* Близнюк Т. О. Завдання з розвитку комунікативних здібностей : навч.-метод. посібн. [ для вчителів середніх і загальноосвітніх навчальних закладів та учнів старших класів ] / Т. О. Близнюк. – Івано-Франківськ : Видавець Кушнір Г. М., 2008. – 75 с.

**My Financial Career**

My salary had been raised to 50 dollars a month and I felt that the bank was the only place to save it. So I walked to the bank and asked the clerks whether I could spear to the manager.

“Certainly,” said the clerk and called him. The manager was a calm, serious man. While talking to him I held my 56 dollars in my pocket. “Can I see you alone?” asked I.

“Come in here,” he said and led the way to a private room. “Sit down, please.”

“Well,” I began. “I’ve come to open an account. I intend to keep all my money in this bank”.

The manager looked serious, he felt sure now that I was a very rich man. “A large account I suppose”, he said.

“Rather a large one”, I whispered. “I want to place in this bank the sum of 56 dollars now and 50 dollars a month regularly.”

The manager got up and called the clerk. “Mr. Montgomery,” he said, “this gentleman is opening an account. He will place 56 dollars in it.”

I went up to the clerk and pushed the money to him. When the operation was over, I suddenly remembered that I didn’t leave any money for the present use. My idea was to take 6 dollars back. Someone gave me a cheque book and told me how to write it out. I wrote something on it and gave it to the clerk.

“What? Do you understand clearly what you want?” he asked. Then I realized that I had written 56 dollars instead of 6. I was too upset and couldn’t explain the thing. One of the clerks prepared to pay me the money.

“How do you want to have it?” he asked.

“Oh,” I answered without thinking. – “In 50 dollar notes”. He gave me a fifty dollar note.

“And six?” he asked coldly. “In six dollar notes,” I replied. He gave me six dollars and I ran out. As the big door closed behind me, I had a sound of laughter. Since then I use a bank no more. I keep my money in my pocket and my savings in a sock.

**Проаналізувавши зміст тексту, напишіть, котре з нижче приведених тверджень є правдиве (true), а котре - неправдиве (false).**

* 1. The man felt that the bank was the only place to save his salary. \_\_\_\_\_\_\_\_
  2. It was the manager who was the first to speak with this client. \_\_\_\_\_\_\_\_
  3. The man wanted to place in this bank the sum of 56 dollars now and 50 dollars a month regularly. \_\_\_\_\_\_\_
  4. Then he decided to take all the money because he forgot that he had no money left at home. \_\_\_\_\_\_\_\_\_
  5. When the operation was over, the man suddenly remembered that he didn’t leave much money for the present use. \_\_\_\_\_\_\_\_\_
  6. The man decided to leave 6 dollars in the bank and to take the rest of them home. \_\_\_\_\_\_\_\_\_
  7. Since then he always kept his money in the bank. \_\_\_\_\_\_\_\_
  8. The man heard a sound of laughter, as the big door closed behind him. \_\_\_\_\_\_\_\_

**Прочитайте та перекладіть на українську мову діалоги, звертаючи увагу на фахову лексику:**

**AT THE OFFICE**

**Chief manager**: Your company is nearly a bankrupt, so it is almost impossible to establish diplomatic relations between us.

**Business partner**: If you give us one more chance I believe our leading technologies will be preserved. This treaty will be a benefit for both sides.

**M:** We’ll reach an agreement only if you accept our requirements. Think it over.

**P**: Will you specify them?

**M**: First of all you must pay us in advance, another thing is that your executive manager should pay us a visit to discuss some urgent matters and finally the delivery of goods mustn’t be delayed. Only under these circumstances we shall deal with you in future. Now, I must be off. See you soon.

