

Дрогобицький державний педагогічний  
університет імені Івана Франка  
Кафедра практики англійської мови  
і методики її навчання

Марія Чобанюк

**АНГЛІЙСЬКА МОВА**  
**Тексти та завдання**  
**для самостійної роботи**

*Навчальний посібник*

Дрогобич  
2023

УДК 811.111(076)

Ч-75

*Рекомендовано до друку вченою радою Дрогобицького державного педагогічного університету імені Івана Франка  
(протокол № 7 від 18 травня 2023 р.)*

**Рецензенти:**

**Талай Ю.О.**, кандидат філологічних наук, доцент, завідувач кафедри англійської мови та перекладу факультету української та іноземної філології Дрогобицького державного педагогічного університету імені Івана Франка;

**Сирко І.М.**, кандидат філологічних наук, доцент кафедри практики англійської мови і методики її навчання факультету української та іноземної філології Дрогобицького державного педагогічного університету імені Івана Франка.

**Відповідальний за випуск:**

**Сліпецька В.Д.**, кандидат філологічних наук, доцент, завідувач кафедри практики англійської мови і методики її навчання факультету української та іноземної філології Дрогобицького державного педагогічного університету імені Івана Франка.

**Чобанюк М.М.**

**Ч-75** **Англійська мова. Тексти та завдання для самостійної роботи** : навч. посіб. Дрогобич : ДДПУ ім. І. Франка, 2023. 90 с.

Навчальний посібник укладено відповідно до програми навчальної дисципліни «Іноземна мова за професійним спрямуванням (англійська)» для підготовки фахівців другого (магістерського) рівня вищої освіти Галузей знань *01 Освіта/Педагогіка, 23 Соціальна робота* Спеціальностей *231 Соціальна робота, 011 Освітні, педагогічні науки*, Освітньої програми *Соціальна педагогіка, Інклюзивна освіта*.

Навчальний посібник «Англійська мова. Тексти та завдання для самостійної роботи» містить тексти, слова, фрази, тести та завдання, які допоможуть глибше пізнати англійську мову та практично застосовувати набуті знання.

Навчальний посібник призначений для студентів спеціальних та неспеціальних факультетів. Він також буде корисним усім, хто хоче вдосконалити та підвищити свої знання англійської мови.

Бібліографія: 21 позиція.

## CONTENTS / ЗМІСТ

<b>WRITING (Письмо)</b> .....	6
Essay (Есе) .....	6
Formal letter (Офіційний лист) .....	10
Letter of complaint (Лист скарги) .....	15
Informal letter (Неформальний лист) .....	19
Report (Звіт) .....	23
Review (Рецензія) .....	27
Article (Стаття) .....	28
Useful phrases for business correspondence in English (Корисні фрази для ділової переписки) .....	30
Advertisement. Invitation (Оголошення. Запрошення) .....	37
<b>READING (Читання)</b> .....	54
<b>USE OF LANGUAGE (Мовлення)</b> .....	80
<b>LITERATURE (Література)</b> .....	88

## ПЕРЕДМОВА

Завдання вивчення англійської мови є одним із найскладніших і найбільш трудомістких. У сучасній вищій школі навчальний процес дедалі більше набуває характеру самостійної роботи студентів під керівництвом викладача на основі сучасних методів і засобів навчання. У зв'язку з цим ставиться завдання раціональної, мотивованої організації роботи студентів, її подальшої активізації.

Запропонований увазі читачів посібник призначений для подальшого етапу навчання англійської мови згідно з програмою для денної та заочної форм навчання вищих навчальних закладів.

Мета посібника – вдосконалення вмінь та навичок усного та писемного спілкування в типових ситуаціях побутової, навчально-трудової і культурної сфер спілкування.

Посібник «Англійська мова. Тексти та завдання для самостійної роботи» включає тексти ділової тематики і містить найбільш вживані слова, терміни, вправи та завдання до текстів, які забезпечують розвиток навичок і умінь усного та писемного мовлення.

Основними завданнями посібника є: розвинути навички писемного ділового мовлення (есе, формальний лист, резюме, стаття та ін.), розвинути та закріпити навички читання адаптованих текстів фахового спрямування з метою повного отримання інформації, активізувати навички усного мовлення під час переказу і обговорення навчальних основних і додаткових текстів та виконання тренувальних вправ.

Для самостійного опрацювання, крім текстів оповідань і системи вправ, студентам запропоновано тлумачення окремих слів та виразів англійською мовою, що полегшує роботу з опрацювання та засвоєння матеріалу. Така робота сприятиме підвищенню мовної компетенції, зокрема засвоєння відповідної лексики.

Навчальний посібник «Англійська мова. Тексти та завдання для самостійної роботи» для студентів факультету історії, педагогіки та психології рекомендується для використання на практичних заняттях з англійської мови та для позааудиторної самостійної роботи.

## INTRODUCTION

The task of learning English is one of the most difficult and time-consuming at the moment. In modern higher education, the educational process is increasingly taking on the character of independent work of students under the guidance of a teacher on the basis of modern methods and means of learning. In this connection, the task of rational, motivated organization of students' work and its further activation is set.

The book offered to the attention of readers is a guide intended for the next stage of learning English according to the program for full-time and part-time forms of education of higher educational institutions.

The purpose of the manual is to improve the abilities and skills of oral and written communication in typical situations of everyday, educational, work and cultural spheres of communication.

Manual "English language. Texts and tasks for independent work" includes texts on business topics and contains the most used words, terms, exercises and tasks for texts that ensure the development of oral and written communication skills and abilities.

The main tasks of the manual are: to develop the skills of written business communication (essay, formal letter, resume, article, etc.), to develop and consolidate the skills of reading adapted texts of a professional field in order to fully obtain information, to activate oral communication skills during the transfer and discussion of educational main and additional texts and training exercises.

For independent study, in addition to the texts of stories and a system of exercises, students are offered the interpretation of individual words and expressions in English, which facilitates the work of studying and learning the material. Such work will contribute to the improvement of language competence, in particular, the acquisition of appropriate vocabulary.

Study guide "English language. Texts and tasks for independent work" for students of the Faculty of History, Pedagogy and Psychology is recommended for use in practical English language classes and for extracurricular independent work.

# WRITING

## ESSAY

### Useful phrases – essays:

#### Expressing your own opinion:

*I agree that* people can't be judged by the clothes they wear.

*Although some people say that* working under time pressure helps us to achieve better results.

*I don't agree with that opinion.*

*It could be argued that* computer games develop a child's sensitivity and creativity.

#### Quote someone else's opinion:

*It is assumed that* people who use public transport can't afford a car of their own.

*Few would disagree that* having pets makes our homes cosier.

*Many people state that* teleworking destroys family life.

*It is often said that* teleworkers aren't able to combine family life with their job successfully.

#### Contrasting two ideas:

*Although some people think that* using Internet communicators has a bad effect on our interpersonal skill, *it is also worth noting that* the Internet allows people to connect more easily than ever before.

*While it is true that* teaching is a very difficult profession, *it also* gives a thrill not many other jobs can provide.

*Many people share the opinion that* the rich should pay higher taxes. *However, in my view*, businessmen and entrepreneurs should be able to fully enjoy the fruits of their labours.

*You must answer this question. Write your answer in 140-190 words in an appropriate style on the separate answer sheet.*

## Sample question 1

*In your English class you have been talking about advantages and disadvantages of keeping animals in zoos. Now your English teacher has asked you to write an essay. Write an essay using all the notes and giving reasons for your point of view.*

**Some people keep saying that animals in zoos should be banned.**

**Do you agree?**

### Notes

Write about:

1. saving endangered animals
2. educative role
3. .... (your own idea)

*I think that the idea of zoos is a good thing. Zoos are survival centres for endangered species. They also educate and provide people with close contact with animals in a way that they would not otherwise experience. For example, it was in a zoo that I first saw a rhinoceros. 1 Moreover, zoos raise public awareness about biodiversity and promote scientific research.*

*I agree that zoos are helpful and important institutions, but many zoo animals are kept in very cramped enclosures where they suffer from far more than neglect. 2 Not only are they mistreated, but they are also not allowed to behave as they would in the wild. 3 It is depressing to see an elephant walking on concrete or a hippopotamus swimming in a tiny pool.*

*4 All things considered, zoos would be ideal places to care for animals if they could afford to care for them properly. In other words, if they provided more humane conditions for animals, and were not just visitor centres more species would be saved. Sadly, zoos have a long way to go to reach the desired standards. 5*

1. Варто підкріпити свою аргументацію прикладами з власного досвіду.

2. Висловіть власну думку з даної теми та цитуйте протилежне. Використовуйте фрази типу: **I agree that, Although some people say that, It could be argued that.**
3. Вводячи нові аргументи, використовуйте сполучники та словосполучення, напр.: **not only... but, what is more, however although** itd.
4. Підводячи підсумок, спробуйте зробити загальні висновки щодо теми (корисні фрази: **All points considered; All in all**) або знову висловіть свою думку, використовуючи фрази, такі як: **From my point of view, In my opinion.**
5. В останньому абзаці варто висловити свою думку, наприклад, у формі загального роздуму або риторичного питання.

### Sample question 2

*In your English class you have had a discussion about travel. Now your English teacher has asked you to write an essay.*

*Write an essay using all the notes and giving reasons for your point of view.*

**"Travel is not always a good thing".**

### Notes

Write about:

1. damage done by travellers
2. ignoring local cultures
3. .... (your own idea)

*1 It is assumed by almost everyone that travelling is good for us. Few would disagree, but, at the same time, some of the dangers of travelling and some of the damage that can be done by travellers should be pointed out. 2 One of travel's main benefits is showing us how other people live. That is what makes it so fascinating. We learn from such experiences, for example, we learn tolerance, and we can learn some customs and traditions.*



*3 Travelling is not all good though. I know a number of people who are great travellers. They can tell me where the best hotels in Bangkok are, or how I can get to Peking overland. However, if I tell them about my weekends nearer home, they tell me that they have never been there. Haven't they forgotten to explore their own neighbourhood?*

*In short, travel is a valuable way to spend time. Nevertheless, in my opinion 4, we must remember to do it in the right spirit by sticking to a few basic rules – do not ignore what is under your nose, and try to leave a place in the same or better condition than you found it in.*

1. Розробку можна розпочати, цитуючи загальноприйнятту думку, використовуючи такі фрази: **It is assumed that, Many people state that, It is often said that.**
2. Чіткий поділ тексту на абзаци допоможе Вам добре його зрозуміти.
3. Не забудьте висловити свою думку в резюме.

