Оценка	
	прописью	буквой
96-100	отлично	А
86-95	отлично	В
71-85	хорошо	С



61-70	хорошо	D
51-60	удовлетворительно	E

**Шкала перевода оценки из многобалльной в систему «зачтено»/ «не зачтено»:**

от 0 до 50 баллов	«не зачтено»
от 51 до 100 баллов	«зачтено»

**Методические материалы**

**Критерии оценки ответа на экзаменационные вопросы:**

- «Отлично» (A,B) - от 86 до 100 баллов –содержание курса освоено полностью, без пробелов необходимые практические навыки работы с освоенным материалом сформированы, все предусмотренные программой обучения учебные задания выполнены, качество их выполнения оценено числом баллов, близким к максимальному. Студент должен продемонстрировать знание основных понятий на иностранном языке, относящихся к сфере таможенного дела, правильно ответить на все дополнительные вопросы, ответ должен быть полным, логичным и последовательным

- «Хорошо» (C, D) - от 61 до 85 баллов –содержание курса освоено полностью, без пробелов, некоторые практические навыки работы с освоенным материалом сформированы недостаточно, все предусмотренные программой обучения учебные задания выполнены, качество выполнения ни одного из них не оценено минимальным числом баллов, некоторые виды заданий выполнены с ошибками. Студент должен продемонстрировать знание основных понятий на иностранном языке, относящихся к сфере таможенного дела, правильно ответить на все дополнительные вопросы, при этом изложение ответа на вопрос не вполне последовательное и требует дополнительных уточнений

- «Удовлетворительно» (E) - от 51 до 60 баллов –содержание курса освоено частично, но пробелы не носят существенного характера, необходимые практические навыки работы с освоенным материалом в основном сформированы, большинство предусмотренных программой обучения учебных заданий выполнено, некоторые из выполненных заданий, возможно, содержат ошибки. студент должен продемонстрировать знание основных понятий на иностранном языке, относящихся к сфере таможенного дела, правильно отвечает не на все дополнительные вопросы, и изложение ответа на вопрос не вполне последовательное и требует дополнительных уточнений

- «Неудовлетворительно» (FX) - менее 50 баллов - содержание курса не освоено, необходимые практические навыки работы не сформированы, выполненные учебные задания содержат грубые ошибки, дополнительная самостоятельная работа над материалом курса не приведет к существенному повышению качества выполнения учебных заданий. Студент не демонстрирует знание основных понятий на иностранном языке, относящихся к сфере таможенного дела, не отвечает ни на один дополнительный вопрос, и изложение ответа на вопрос не последовательное и не логичное