**AT THE BANK**

**Visitor:** Excuse me, I need your help.

**Clerk**: Yes, sir. What can I do for you?

**V**: I need some information about credits and investments.

**C**: What exactly are you interested in, sir?

**V**: I would like to get a credit for studying abroad. Is that possible?

**C**: Certainly. What amount do you need and for what term?

**V**: I think two thousand dollars for one year is enough.

**C**: You must pay 5 % of the amount a month, sir. If you agree, sir you can fill in this form, please.

**MAKING AN AGREEMENT**

**Business partner 1:** Our employees are very punctual people, we’ll give you the answer in time.

**Business partner 2:** the economic ties between our enterprises must be based on trust and mutual understanding.

**P 1:** Certainly. But in this particular case barter may bring losses.

**P 2:** you should know that our shareholders are extremely concerned about this summon.

**P 1:** You must calm them down. The meeting will show that our shares go up and the turnover of goods is very high. So there is no need to worry.

**P 2:** I expect it will? Besides, the latest developments in Europe explain much: import and export of our goods is of great benefit for both sides.

**P 1:** Dew to this treaty we can reach an agreement.

**P 2:** OK, we are not going to delay the delivery. And what about payment?

**P 1:** If you don’t mind we can pay by written order.

**P 2:** Will you consult our financial manager for detail. It was nice to meet you/

**P 1:** Nice to meet you too. See you next week.

**Vocabulary drill**

1. **Утворіть слoва з поданих букв:**

ЕTNMNMELPYOU

RHSEA

NEARGEETM

VDEREYLI

EIST

NEFTBEI

NPMAETY

SOSLSE

NLERAITOS

SUBESISN

1. **Вставте наступні слова у речення** *benefit, international talks, foreign affairs, delivery, treaty, income tax, general manager, national security, unemployment, bankrupt, to pay in cash, shares, work experience, retirement, barter***:**
2. It will be a huge … for both sides. 2. During job interview you should mention your … . 3. The Minister of … is on an official visit in France at the moment. 4. We can conclude a … under the following conditions. 5. Unfortunately, your company is a … and we can’t give you a credit anymore. 6. Next year you will be 65 and then you’ll be able to apply for a … . 7. I am sorry, sir, but we do not accept payments by written order, you should … to get this service. 8. I am not sure this is a … this is a simple exchange of goods on certain terms. 9. The rate of … in most European countries is very high and this is a big problem for their governments. 10. If our … go up it will be unbelievable success. 11. The position of a … is still vacant, so you can get an interview with our hiring manager tomorrow at 4 p.m. 12. We must inform you that you are obliged to pay the … not later than December 10. 13. All members of United Nations Organization believe that the … will help promote peace all over the world. 14. We cannot pay this sum of money as you delayed the … for two weeks. 15. You can apply for help in this case to the … agent next door.
3. **Знайдіть правильне тлумачення терміну:**
4. Shareholder – a written statement of money paid or owed for goods or services.
5. Tax – a public event at which things are sold to a person who offers the most money for them.
6. Message – a person or company that employs people.
7. To summon – to pay regular payment for the use of something.
8. Employer – an owner of shares in a business company.
9. Inflation – a person who gains or benefits from something.
10. To rent – to send a message telling somebody to come, to call people.
11. Beneficiary – written or spoken request? A piece of information.
12. Auction – money that has to be paid to the government.
13. Account – a rise in prices and wages caused by an increase in the money supply and demand for goods, and resulting in a fall in the value of money.
14. **Утворіть словосполучення з поданих слів у двох колонках:**

|  |  |
| --- | --- |
| To come to | Go up / down |
| Shares | In advance |
| To conclude | Interview |
| To pay | Fund |
| Work | A treaty |
| Job | A visit |
| To summon | An agreement |
| To pay | A meeting |
| Monetary | Technology |
| Leading | Experience |