## FORMAL LETTER

### Useful phrases – official letter:

#### Entering additional arguments:

*Firstly, I would like to* ask you how long the journey is.

*First of all,* I would like to thank you for the help you gave us with organising the concert.

*To begin with,* I am grateful for your interest in the activities of our club.

*Secondly,* I confirm, after hearing many accounts about the event, that the concert was a resounding success.

*Moreover,* I agree with your opinion that the next performance should be held indoors.

*What is more,* the facility seems to have the best location possible.

*Lastly,* I admit that I could have been better prepared for the excursion.

#### End of letter:

*I look forward to hearing from you. Please reply at your earliest convenience*

#### Other:

*Please find enclosed* my curriculum vitae and a copy of my FCE Certificate.

*I am writing on behalf of* a group of students who would like to organise a lecture on Spanish Art.

*We will have the pleasure of* hosting the annual conference on globalisation.

*We would really appreciate it* if you could participate in the event.

*I would be grateful if* you could send me your advertising materials.

*I am writing to enquire about* the possibility of working for your company as an intern.

*Write an answer to one of the questions 2–4 in this part. Write your answer in 140–190 words in an appropriate style on the separate answer sheet. Put the question number in the box at the top of the answer sheet.*

### **Sample question 1**

*You are going to participate in a young journalists competition and have several questions concerning the age limit for entrants, the deadline, the format in which your entry should be presented; you also want to know if you can send them your essay by e-mail.*

### **Write your letter to the organisers of the competition.**

*Dear Sir / Madam, 1*

*I am writing to you regarding the young journalists competition in your magazine. As I understand from your advert, the topic of the essays for the competition is "The biggest problem facing young people nowadays". I have several questions regarding my entry for the competition. 2*

*3 Firstly, could you tell me when the deadline is? I assume from the advert that it is the end of September. Could you please confirm this?*

*Secondly, what is the upper age limit for entrants? The advert states that no entrants should be of an adult age. Does this mean that the upper limit is 18, and therefore the competition is open to anyone who is seventeen or under?*

*Thirdly, I would like to know which formats are acceptable for entries. Can I write my submission by hand, or does it have to be typed up on the computer? Can I submit it by e-mail, or is it only to be sent to the postal address given in the advert?*

*4 I look forward to hearing from you soon, and congratulate you on the idea of such a competition.*

*Yours faithfully,*

.....

1. Звернення **Dear Sir/ Madam:** використовується, коли ім'я та прізвище адресата невідомі. Ви також можете використати фразу: **To whom it may concern.**
2. У першому абзаці ви повинні представити мету написання листа, а потім послідовно розвивати ідею у наступних абзацах. Послідовність заяви виграє від цього.
3. Щоб організувати своє висловлювання, використовуйте прислівники та словосполучення на кшталт: **Firstly, Secondly, To begin with, Moreover, What is more, Lastly.**
4. Лист можна завершити зворотом **I look forward to hearing from you** або **Please reply at your earliest convenience.**

## Sample question 2

*You see this announcement on an English-language website.*

### **Summer jobs for students**

A hotel in popular seaside resort on the British coast is looking for students interested in seasonal work during the summer. Several positions (a reception, maids, cleaners) offered. Previous experience an asset.

**Write your letter to the manager of the hotel asking for further details and expressing your suitability for the job.**

*Dear Sir / Madam,*

*I am writing in response to an advertisement that I saw on the Internet today. 1 I am a student at Warsaw University School of Tourism and during my summer vacation this year, I am looking to spend time widening my work experience. 2*

*I am now in my third year of studies and during previous summer holidays I have worked in various places in my local town, especially during the peak season. Thus, I have experience of a variety of jobs and duties, ranging from cleaning work in a hotel to reception desk work in a caravan park. 3 I will be travelling to Blackpool in mid-June and would be ready to begin work shortly thereafter. 4 I hope that we can organise an interview upon my arrival, and would like to ask you to send me some further details of the job beforehand –*

*including information such as: the period of work, salary, terms and conditions (for example, 5 days off, hours of work). I look forward to hearing from you soon.*

*Yours faithfully,*

.....

1. У першому абзаці необхідно написати, де ми дізналися про вакансію.
- 2, 3. Представтесь одним реченням у першому абзаці, а потім надайте більше інформації про себе у наступному.  
Лист є офіційним, його мова має бути якомога складнішою, а її граматичні структури – дещо вдосконаленішими.
4. Не використовуйте скорочення замість напр. писати: **for example**.

### **Sample question 3**

*You have received this message from your teacher who supervises the activities of your college English Conversation Club.*

*Belinda Marriott, A British Novelist Who Writes Crime Stories, Has Come To Live In Our Area. She Might Be Willing To Give A Talk To The English Club – Please Write To Her, Giving Her Some Information About The Club. Suggest At Least One Topic She Could Talk About, And Give Her A Choice Of Dates: 15th Or 22nd February, From 7 To 8 P.M. Also, Invite Her To Dinner Afterwards.*

### **Write your email to Belinda Marriott.**

*Dear Ms 1 Marriott, My name is Paul Westwood and I am a student at the George Washington College in Bristol. On behalf of our English Conversation Club 2, I would like to invite you to a meeting devoted to your work and achievements. The Club is a place where young people can come to discuss what they read. 3 We would be grateful if you could say something about your new novel.*

*4 Concerning the date of the meeting – the best for us would-be either the 5th or the 22nd of February. Could you please tell us which*

*of these two dates is best for-you? I should note here, as it may help you decide, that the duration of the talk ought to be one hour, between 7 and 8 pm.*

*In addition to the talk, we would like to invite you to dinner afterwards at the local arts centre restaurant.*

*It serves some wonderful Provencal cuisine and I am sure you will not be disappointed.*

*I very much look forward to receiving your answer to my questions and, I should add, to the talk itself.*

*Yours sincerely, 5 .....*

*(signature)*

1. На відміну від інших жіночих титулів (**Miss**-міс, **Mrs**-міс), **Ms** ввічлива форма, яка не враховує сімейний стан. З іншого боку, **Mr** – це форма, яку можна використовувати як перед холостяком, так і одруженим чоловіком.
2. Варто зазначити своє ім'я чи надати інформацію від імені кого ми звертаємось до адресата.
3. Коли ви пишете людині, яку не знаєте, представтесь та детально опишіть причину листа.
4. Зверніться до всіх пунктів команди.
5. Назвіть своє повне ім'я та прізвищем в кінці листа.

## LETTER OF COMPLAINT

**Useful phrases – complaint letter:**

**Presentation of the reasons for writing the letter:**

*I am writing to you regarding* a two-week holiday I purchased from your travel agency.

*I regret to have to inform you that* the hotel you recommend in your brochure is of a much lower standard than you suggest.

*The main problem was that* the staff did not speak English.

**Further arguments:**

*I have been waiting for your reply but, not being given any answer to my complaint,* I will have to seek legal action.

*To make matters worse,* I was not allowed to speak to the hotel manager.

*I would like you to consider* some kind of compensation.

### Sample question 1

You are a manager of the High Street Boutique. You have just received a consignment of storage racks and bins from your regular supplier in London. However, it is not what you expected – the goods delivered were a week late and not exactly what you requested. You ordered 20 adjustable storage racks and 50 twenty-litre bins for your stock room but you received 18 regular storage racks and 60 two-litre bins. You are surprised because your supplier has always been reliable with previous orders. Write a letter of complaint to the supplier.

*Dear Sir I Madam, I*

*2 I am writing with regard to the consignment that I have just received from you. It is with regret that I must inform you that not only was it a week late, but it also does not match my order.*

*3 I specifically requested 20 adjustable storage racks and 50 twenty-litre bins, but contrary to our arrangements, you sent me 18 regular storage racks and 60 two-litre bins. As a result, I have been left*

*in a very difficult situation as my boutique is changing the winter collection and I have no flexibility for arrangement in the stock room.*

*Your goods are of a very high standard and your company has always been good with previous orders so I trust that this is only an isolated incident. The incident has arisen, however, and **4** I expect to receive an explanation for this regrettable occurrence and an immediate replacement of my order. I hope that this matter will be dealt with as **soon as possible**, and look forward to hearing from you in the very near future.*

*Yours faithfully, **5**.....*

*(signature)*

1. Звертаємося до особи, ім'я якої нам невідоме, ми вживаємо **Dear Sir / Madam**.
2. У першому абзаці обґрунтуйте, чому ви пишете лист.
3. У другому абзаці опишіть ситуацію відповідно до вказівок, перелічивши всі моменти, які потребують роз'яснення.
4. Варто запропонувати вирішення проблеми та висловити свої очікування щодо адресата: тут щодо постачальника.
5. Коли ви пишете особі, чиє ім'я не вказано, закінчуйте лист зворотом **Yours faithfully**.

## **Sample question 2**

***You found the following advertisement in the local newspaper.***

*Restaurant Romantica is the best place to meet your friends and spend a nice evening in good company. The place is designed to ensure lots of privacy. Comfortable armchairs and quiet, soothing music in the background make the place perfect for those tired of the everyday rush outside. Discreet service is our first priority. Our menu is created by people who have worked for the best restaurants in the world. There is a great choice of vegetarian dishes. Come and enjoy yourself! Satisfaction guaranteed!*



**You invited a friend to the restaurant but the place did not meet your expectations and you were disappointed. Write a letter to Mrs Talker, the manager of the restaurant, and ask for some money back.**

*Dear Mrs Talker,*

*I am writing to you regarding an evening I spent in your restaurant with one of my friends. We chose your restaurant after seeing an advertisement in the local paper and decided that the place sounded right for us. Sadly, we were to be left disappointed.*

*1 The main problem was the atmosphere at your establishment. Your advert suggested we would find a place to relax in comfort, after a hard day at work. Instead we found ourselves sitting in a place that was practically empty, having to talk above the loud rock music.*

*2 The second problem was the food. Although this was not bad, there was something missing. Basically, the dishes consisted of vegetables and little else. Ordinarily, in vegetarian restaurants, customers would expect something more substantial, however well-cooked things are. 3*

*4 Having been left so dissatisfied, I would like you to consider some kind of compensation. I might suggest that you think about returning half of the cost of our bill to us (I have enclosed a copy of our receipt). I look forward to your quick reply.*

*Yours sincerely, 5 .....*

*(signature)*

1. У наступних абзацах ви повинні представити свою точку зору більш детально, у цьому випадку своє невдоволення та розчарування, включаючи обмін коментарями щодо рекомендації.
2. Варто використовувати сполучники, які організують висловлювання, напр. first of all, the second problem, **another thing I want to mention-is...**
3. Ви також можете звернутися до загальної думки, а не тільки до ситуації, описаної в листі.

4. Використовуйте офіційну мову (якщо це можливо). Варто використовувати «пасивний» стан, який досить часто використовується в офіційних документах.
5. Ми закінчуємо лист виразом, звертаючись до особи, ім'я якої відоме **Yours sincerely**.

## INFORMAL LETTER

### Useful phrases – informal letter

#### Top of sheet:

*Dear Jane,*

*Many thanks for your recent letter. It was really great to hear from you.*

*Thank you for your last letter.*

*Sorry I haven't written for so long, but it took me really long to think over all the aspects of your situation.*

*I thought I'd better write to let you know that I am planning to move to Milan.*

*Just a note to ask if you could come to my place tomorrow – I am throwing a party.*

*How's it going?*

*How are things down in Spain?*

#### End of letter:

*Love; Best wishes; Yours; Looking forward to hearing from you.*

*See you soon.*

*Write soon.*

*Many thanks again for everything.*

*Take care of yourself.*

*Mary sends her best wishes.*

*Give my love to Susan.*

### Sample question 1

*You have just come back from a holiday in Brunei and received an email from your hosts Alice and Bob. Write back to them.*

*From: Alice and Bob*

*Subject: your holiday*

*We hope you had a safe flight back home and you weren't disappointed with your stay with us – you left so early... Since you said you enjoyed our doughnuts so much, we're sending the recipe, as promised. Hope to see you some time in the future,*

*Love,  
Alice and Bob*

### **Write your email.**

*Dear Alice and Bob, 1*

*Just a short one to tell you we have made it home safe and sound. 2 We're missing you guys already. Our stay in Brunei didn't 3 disappoint us in any way. Everyone had a fantastic time and what we found there was precisely how we had imagined it in our heads. The accomodation was excellent, close to the beach and within walking distance of everything – the place was simply a joy. We wish we could have stayed longer.*

*Thank you for providing us with such wonderful accommodation and delicious food – your homemade doughnuts are the best we have ever had – thanks a million for the recipe! 4*

*We would like to repay for your hospitality by inviting you to visit us. You are welcome to visit us any time. Many thanks again for everything. Take care of yourself and your family.*

*Cheers, 5 .....*

*Liz and Jacr*

1. Ми розпочинаємо неофіційні листи такими словами, як **Dear, Hello, Hi ...** Під час звернення до адресата поставте кому.
2. У такому листі можна використовувати ідіоми, які збагачують мову та стиль мовлення.
3. У неофіційному тексті прийнятні такі скорочення, як **«we're, I've, it didn't»**.
4. У головній частині неофіційного листа дайте відповідь на всі рекомендаційні пункти.

5. Цей тип листів закінчується такими фразами, як: **Best wishes, All the best, Love, Yours, Cheers.**

### **Sample question 2**

*You have received this email from your English-speaking friend:*

*From: Leslie*

*Subject: children's party*

*Last time you wrote you mentioned helping out at a children's party in a hospital. What was it like? What did you particularly enjoy about the experience? I'd like to know because I'm thinking of organising something similar in my community.*

*Love, Leslie*

### **Write your email**

*Dear Leslie,*

*It's high time I dropped you a line. 1 It's already two weeks since the party took place and things are only just getting back to normal. 2*

*The party was held in the hospital grounds, and we managed to get all but two of the kids along – they had flu and were confined to bed. In the end, we had about thirty children, and the same number of relatives.*

*The food was good – the nurses rolled their sleeves up and prepared it themselves. My own contribution was to organise the sports events, along with the prizes for the winners. I'd decided not to have anything too energetic and went for some fun games for both the relatives and children – we had an egg and spoon race, a sock race, all of the old favourites. Everyone had a great time and for once we were lucky with the weather – there was no repeat of last year's thunderstorms!*

*If you ever get the chance to do the same, I suggest you grab it with both hands. You can do something useful and have a lot of fun in the process.*

*Yours,*

.....

1. Неформальні фрази, якими починаються неформальні листи, також містять питання, **напр.: How's it going?** Також варто вибачитися за тривале мовчання, наприклад, **Sorry I haven't written for so long...**
2. Прагнучи зробити лист максимально природним, варто вказати причину перерви у зверненні до адресата або звернутися до його останнього листа

## REPORT

### Useful phrases – report:

#### Present the purpose of the report:

*This is a short report to* recommend the best solution to the traffic problem in Warsaw.

*The purpose of this report is to* present the results of a survey conducted among Italian tourists who spent their holiday in Poland.

#### Data presentation, survey results:

*According to latest research,* almost 70% of students suffer from eyesight problems.

*The majority of people tend to* forget about unpleasant yet important events from the past.

*There seems to be a tendency to* buy more expensive but more reliable goods.

*The results of the survey illustrate* the increasing role of electronic media.

*Scientists claim that* many species living in the Arctic are highly endangered.

*There is reported to* be a decline in the number of applicants each year.

#### Presentation of advantages and disadvantages:

The gym is going to be turned into a swimming pool, *which has many advantages.*

*Despite the disadvantages of* living in big cities, many people can't imagine moving to the country.

#### Resume:

*One should be careful not to forget any of the essential parts of a report.*

*One should be aware that* rock-climbing is a dangerous sport.

### Sample question 1

*You are head boy at a comprehensive school in London. Your head teacher wants to modernise some of the recreation facilities in*

*your school with funds from local sponsors. However, after a rough estimate, it turns out that the school has resources for only one facility.*

*You have been asked to write a report for the head teacher. Your report should:*

*include information about the survey conducted among the students of the school,*

*recommend which facility should be modernised.*

**Write your report.**

**To:** The head teacher

**From:** A candidate

**Subject:** Which facility should be modernised?

**Date:** 22 May, 2015

### *INTRODUCTION 1*

*The purpose of this report 2 is to determine which school recreation facility should be modernised. The data included in this report was obtained 3 from a random sample of 400 students who responded to the survey on the 20th and 21st of May.*

### *FINDINGS 4*

*Out of 400 students surveyed, 3% wanted the badminton club modernised, 25% were interested in the cafeteria, 35% wished to have the swimming pool modernised, and 34% chose the gym. 5*

### *CONCLUSIONS 6*

*The results of the survey clearly show that aquatic sports are very popular among the students and working out in the gym is almost equally popular. Almost 70% of the surveyed students take part in either of these two activities. Although badminton is a great way to enjoy exercising together, only a minority wanted the badminton club modernised. About a quarter of the respondents chose the cafeteria.*



## RECOMMENDATIONS

*My general recommendation is that the school should modernise the swimming pool, but also consider modernising the gym in the future. 7*

1. Щоб весь звіт був розбірливим та прозорим, варто пам'ятати про заголовки. Вони не повинні передувати кожному абзацу, але вони забезпечують чіткий макет для всієї промови.
2. У вступі має бути зазначена мета, з якою було складено звіт.
3. Варто навести джерело даних, якими ми володіємо.
4. У наступному параграфі ми наводимо свої спостереження, тут – результати опитування.
5. Дані слід подавати об'єктивно, не висловлюючи думки, але уникаючи надто багато деталей.
6. Висновки є найважливішою частиною звіту. Вони повинні бути однозначними і зрозумілими.
7. Ви можете висловити свою думку в останньому абзаці.

### Sample question 2

*A group of Italians have decided to visit your city. The tour organiser and the group leader have written to you asking for information on an interesting district to visit. You have been asked to write a report for the group leader. Your report should: describe one district of your city, give reasons for your recommendation.*

### Write your report.

*This is a short report which recommends an interesting area of the city for the group of Italian students to see. 1*

*2 The district I have chosen is the Old Town in Warsaw. It is the heart of the city, reconstructed after the war, during which it was heavily damaged.*

*3 A tour of the Old Town usually begins at Castle Square. The Royal Castle was rebuilt in the seventies and now houses a wonderful museum. From there, it is a short walk to the Old Town Square. In the summer, you can rest a while with a coffee watching the tourists go by.*

*A little further on, you will pass through a gate in the walls and on into the New Town. It is also historic, despite its name. The New Town streets are abuzz at any time of the year because of the numerous bars and restaurants. The New Town also contains Warsaw's most pleasant square, quieter than the one in the Old Town, tree-lined and shaded in the summer.*

*4 In short, a tour of the Old Town offers much in the way of culture and entertainment, as well as numerous photo opportunities.*

1. Перший абзац повинен коротко обґрунтувати вибір і представити решту звіту.
2. Зверніть увагу, що стиль звіту є формальним.
3. За інструкціями опишіть вибраний район міста.
4. Підводячи підсумки, варто ще раз згадати переваги вашої ідеї (тут: переваги району, які ми рекомендуємо відвідати).