1. **Утворіть з поданих слів відповідні частини мови за допомогою суфіксів чи закінчень:**

|  |  |  |
| --- | --- | --- |
| **Noun** | **Verb** | **Adjective** |
|  |  | Employed |
|  | Agree |  |
| Payment |  |  |
|  | Deliver |  |
|  |  | Working |
| Expense |  |  |
|  | Retire |  |
| Recognition |  |  |
|  | Promote |  |
|  |  | Reliable |

1. **Виберіть зайве слово з п’яти поданих у рядку:**

Losses taxes expense ties talks

Mistrust understanding turnover national diplomatic

Form application payment bill delivery share

Stock exchange joint company inflation foreign firm public corporation

Agreement treaty deal inflation document

Employer employee manager clerk rent

Promotion account recognition trust mutual understanding

Auction unemployment inflation default failure

Deposit credit investment transfer shareholder

Profit benefit income income tax salary

1. **Вставте пропущені літери:**

L\_ading te\_hnolog\_es

Benefi\_iar\_

Aff\_rm a de\_i\_ion

Ap\_lica\_ion

Bus\_ness \_i\_cles

Sc\_ed\_le

S\_hem\_

Rel\_abi\_ity

Exp\_n\_es

\_dverti\_ement

1. **Утворіть усі можливі запитання до речень:**
2. I want to place in this bank the sum of 56 dollars now. 2) My salary had been raised to 50 dollars a month. 3) I walked to the bank and asked the clerks to сall the manager. 4) This gentleman is opening an account in our bank. 5) The manager was a serious young man. 6) My idea was to take 6 dollars back. 7) Someone gave me a cheque book to write the sum of money. 8) One of the clerks prepared to pay me the money.9) Since then I use a bank no more. 10) I keep my money in my pocket and my savings in a sock.
3. **Знайдіть і виправте 15 помилок у тексті:**

Money are used for buying or seling goods, for measuring value and for storing wealth. Almost every society now has a money economy based on coins and paper bills of one kind or other. However, this have not always been true. In primitive societies a systems of barter was used. Barter was a system of direct exchange for goods. Somebody could exchange a sheep, for example, for anything in the marketplace that they considered to be of equal value. Barter, however, was a very unsatisfactory sistem, because people’s precise needs seldom coincided. People needed more practical system of exchange, and various money systems developed based on goods. Cattle, grain, teethe, shells, feathers, skulls, salt, elephant tusks, have all be used. Precious metals gradualy took over becouse, when made into coins, they were portable, durable, recognizable, and divisible into larger and smaller units of value. A coin is a piece of metal, usually disc-shaped, which bears lettering, designs or numbers showing it’s value. Most governments now issue paper money in the form of bills. Paper money is obviously easier to handle and much more convinient in modern world. Checks and credit cards are been used increasingly, and it is possible to imagine a world where money in the form of coins and paper currency will no longer be used.

1. **Напишіть есе на одну з поданих тем:**

* My future career: how to make it successful.
* How to make a good executive.
* Which traits of character should have a career-woman.
* Reliability and trust in business matters.
* Advantages and disadvantages of being a businessman.

1. **Прочитайте жарти та знайдіть у них тематичну лексику:**

***THE YOUNG BUSINESSMAN***

A young businessman had just started his own firm. He rented a beautiful office and had it furnished with antiques. Sitting there, he saw a man come into the outer office. Wishing to appear the hot shot, the businessman picked up the phone and started to pretend he had a big deal working.

He threw huge figures around and made giant commitments. Finally he hung up and asked the visitor, "Can I help you?" The man said, "Yeah, I've come to activate your phone lines."

***A STORY ABOUT EVERYBODY***

This is a story about four people named Everybody, Somebody, Anybody, and Nobody.

There was an important job to be done and Everybody was asked to do it. Everybody was sure Somebody would do it. Anybody could have done it, but Nobody did it.

Somebody got angry about that, because it was Everybody's job. Everybody thought Anybody could do it but Nobody realized that Everybody wouldn't do it.

It ended up that Everybody blamed Somebody when Nobody did what Anybody could have done.