## REVIEW

### Sample question 1

**You see this announcement on an English-language website:**

#### **Reviews wanted**

*The best film you have seen*

*Have you seen any good films recently? Please tell us about it! What type of film is it? Where does it take place? What is it about? Who is the director and who are the actors? Why do you recommend this film?*

***The best reviews will be published in next month's magazine.***

### **Write your review.**

*I have 1 just got back from seeing "Sin City". It is like no other film I have ever seen. 2 It is awesome! It is an adaptation of Frank Miller's comics, directed by Robert Rodriguez with the presence of Quentin Tarantino as a guest director. Miller's comics are all done in a noir style and the film is a stunningly realised vision (or translation as Rodriguez prefers to say) of them. Its monochrome technique is what makes the movie stylish and artistic, and the sporadic bursts of colour set off 3 the shadowy nature of the story. The action takes place in a dangerous underworld where murder is the norm and sinister characters hold sway. 4*

*The film consists of three loosely related stories which involve some of the characters. It stars a host of superb actors such as Mickey Rourke, Jessica Alba, Elijah Wood, Benicio Del Toro and Bruce Willis. If you are a fan of Robert Rodriguez films, then I recommend 5 you go and see this one. "Sin City" really lives up to the hype.*

1. У всіх формах вираження, крім неофіційних літер, слід уникати скорочень, таких як **I've, he's ...**
2. Обґрунтуйте свій вибір.
3. Словник, пов'язаний з темою, та фразові дієслова чи фрази неформальної мови збагачують висловлювання.
4. Відповідаючи на вказівку, рекомендуйте фільм (або інший твір) тому, хто його ще не знає.

## ARTICLE

### Sample question 1

*You see the following announcement in an English-language magazine.*

### Articles wanted

*A really special holiday*

*Have you ever had a really special holiday? Where did you go? What did you do there? Write us an account of your holiday.*

*The best article will be published in the magazine.*

### Write your article.

*1 I have had a few special holidays, and the childhood ones are always the first to spring to mind 2, but if I were to choose the best, it would be my trip from Moscow to Peking on the Trans-Siberian Express two years ago.*

*3 We made two stops along the way. The first was at Irkutsk, where we spent three days exploring the town and nearby Lake Baikal. We spent one particularly memorable morning on the railway that gives the most amazing views.*

*The next stop along the way was Ulan Bator, where we experienced 4 a flavour of the nomadic ways of the locals 5, even managing to spend a night in one of their traditional yurts.*

*At the end of the trip, we rolled into Peking, and had the pleasure of visiting such sites as Tiananmen Square and the Imperial Palace, before flying home five days later.*

*6 About this holiday, I now know the thing which always defines how good holidays are – it was far too short. I would love to do it again, but, next time, spend four months making the journey instead of four weeks.*

1. Вступ – перша обов'язкова частина статті.
2. Варто використовувати ідіоми, фразові дієслова або скорочення, що збагачують та урізноманітнюють висловлювання.
3. Результати – друга обов'язкова частина статті.
4. Пам'ятайте про узгодженість часів.
5. Додатковою перевагою стане використання багатого словника, пов'язаного з темою виступу.
6. Висновок – третя обов'язкова частина статті.

## USEFUL PHRASES FOR BUSINESS CORRESPONDENCE IN ENGLISH

*З чого розпочати?* – Якщо ви пишете ділового листа чи ведете професійну переписку, потрібно розпочати листа з opening lines. У цих рядках ви можете зробити посилання на попереднє листування; сказати, як ви знайшли ім'я / адресу одержувача; пояснити чому ви пишете одержувачу листа. Наступні фрази стануть в нагоді [21]:

- **We are writing**
  - **to inform you that ...**  
– Повідомляємо вам, що...
  - **to confirm ...** – Пишемо, щоб підтвердити....
  - **to request ...** – Пишемо, щоб зробити запит щодо...
  - **to enquire about ...** – Пишемо, щоб дізнатися про...
- **I am contacting you for the following reason...** – Пишу до вас із наступної причини...
- **I recently read/heard about ..... and would like to know ....** – Нещодавно я читав / чув про ..... і хотів би знати ...
- **Having seen your advertisement in ..., I would like to ...** – Побачивши вашу рекламу в ..., я хотів би ...
- **I would be interested in (obtaining / receiving) ...** – Мені було б цікаво (отримати) ...
- **I received your address from ... and would like to ...** – Я отримав вашу адресу від ... і хотів би ...
- **Thank you for your letter of March 15.** – Дякую за ваш лист від 15 березня.
- **Thank you for contacting us.** – Дякуємо, що зв'язалися з нами.
- **In reply to your request, ...** – У відповідь на ваш запит ...
- **Thank you for your letter regarding ...** – Дякуємо за ваш лист стосовно ...
- **With reference to our telephone conversation yesterday...** – З посиланням на нашу телефонну розмову вчора ...

- **Further to our meeting last week ...** – На додаток до нашої зустрічі на минулому тижні ...
- **It was a pleasure meeting you in London last month.** – Було приємно зустрітися з вами в Лондоні минулого місяця.
- **I enjoyed having lunch with you last week in Tokyo.** – Я із задоволенням обідав з вами на минулому тижні в Токіо.
- **I would just like to confirm the main points we discussed on Tuesday.** – Я хотів би лише підтвердити основні моменти, які ми обговорювали у вівторок.

Якщо у вас пішло надзвичайно багато часу, щоб відповісти на попереднє листування, ви можете скористатися однією з таких фраз [21]:

- **I apologize for the delay in replying.** – Прошу вибачення за затримку з відповіддю. (більш офіційно)
- **I'm sorry for taking so long to get back to you.** – Вибачте, що зайняв стільки часу, щоб зв'язатися з вами. (менш офіційно).

*Як розповісти про добрі чи погані новини?* – Повідомляти хороші новини дуже просто, втім, на жаль, надсилати погані новини – зовсім ні. Як би ви не написали, все одно людина котра їх читатиме, не буде сильно радіти. Але є способи запобігти тому, щоб така ситуація переросла образу чи навіть у гнів та зіпсувала стосунки чи призвела до втрати клієнта [21].

Спочатку про хороше:

- **We are pleased to announce that .../ to inform you that...** – Ми раді повідомити, що ... / повідомити вас, що...
- **We have some good news for you. [News].** – У нас є хороші новини для вас.
- **It is my pleasure to let you know that [news].** – Я із задоволенням повідомляю вас, що...
- **I'm glad to tell you that...** – Я радий повідомити вам, що ...

- **I just wanted to let you know that...** – Я просто хотів повідомити вам, що ...
- **You will be pleased to learn that .../ to hear that...** – Вам буде приємно дізнатися, що ... / почути, що...

Яким має бути лист чи емейл із не надто приємними новинами? Перш за все, слід якомога швидше повідомити адресата про те, що сталося. Поясніть або вкажіть причину (причини), чому було прийнято таке рішення, або сталася така ситуація. Вибачіться. Надайте людині можливість обговорити з вами ситуацію. Залежно від ситуації та від того, чи ви винні, ви можете запропонувати якусь компенсацію, альтернативні чи можливі рішення для проблеми.

- **I regret to inform you that due to...** – З жалем повідомляю вам, що через...
- **As a result, you will not be able to...** – В результаті цього, ви більше не зможете ...
- **Unfortunately, [news]...** – На жаль, [новини] ...
- **In order to...** – Для того, щоб ...
- **As a way to recompense you for any trouble this has caused, we will...** – Як спосіб відшкодувати вам за будь-які проблеми, які це спричинило, ми ...
- **Have you thought about...** [suggest a solution]? – Чи замислювалися ви про ... [запропонувати рішення]?
- **Please accept my apologies for any inconvenience this may cause.** – Будь ласка, прийміть мої вибачення за будь-які незручності, до яких це може привести.
- **We regret to inform you that ...** – Ми з жалем повідомляємо, що ...
- **After careful consideration we have decided (not) to ...** – Після ретельного розгляду ми вирішили (не) ...
- **I'm afraid it would be impossible to [do something].** – Я боюся, що неможливо [щось зробити].
- **Due to [reason], it would be impossible to [do something].** – Через [причину] неможливо [щось зробити].



- **It's against company policy to [do something].** – Це суперечить політиці компанії [робити щось].
- **Despite my best efforts, it has proved to be impossible to...** – Незважаючи на мої зусилля, виявилось неможливим ...
- **I'm afraid I've got some bad news for you.** – Боюсь, у мене є для вас погані новини.
- **Unfortunately, I have to tell you that...** – На жаль, я повинен сказати вам, що ...
- **I'm afraid that we can't [do something].** – Я боюся, що ми не можемо [щось зробити].
- **It's out of my hands...** – Це від мене не залежить...
- **I'm going to have to focus all my attention on it.** – Мені доведеться зосередити на цьому всю свою увагу.
- **We apologize for [what you're apologizing for].** – Приносимо свої вибачення за [що ви вибачаєтеся].
- **I wish to apologize for...** (Verb-ing/noun) – Я хочу вибачитися за ...
- **I regret any inconvenience caused by...** – Я шкодую про незручності, спричинені ...
- **I apologize for the problems you've had.** – Прошу вибачення за проблеми, які ви мали.
- **Please accept my apologies.** – Прийміть мої вибачення.

*Як попросити про щось у листі?* – Буває, що нам потрібно написати листа і про щось у ньому попросити. Зазвичай ми робимо це перед тим, як закінчити текст листа. Доречними будуть наступні фрази [21]:

- **We would appreciate it if you would ...** – Ми були б вдячні, якби ви...
- **I would be grateful if you could ...** – Буду вдячний, якщо ви зможете ...
- **Could you please send me ...** – Чи не могли б ви надіслати мені ...
- **Could you possibly tell us / let us have ...** – Не могли б ви сказати нам / надати нам ...

- **In addition, I would like to receive ...** – Крім того, я хотів би отримати ...
- **It would be helpful if you could send us ...** – Було б добре, якщо б ви могли надіслати нам ...
- **I am interested in (obtaining / receiving) ...** – Я б хотів отримати...
- **I would appreciate your immediate attention to this matter.** – Я був би вдячний за вашу безпосередню увагу до цього питання.
- **Please let me know what action you propose to take.** – Будь ласка, дайте мені знати, які заходи ви пропонуєте вжити.

Іноді потрібно звернути особливу увагу на певний момент. Ви можете зробити це за допомогою таких фраз:

- **Please note that...** – Будь ласка, зверніть увагу, що...
- **I'd like to call your attention to...** – Я хотів би звернути вашу увагу на ...
- **I'd like to emphasize that...** – Я хотів би наголосити, що ...

*Як завершити листа?* – Зазвичай у заключних рядках ділового листа ми робимо посилання на майбутню подію; повторюємо вибачення та пропонуємо допомогу.

Якщо ви додаєте більше інформації до свого листа або електронного листа, ви можете повідомити одержувача [21]:

- **The information you requested is enclosed/attached.** – Інформація, яку ви просили додається.
- **Please find... enclosed/attached...** – Інформація, яку ви просили додається.
- **I've attached the [file] for your review.** – Я прикріпив [файл], щоб ви могли переглянути.
- **The attached [file] contains ...** – У вкладеному файлі ...
- **Could you please sign the attached form and send it back to us by [date]?** – Чи не могли б ви підписати вкладену форму і відправити її назад до нас [дата]?

Використовуємо “enclosed” для листів та “attached” для емейлів.

Якщо ж ми хочемо запропонувати свою допомогу:

- **Would you like us to ...?** – Чи хотіли б ви, щоб ми ...?
- **We would be happy to ...** – Ми були б раді ...
- **We are quite willing to ...** – Ми цілком готові ...
- **Our company would be pleased to ...** – Нашій компанії буде приємно ...

І, власне, всі інші фрази, які ми зазвичай пишемо в кінці листа:

- **If we can be of any further assistance, please let us know.** – Якщо ми можемо вам чимось допомогти будь ласка, повідомте нас про це.
- **For further details ...** – Для отримання додаткової інформації ...
- **If you require more information ...** – Якщо вам потрібна додаткова інформація ...
- **Thank you for taking this into consideration.** – Якщо вам потрібна додаткова інформація ...
- **We hope you are happy with this arrangement.** – Ми сподіваємось, Ви задоволені цією домовленістю.
- **We look forward to a successful working relationship in the future.** – Ми сподіваємось на успішні робочі відносини в майбутньому.
- **We would be (very) pleased to do business with your company.** – Ми були б (дуже) раді мати справу із вашою компанією.
- **I would be happy to have an opportunity to work with your firm.** – Я був би радий мати можливість співпрацювати з Вашою фірмою.
- **I look forward to seeing you next week.** – Я з нетерпінням чекаю зустрічі з вами на наступному тижні.
- **I would appreciate your reply.** – Буду вдячний за вашу відповідь.
- **I look forward to doing business with you in the future.** – З нетерпінням чекаю співпраці з вами у майбутньому.
- **I enjoyed working with you and look forward to...** – Мені сподобалось працювати з вами і сподіваюся на ...

- **Thank you once more for your help in this matter.** – Ще раз дякую за вашу допомогу в цьому питанні.
- **If you require any further information, please let me know.** – Якщо вам потрібна додаткова інформація, будь ласка, повідомте мене про це.
- **Looking forward to hearing from you.** – З нетерпінням чекаємо від вас новин.
- **Let me know if you need any help.** – Повідомте мене, якщо вам потрібна допомога.
- **If I can help in any way, please do not hesitate to contact me.** – Якщо я можу якось допомогти, будь ласка, не соромтеся зв'язуватися зі мною.
- **If there's anything I can do to help you, just drop me a line.** – Якщо я чим-небудь можу вам допомогти, просто напишіть мені.
- **Do not hesitate to contact us again at [telephone number/email address] if there's anything we can help you with.** – Не соромтеся зв'язатися з нами ще раз за номером телефону / email, якщо ми можемо вам чимсь допомогти.
- **Thank you for your help.** – Дякуємо за вашу допомогу.
- **I'd love to hear your feedback.** – Я хотів би почути ваш відгук.
- **Hope to hear from you soon.** – Сподіваємось почути Вас найближчим часом.
- **Thank you for your patience/time/cooperation.** – Дякуємо за терпіння / час / співпрацю.
- **Please let me know what you think.** – Будь ласка, дайте мені знати, що ви думаєте.
- **Thank you for taking your time.** – Дякую за ваш час.

*[<https://cambridge.ua/uk/blog/useful-phrases-for-business-correspondence-in-e>]*

## ADVERTISEMENT. INVITATION

**An announcement** is a document that provides the necessary information, addressed to a certain circle of interested persons.

According to the content, the announcements are divided into two types:

- announcement of the upcoming event;
- announcement about the need for services or the possibility of their provision.

*An announcement* about an upcoming event has the following details:

1. The name of the type of document
2. Text containing:
  - the date
  - place
  - the organizer
  - content (agenda) of the event
  - a circle of people who are invited to the event
  - entry conditions (paid or free)
3. Signature (name of the institution or collegial body, full name, position of the person, which gives an announcement) – if necessary.

*An announcement* about the need for services or the possibility of their provision must the following details:

1. The name of the type of document
2. Title
3. Text
4. Address or phone number of the author of the announcement

Often in the announcements of this type in place of the name of the document ("Ads") are placed (to save space, brevity and information saturation) the title, the function of which it performs keyword or phrase from the text: "For sale", "For hire",

"Work abroad", "Needed", etc. Address scope defines the author of the ad (mail, telefax, phone, Viber, route passage).

The text of both types of ads can vary in length: from maximally compressed to expanded which approaches avenue Modern economic relations create prerequisites the fact that often ads are close to advertising in style I will explain

***SAMPLE (Announcement of an upcoming event):***

**Advertisement**

Attention teachers! April 15, 2020 at 4 p.m. in the assembly hall college, a meeting of the Pedagogical Council of OKZ "LVKM" will be held.

On the agenda:

1. Results of students' final certification.

2. Various

Attendance is mandatory.

Administration of OKZ "LVKM"

***SAMPLE (Announcement about the need for services or the possibility of their provision):***

**Advertisement**

I will sell a 2-room apartment on the 5th floor of a 9-story building house in the city center. The apartment is spacious, bright, dry. The price is 12,000 dollars

Contact by phone 22726. Andriy

**An invitation** is a document addressed to a specific person and contains offers to participate in an event or activity.

In terms of content and form, the invitation is similar to a business letter and announcement of an upcoming event;

Details:

1. The name of the type of document

2. Appeal to the addressee

3. Text containing:

– date and time of the event

– place

- agenda, topics
- the names of the speakers on each issue
- surname and phone number of the responsible person
- travel route

4. Signature

5. Stamp (if necessary)

The invitation is signed by the head of the collegial body or head of the institution. The scope of the invitation may vary. If respected, higher-ranking persons, in the text, are invited formulas of politeness and thanks for attention are used.

**SAMPLE:**

**Invitation**

Dear Oksana Ivanovna Telizhenka!

We invite you to the premiere of a full-length historical film "Ukrainians. Faith", which will take place on May 12, 2020 in the Red Hall House of Cinematographers (6 Saksaganskogo St.).

It starts at 19:00. Your row is 7, place 25.

"Chetver" LLC

**Job search/vacancy announcement. Qualification requirements.**

<b>apply for (a job)</b>	подавати заяву на (працевлаштування)
<b>accomplish</b>	завершувати
<b>achievement</b>	досягнення
<b>available</b>	наявний, доступний
<b>be fired/ be dismissed</b>	бути звільненим
<b>be promoted</b>	отримати підвищення (на посаді)
<b>be satisfied with</b>	бути задоволеним
<b>career prospects</b>	перспектива кар'єрного зростання
<b>challenge</b>	виклик
<b>creative</b>	творчий
<b>common goal</b>	спільна мета
<b>covering letter</b>	супровідний лист

<b>CV (curriculum vitae)</b>	резюме
<b>deadline</b>	крайній термін
<b>degree</b>	(науковий) ступінь
<b>decisive</b>	рішучий
<b>do/work overtime</b>	працювати надурочно
<b>earn</b>	заробляти
<b>employ = hire</b>	наймати, працевлаштовувати
<b>employee</b>	працівник
<b>employer</b>	роботодавець
<b>establish relations</b>	встановити стосунки
<b>executive</b>	керівник, адміністратор
<b>experience</b>	досвід; стаж роботи
<b>flexible hours</b>	гнучкий графік
<b>full-time job</b>	робота на повний робочий день
<b>gap year</b>	«рік відпочинку» (після закінчення школи і перед вступом до ВНЗ)
<b>hazardous</b>	небезпечний
<b>hire</b>	наймати, працевлаштовувати
<b>impatient</b>	неспокійний, дратівливий
<b>interview</b>	співбесіда
<b>job</b>	професія, робота
<b>job advertisements = want ads</b>	Оголошення про прийом на роботу
<b>job search</b>	пошук роботи
<b>night shift</b>	нічна зміна
<b>occupation</b>	професія
<b>opportunity</b>	можливість
<b>part-time job</b>	робота неповний робочий день
<b>permanent</b>	постійний
<b>probationary period</b>	випробувальний термін
<b>quality</b>	якість
<b>recruitment</b>	набір персоналу, кадрів
<b>reference(s)</b>	рекомендації
<b>respect</b>	поважати



<b>resign</b>	піти у відставку
<b>resolution</b>	вирішення
<b>repetitive</b>	повторюваний, нудний
<b>require</b>	потребувати
<b>required and preferred qualifications</b>	обов'язкові та бажані вимоги до кваліфікації
<b>retire</b>	піти на пенсію
<b>rewarding</b>	той, що передбачає винагороду
<b>salary</b>	зарплатня (за місяць)
<b>set up (a company)</b>	засновувати (компанію)
<b>skills</b>	уміння, навички
<b>staff</b>	штат працівників
<b>stressful</b>	напружений
<b>strengths</b>	сильні сторони
<b>survey = poll</b>	опитування
<b>temporary</b>	тимчасовий
<b>trade</b>	ремесло
<b>unemployed</b>	безробітний
<b>wage(s)</b>	зарплатня (погодинна)
<b>weaknesses</b>	слабкі сторони
<b>well-paid</b>	добре оплачуваний
<b>work</b>	робота

### **The Kind of Job You Want**

The first step in a *successful* search for a job is to decide on the kind of job you want and the kind you are qualified for. This means that first you should answer the questions "What can I do well?" and "What do I really want to do?"

Begin by thinking about the work you can do. Include work you have been trained to do, work you have actually done, and work you enjoy doing. Therefore, you have to answer some questions:

- Do you like to work with your hands?
- Do you like to work outdoors?
- Do you like to work with others?

Next, talk to as many people as possible about your *job interests and concerns*. Talk to your friends, neighbours, and your family or relatives. These contacts may help you to get more information about different jobs; to form a "*network*" of people interested in helping you; to find people who work (or who know people who work) in the area of your interest; each discussion will give you *additional practice* in expressing yourself.

Now when you know the kind of job you want, the next question to answer is "Where can I find that job?".

People use many *methods* of finding a job. They answer *job advertisements (want ads)*, or apply directly to employers. Of course, some methods are better than others are.

"Want ads" are job advertisements you can find in the classified advertising section of newspapers, professional or *trade journals*.

You should read the "want ads" at least for two reasons:

- to learn more general information about jobs *available*;
- to learn specific information about a particular job that is of interest to you.

The ad may tell you about the *education* and *work experience* required for the job, the location of the job, the *working hours*, and the *pay*. It also tells you how *to apply for* that particular *job*.

Some "want ads" say that certain qualifications are required, while other qualifications are preferred or hoped for. The employer will try to find someone who has all of the *required and preferred qualifications*. However, no one has all the qualifications that the employer *requires* and *prefers*, he may *hire* someone who has only some of those qualifications. It is usually best to apply only for jobs for which you have at least all the required qualifications. However, this is not always true.

Not all "want ads" are easy to read. The longer a "want ad" is, the more money it costs to print. In order to save money, employers leave unnecessary words out of the advertisement. They also use *abbreviations*.

There are many good reasons for using the "want ads" in your *job search*.

The following suggestions will help you use "want ads" *effectively*:

- Remember that "want ads" are only one of the methods you may use. Save time to use other methods.
- Reading all the "want ads" you will learn useful general information.
- Avoid ads that make unrealistic *offers*.
- Analyse ads that are of interest to you.
- *Determine* your qualifications for that job.
- Act quickly, effectively and stay cheerful!

[<https://msn.khnu.km.ua> › *mod* › *resource* › *view*]

### **Are you happy with your work-life balance?**

Although majority of people say that they work – for the money, salary isn't actually the only thing that they think about. Recently, research has shown that people consider many different factors to be of importance when they make their career choice. A worldwide survey of students showed that after graduation they would be looking for jobs that allowed them to balance their personal lives with their work lives, so it's not always a full-time job. They are ambitious and optimistic about their prospects, and look at their working future in a different way to their parents.

For example, **Yoshi**, a shop assistant from Japan, says: I am happy with my life because I've chosen a lifestyle that gives me quite a lot of free time as I have a part-time job. But my father, on the other hand, works more than 70 hours a week for a car company. Sometimes he has to work night shifts, which I think is madness. Lots of Japanese people do overtime. There's an expression in Japanese, *karoshi*, which means dying because you work too hard. A lot of people in Japan get ill or die because they work too. I think my generation is different. We don't want our lives to be ruled by work. I work a few hours a day and that gives me enough money to live. I spend the rest of my time seeing my friends and playing baseball.

It's not just the younger generation who think like this either. There has been an increase in the number of middle-aged employees who are moving away from highly-paid executive positions into less stressful jobs.

**Dan**, a project manager for a software company in the USA, says: I'm not satisfied with my work-life balance at all. I work overtime – at least 50 or 60 hours a week so I don't have any time for myself or to see my children. I communicate with my wife by leaving messages on the fridge. We almost don't see each other because we work different hours and I never have time to see my friends or keep fit. Also, I eat very badly because I have only 10 minutes for lunch. It's not enough for me to have a proper meal. I earn a lot of money but I don't have enough time for my private life. Is it worth it?

[Adapted from English File]

"Want ads" are job advertisements you can find in the classified advertising section of newspapers, professional or *trade journals*.

You should read the "want ads" at least for two reasons:

- to learn more general information about jobs *available*;
- to learn specific information about a particular job that is of interest to you.

The ad may tell you about the *education* and *work experience* required for the job, the location of the job, the *working hours*, and the *pay*. It also tells you how *to apply for* that particular *job*.

Some "want ads" say that certain qualifications are required, while other qualifications are preferred or hoped for. The employer will try to find someone who has all of the *required and preferred qualifications*. However, no one has all the qualifications that the employer *requires and prefers*, he may *hire* someone who has only some of those qualifications. It is usually best to apply only for jobs for which you have at least all the required qualifications. However, this is not always true.

Not all "want ads" are easy to read. The longer a "want ad" is, the more money it costs to print. In order to save money, employers leave

unnecessary words out of the advertisement. They also use *abbreviations*.

There are many good reasons for using the "want ads" in your *job search*.

The following suggestions will help you use "want ads" *effectively*:

- Remember that "want ads" are only one of the methods you may use. Save time to use other methods.

- Reading all the "want ads" you will learn useful general information.

- Avoid ads that make unrealistic *offers*.
- Analyse ads that are of interest to you.
- *Determine* your qualifications for that job.
- Act quickly, effectively and stay cheerful!

*[<https://msn.khnu.km.ua> > mod > resource > view]*

### **Working abroad (1)**

According to the latest statistics, young men and women from the UK are leaving their country in large numbers because they want to work abroad. As many as one million of them have left Britain in the last 10 years. In the past, most of them headed for English-speaking countries like Australia and America. Now, things have changed and more of them are working in the European Union. Thanks to new work regulations it is much easier now to work in any country within the EU. But is the idea of mobile European workers fact or fiction and what is it like to work in another country?

In order to find answers to these questions, the Guardian newspaper recently interviewed British workers in European countries. Their survey showed that if you have a marketable skill and can speak the language of the country you will have no problem finding work. Let's take the following examples:

*Peter Tate, 44*, moved to France in 1991. He had studied lighting design in England and had worked for eleven years in theatres around the country. But he wanted a different lifestyle and certainly didn't expect to get a job in his field immediately. He did a number of different

jobs until he was finally hired by Disneyland Paris in 1992. First he worked there as a lighting technician, then he eventually got a job in design. After all his experience, he says that you have to be realistic about finding exactly the kind of job you want abroad.

He admits that his poor level of French was a big problem. He did a three- month language course before he moved to France permanently, but this still was not enough. He says that if you want to get a good job in another country, you have to be able to speak the language well.

*Jonathan Palmer, 40*, is a graphic designer. He moved to Germany four years ago and set up his own company. He says that Germany is a good place to work in advertising because the Germans think the British are very creative. He didn't speak German when he first arrived in the country, but being a languages graduate, he learnt it quickly. He said that he couldn't compete with other companies without a good knowledge of German. Another problem he had there was getting used to new traffic rules as in Britain you have to drive on your left while in other countries of Europe you have to do it on the right.

*[from Upstream]*

## **Working abroad (2)**

According to Eurostat, around 1 million citizens of EU countries are now living and working in Britain – but there are also around 1 million Britons living and working in the rest of the EU. Until recently British chose English speaking countries like the USA or Australia as their destination. Now due to new work regulations it is much easier to work in any country within the EU. Some of the most popular destinations are France, Portugal, Spain, Sweden and Denmark. But is the idea of mobile European workers fact or fiction and what is it like to work in another country?

Finding work abroad can be very challenging. Getting used to a new way of life, new people and a new culture takes time and effort. Also you will have new places to visit and maybe a new language to learn. Anyway, moving to a new country can open up career opportunities that you may not have thought of.

*Alexander Thompson, 27*, said 'au revoir' to the UK and moved to France. He had studied engineering in Bristol and worked in various companies around England. But he wasn't satisfied with work conditions and didn't see any career prospects. Also he wanted a different lifestyle. Peter didn't expect to get a job in his field immediately. He did a number of different jobs until he was finally hired by Renault. First he worked there as a technician, then after two years of hard work he got promoted. After all his experience, he says that his poor level of French was a big problem at first. He did a two-month language course before he moved to France, but this still was not enough for his profession. He says that if you want to get a good job in another country, you have to be able to speak the language really well. *Terry Wilson, 43*, is a graphic designer from Scotland. Seven years ago he went to Switzerland but then he moved to Germany and set up his own advertising company in Munich\*. Now he employs more than 20 people. He says that Germany is a good place to work in advertising because the Germans think the British are very creative. He could speak German well before he arrived in the country. He said that he couldn't compete with other companies without a good knowledge of German. Another problem he had there was getting used to new traffic rules as in Britain you have to drive on your left while in other countries of Europe you have to do it on the right.

[<https://msn.khnu.km.ua> › mod › resource › view]

## **You and your CV**

Information is everything in the modern world: the Internet has changed a lot of things for job-seekers as well as for employers. New trends show that more and more companies are advertising for positions online. Also now they require online job applications, instead of traditional paper CVs. This information normally goes into the company's database. Employers then search their databases for keywords that fit the skills and experience needed for the job. This method is attractive to employers because it reduces the time spent reading applications from candidates.

For multinational companies like Procter & Gamble, online job applications are the norm. When applying for a position in P&G people are also asked to do a questionnaire. This helps the company make an informed decision on whether your skills meet the requirements of the position you have applied for. The candidate who successfully completes the online application and questionnaire may then have to do problem-solving tests. Only after completing these steps the job-hunter is invited for a telephone or face to face interview.

Some companies are using video CVs. It is a one-minute video presentation of candidates looking for a position. In several minutes video CV makes easy for recruiters to validate the candidate's language skills, their motivation to work in a specific field, and also to get a good sample of their personality and professionalism.

But what are the rules for applying online? As Rick Bacon (CEO of iProfile) says people should put their achievements on their CVs and not just job titles. These could be things like – developed a new product or its design, – helped the company increase profits, – reduced costs, – developed a new piece of software and so on. This can also include voluntary work and other non-work related achievements, such as running in a marathon. Employers do look for more than the ability to write a software code or upgrading a factory's machinery. They want well-rounded people. Other achievements could be things like successful PowerPoint presentations or interview techniques, or learning negotiating skills. Lots of those things people get through training at work or outside work from training companies. And these are often the things that employers are looking for. Employers have in mind a very specific type of person who will fit their culture and also fit the needs of the job they're looking to fill.

One should also keep in mind that there's a lot of information them online in blogs, social networks or personal web-pages. That is why employees often google the Internet looking for names of possible workers. That is why one has to be careful when putting information about himself or herself online.

*[Adapted from Business Spotlight]*



## 10 TOP PRESTIGIOUS JOBS IN THE US

The Harris Poll is one of the oldest and most popular poll agencies in the world. For almost 50 years it has analyzed every aspect of American life. Since 1977 it has been asking Americans about how prestigious they find various jobs.

Clearly, everyone has their own definition of prestige. But how do Americans define prestigious work? A quick glance at the latest poll results suggests that it requires a high level of education or a high level of public service.

According to the poll, for 88 per cent of respondents doctors have ‘a great deal of’ prestige. As Niall McCarthy from Statista says "Doctor is number 1 in the US due to financial aspects, as well as social reasons. They are intelligent, high-earning professionals who help other people a lot. In many situations they are seen as heroes". Other prestigious jobs among the top 10 include military officer, firefighter, police officer, and nurse.

As we can see not many Americans associate prestige with fame or big money — actors (55%), politician (52%), bankers (38%) and real estate agents (27%) are very low on this list. It’s interesting but if we ask parents which jobs they would encourage their children to choose, the figures are a bit different. In this case, engineers top the list (93%) with doctors, scientists, nurses and architects coming next. Many parents would also encourage their children to become teachers (81%), accountants (78%), firefighters (77%), business executives (74%), lawyers (69%), and military officers (65%). It seems that ‘most prestigious’ is not always exactly the same as ‘most employable’.

*[<https://msn.khnu.km.ua> › mod › resource › view]*

### **Task 1. Discuss the following questions**

1. What is the first step in a successful search for a job?
2. What questions must you ask yourself when beginning to search for a job?

3. What methods of finding a job do you know?
4. Why should you read the want ads?
5. What information can you find in a want ad?
6. Why isn't it easy to read ads?
7. What suggestions will help you to use want ads effectively?
8. Do you have any work experience? What were you doing? Did you like it?
9. Have you ever thought of working abroad?
10. Why do people sometimes go to work abroad?
11. How the following skills are important when looking for employment abroad: – language; – driving; – managerial; – social?

**Task 2. Match the words to their definitions:**

- |                     |                                                                                    |
|---------------------|------------------------------------------------------------------------------------|
| 1. executive        | a) to leave your job because you want to go                                        |
| 2. to resign        | b) a form person fills in when he/she wants to get job or a place in a university  |
| 3. to retire        | c) a group of people who represent workers and protect their rights                |
| 4. staff            | d) payment for work or services made to workmen on a daily, hourly or weekly basis |
| 5. trade union      | e) a person who is hired to work for a company in return for payment               |
| 6. application form | f) all people who work in a company                                                |
| 7. employer         | g) a fixed monthly payment for professional or office work                         |
| 8. employee         | h) a person who is responsible for running a company                               |
| 9. salary           | i) to leave your job because of your age e.g. 65                                   |
| 10. wage(s)         | j) a person or a company that hires people and pays money for their work           |

- |                 |                                                                             |
|-----------------|-----------------------------------------------------------------------------|
| 1) achievement  | a) dislike having to wait                                                   |
| 2) weakness     | b) a person who likes being with other people                               |
| 3) reference(s) | c) an aim or objective shared with other people                             |
| 4) sociable     | d) something good that you have managed to do                               |
| 5) decisive     | e) deficiency in person's character                                         |
| 6) common goal  | f) good at making decisions quickly                                         |
| 7) impatient    | g) testimonial of person's character                                        |
| 8) degree       | h) something that has been done by hard work and brought positive effect(s) |
| 9) achievement  | i) positive aspects of person's character                                   |
| 10) strengths   | j) academic qualification given by University after graduating              |

**Task 3. Who would you contact in the situation given below? Match the situations in the left column with the name of the job in the right column:**

- |                                                              |                         |
|--------------------------------------------------------------|-------------------------|
| a. a filling has come out of one of your teeth               | a) a driving instructor |
| b. you need to have your hair cut                            | b) a lawyer             |
| c. you need a legal advice                                   | c) a dentist            |
| d. your house is on fire                                     | d) a psychologist       |
| e. you want to learn to drive                                | e) a fireman            |
| f. all the lights in your house have gone out                | f) a barber/hairdresser |
| g. in the shop you want advice on what sort of coffee to buy | g) a shop assistant     |
| h. you don't get on with your parents                        | h) an accountant        |
| i. you have decided to sell your house                       | i) an electrician       |

**Task 4. Read about Samantha’s gap year and fill in the gaps with the correct form of a verb.**

### SAMANTHA’S GAP YEAR

When I left school in June, I ... (not know) what kind of lifestyle I wanted. In September I ... (start) an engineering course in Nottingham University. After a month at University I realised I ... (choose) the wrong course. I decided to take a gap-year and spend the next 10 months ... (get) work experience and ... (save) money.

So instead of ... (travel) abroad I began looking for a job. I ... (send) my CVs and had several interviews. I did some temporary jobs. But I ... (can not) find one I liked. Finally I ... (apply) for a local newspaper. In search of news I visited areas of London, my home town, I ... (not see) before.

Spending several months working ... (help) me understand what I’d like to do in the future – now I’m keen to work as a journalist. This year I ... (go) to University and specialize in journalism. Instead of feeling anxious and unprepared like last year, I can’t wait ... (get) there and start a new phase in my life.

**Task 5.**

**a) Some people are talking about their jobs. Decide whether the adjectives they use are positive or negative.**

Boring, challenging, demanding, enjoyable, hazardous, repetitive, creative, secure, rewarding, routine, satisfying, stimulating, tiring, stressful.

Positive	Negative
<i>enjoyable</i>	<i>boring</i>


**b) Add your own adjectives to the table to describe jobs.**


## READING

Read the texts below. Match choices (A–H) to (17–21). There are three choices you do not need to use. Write your answers on the separate answer sheet.

### THE HISTORY OF ICE CREAM

You might think ice cream is a modern kind of food, but actually, ice cream was probably first eaten in China over 2000 years ago. It was made from a mixture of rice and milk, and was frozen using snow. In Europe around 2000 years ago, Roman leaders also enjoyed a type of frozen dessert. **17** ..... It wasn't true ice cream, though, as it had no milk or cream in it. Italian explorer Marco Polo spent a lot of time in China during the late thirteenth century. People believe that he saw ice cream being made while he was on his travels there.

**18** ..... This was the first time true ice cream was made in Europe. Perhaps this is why Italians are considered the European masters of ice-cream making: they have had more time than other countries to practise the recipe! In the seventeenth century, King Charles I of England was introduced to the pleasures of ice cream by his new French chef. He was so amazed by its beautiful taste that he immediately offered the chef £500 a year (worth around £100 000 in today's money!). This wasn't just for him to make Charles lots more ice cream.

**19** ..... No one knows if he ever told anyone! Ice cream cones are a popular way to serve ice cream. They're a convenient way to hold ice cream while you eat it and there's no waste at all because you eat the container along with the ice cream.

**20** ..... It's believed they were invented in 1904 in the USA. Ice cream very quickly became even more popular in the middle of the twentieth century. At this time, the first electric freezers became available to the public

**21** ..... They also allowed greater access to ice cream to those living in climates.

- A. It was so he kept the recipe a secret too.
- B. Although they found there was already plenty available across Europe.
- C. The simple recipe for it contained only snow and fruit.
- D. Owning one meant you could then keep ice cream at home.
- E. As it was so cold, there was no need to have a fridge to keep it in.
- F. They're therefore environmentally friendly as well as tasty.
- G. These were usually served to him in a small bowl of some sort.
- H. He then brought the recipe for it back home when he returned.

### **THE TOMATINA FESTIVAL**

The Tomatina Festival takes place every August in the small Spanish town of Bunol. It has been described as the world's biggest food fight, as the most famous part of the celebrations involve 20 000 people throwing tomatoes at each other! No one is totally sure how the festival began, but it seems to have started in the 1940s. One story tells how some teenage friends started throwing old tomatoes at one another for fun.

(17) ..... Another describes how the crowd at a more traditional festival was so bored by the entertainment, they started throwing tomatoes at the entertainers and then at each other! Whatever the truth is, the event was repeated the following year and its popularity has grown ever since. On the day of the festival, several large lorries, loaded with over 100 000 kg of soft, ripe tomatoes, appear in the town square. Everyone helps themselves or is given lots of the tomatoes, and once a special signal is given, the tomato fight begins.

(18) ..... After another signal, everyone stops throwing the fruit and the clean up begins. At one time, over 40 000 people attended the festival (Bunol's population is only around 9000!) but this was felt to be too many, so the organisers decided to introduce a limit. This was set at a maximum of 20 000 people per year. (19) ..... Without this, you will not be allowed to take part. The organisers give lots of advice to anyone who is involved in the festival's tomato fight. They suggest that festival-goers only wear things that they are happy to throw away

afterwards. (20) ..... Other advice is to avoid bringing a camera. as unless it is a special waterproof one, it is almost certain to get damaged. People are also asked to make sure that the tomatoes are as soft as possible before they throw them. (21) ..... But above all, the organisers just want visitors to the Tomatina festival to have fun!

- A. They will certainly never be the same colour again!
- B. That is why they also began throwing the fruit at everyone.
- C. It generally lasts for about one hour.
- D. This will hopefully stop them from injuring anyone.
- E. There were as many as 50 000 visitors that year.
- F. This seemed so enjoyable that other people joined in.
- G. For this reason, the organisers stopped people bringing glass bottles
- H. So these days, you actually need a ticket to attend.

### **THE TEENAGE BUSINESSWOMAN**

Tiffany Patterson has run her own beauty business since she was only fifteen years old. She has recently employed two members of staff to help her out, so her business is growing fast. It was quite strange interviewing people for the jobs,' explains Tiffany. (17) ..... Despite this, Tiffany says her new employees treat her with a lot of respect. Tiffany learnt to put make-up on others in her early teenage years, by helping out at her aunt's beauty business. She'd already set up her own business by the time she began a part-time beauty course at college, aged sixteen. 'I'd have beauty classes in the morning then would do make-up for family and friends in the afternoon,' says Tiffany. (18) ..... Everyone liked what Tiffany did and she was soon earning a reasonable amount of money for a sixteen-year-old. What's even more amazing is that Tiffany finds reading and writing very hard. 'I have something called dyslexia. Lots of people have this, but it makes reading and writing a real challenge,' explains Tiffany. (19) ..... The help she received enabled her to pass the course easily and now she works at her business full time. I got a place on the high street of my town about six



months ago,' says Tiffany. **(20)** ..... So that's when she decided to employ two other staff. This has allowed her to offer many more services to her customers: 'They can both do things that I never learnt at college,' explains Tiffany, 'so we make a great team!' As for the future, Tiffany has big plans. 'I'd like to sell a wider range of beauty products and open places in other towns and cities too,' says Tiffany. **(21)** ..... Looking at how well Tiffany has done so far, it's sure to be a great success.

- A. 'I was soon so busy that I couldn't do everything myself.'
- B. 'They've already been extremely helpful.'
- C. 'So I was trying things I'd learnt at college later the same day.'
- D. 'I'm really looking forward to it starting soon.'
- E. 'Having a chain like this would greatly increase what I could earn.'
- F. 'They were all so much older than me and had much more experience.'
- G. 'It was because of these difficulties that I had to give up.'
- H. 'But the college provided lots of extra support with this difficulty.'

### **OLD PHOTOS FOUND IN A SUITCASE**

James Trenchard was twelve years old when he and his family moved house. The family's new home was a large house in London built in the 1800s. It had more space than they needed, including a spare bedroom. **(17)** ..... The family didn't try to move it and they just filled the room with boxes of things they didn't have time to unpack. After a few months, James went into the spare bedroom, looking for some of his old school books that were still in the boxes. **(18)** ..... He pushed and pulled at the door without success. It seemed to be stuck, so James decided to make a bit more effort. **(19)** ..... Inside was a large leather suitcase covered in dust. James lifted it out of the wardrobe. It was very heavy and James was immediately curious about the contents. He got his dad to help him break the lock on the suitcase. **(20)** ..... That was because inside there were hundreds and

hundreds of amazing black and white photos, all of London in the 1930s. They showed people sitting on the roofs of buses, policemen in the middle of busy streets directing traffic, and even circus elephants walking along a road. None of these were places in London that James recognised. (21) ..... They didn't know what to do, so, after some discussion, father and son took the suitcase and its contents to a museum. The photos were looked at by staff there, who said this was one of the most important collections of photographs ever found. They are now appearing in an exhibition.

- A. They weren't familiar to his dad either.
- B. So he went downstairs and gave this key to his parents.
- C. While searching for these, he wondered what was in the old wardrobe.
- D. So they asked several experts what they should do.
- E. He tried one last time, and suddenly it flew open.
- F. This contained an ancient wardrobe left behind by the previous owner.
- G. When they finally got it open, they couldn't believe their eyes.
- H. They selected the best one hundred photos for public display.

**Read the text below. For questions (22–26) choose the correct answer (A, B, C or D)**

**Write your answers on the separate answer sheet.**

**THE TEENAGE FURNITURE DESIGNER**  
**15-year-old Daniella Hudson recently took part**  
**in her first design show**

Daniella Hudson grew up in a very creative family. 'Mum and dad made all our furniture,' she says. Not because we couldn't afford it: they just preferred making stuff to buying it. So visits to city furniture shops nearby just weren't part of my childhood.' When Daniella visited a design exhibition with her class at the age of ten, she realised she wanted to follow her parents' example. 'There were so many different styles of

tables and chairs there!’ she says. Since that day, she’s been making furniture. ‘I’ve learnt by giving mum and dad a hand, and through watching videos on the internet.’

Her first piece was a table, made soon after visiting the exhibition, and similar to one she’d seen there. ‘They had furniture from the last hundred years, and I copied a 1920s design,’ comments Daniella. ‘Unfortunately, no one has wanted tables like that for years. I was pleased with the quality of my work, though. I’ve painted it recently because the wood I chose originally was too dark.’

Daniella started selling her furniture at a local market. ‘I spend most of my free time inside so this gave me the chance to get some fresh air and find out what people thought about my designs.’ Judging by how many items Daniella sold, they thought it was pretty good. ‘Eventually, I had to give up,’ says Daniella. ‘I’d also started an internet business, which was doing so well it was taking up every spare minute I had. The market closed down just after that anyway.’

Recently, Daniella was asked to take part in a local design show. ‘One of the organisers had bought one of my pieces off the internet. I couldn’t believe it when she told me there’d be a thousand visitors,’ she comments. Rather than worrying about this, Daniella was excited by the opportunity. ‘I was amazed she thought my work was good enough,’ Daniella says. ‘I had little idea what visitors would think about it. My furniture is quite different from the designers whose work I’ve seen in magazines – mine is more traditional.’ But Daniella received lots of orders at the show and the future is looking bright for this young design star.

**22. Daniella’s interest in creating furniture came from**

- A.** watching online films of how to make furniture.
- B.** helping her parents create their own furniture.
- C.** visiting furniture shops in a city near her home.
- D.** seeing a huge range of furniture on a school trip.

**23. What does Daniella say about the first item of furniture she made?**

- A. The design she chose was original.
- B. She still likes the colour she used.
- C. It wasn't a fashionable piece.
- D. It wasn't very well-made.

**24. Why did Daniella stop selling her furniture at a market?**

- A. Too few people were buying it.
- B. She no longer had enough time.
- C. She didn't like working outdoors.
- D. The market closed down.

**25. When Daniella was invited to her first design show, she felt**

- A. surprised that someone was impressed by her furniture.
- B. confident her designs would be popular.
- C. anxious about how many people would be there.
- D. curious about seeing other designers' work.

**26. What would Daniella say in advertising material for her company?**

**A**

I'm young furniture designer  
Whose work has appeared in  
several design shows and is sold in  
many city furniture shop.

**B**

I've created furniture since I was  
just a ten years old. Many of the  
thousand visitors to a recent  
design show liked my work.

**C**

After starting my business at a  
local market, I've finally opened  
my own store in a local city.

**D**

I'm very intrested in the history of  
furniture but my designs are very  
modern and use the latest  
tehniques.

## **MY FLYING EXPERIENCE**

### **Twelve-year-old Jessica Gilligan describes how she flew a small plane**

I'd never thought of flying as something I would ever actually want to do in my free time until my family bought me what's called a 'flying experience day' as a birthday present. Don't get me wrong, I wasn't like some of my friends, who would start shaking with fear at the thought of going in a plane of any size. I'd actually always looked forward to flying off somewhere on holiday, especially that feeling you get when the plane's just taking off. But flying a plane was something other people did, not me.

I started researching the experience day online straight away. The little aircraft I was going to fly in could only go up to 3000 metres, which is quite low when you realise big jets fly closer to 10000 metres. I found out there was a half-hour talk from the instructor about safety and the controls. This seemed more than enough to me, as I was only going to be in the air for about the same amount of time, which I couldn't quite believe. My parents were amazed that something like that was available for twelve-year-olds, but I'm very pleased it was.

On the day, I was quite nervous but Sheena, my instructor, was very calm, which helped a lot. She took the controls as we took off, of course. It appeared to take ages to get high up, but it was only actually a minute or two, and then I took the controls. I was so excited, I wasn't really listening to what Sheena was saying. I was hoping to see my house but it was hard to work out where everything was from the air. Even though we were flying at 280 kilometres per hour, you could hardly tell we were moving when you looked down.

I'm now so into flying that I'm considering it as a career. I'll need to become qualified, of course, and I'm happy to save up for more classes to do this. It was such fun that I'd love to do it every day and get paid for it, too. The company that organises experience days keeps sending emails about train driving and other things, but I only want more of one particular kind of experience now!

**22. How did Jessica feel about flying before she did the flying experience day?**

- A. scared of flying in a small plane
- B. confident that she would be good at it
- C. uninterested in taking it up as a hobby
- D. curious about what it would feel like

**23. What surprised Jessica as she was researching the flying experience day?**

- A. the low age limit
- B. the lack of training
- C. the height the plane would reach
- D. the length of the flight

**24. What does Jessica say about being in the air?**

- A. the plane appeared to travel very slowly
- B. seeing where she lives was incredible
- C. it was too noisy to hear the instructor
- D. they seemed to climb very quickly

**25. What does Jessica hope to do in the future?**

- A. have more flying lessons just for fun
- B. attempt to get a pilot's licence
- C. try different 'experience days'
- D. learn how to handle other vehicles

**26. What would Jessica's mum say about her?**

**A**

I can't believe Jessica's gone so quickly from someone who got quite bored during flights to someone who goes flying every weekend.

**B**

We only bought her that present after she'd found out that the experience day was open to twelve-year-olds.

**C**

Jessica will want money for her birthday from now on but at least she'll be using it for something she loves.

**D**

Jessica was so relaxed when we arrived for the flying experience day, so I was surprised she got so anxious after taking off.

**Fourteen-year-old Johnny Paterson writes  
about collecting old mobile phones**

My hobby is collecting old mobile phones. Even people I don't know send me their old phones these days when they find out about my strange hobby. It all started when I was eight. I saw my parents using their mobiles all the time and I kept asking them if I could have one. My dad told the guy next door about this and one day he came round with a ten-year-old phone he no longer used. He thought letting me have it would stop me bothering my parents. Everyone at school thought it was great when I took it there the next day, even though it didn't actually work!

Everyone has a reason for collecting things. For some, it's because whatever they're collecting may be worth lots of money in the future. Others love having something that could be on display in a museum somewhere. That's certainly what attracts me to it. Compared to newer phones, mine are far less pleasant to look at. I often wonder what's inside them, as they're so much heavier than modern phones. I guess old batteries were much bigger.

Some people find my hobby a bit strange. I used to tell everyone about it, but some people just didn't know what to say, so they ended up feeling uncomfortable, which I'd rather avoid. I can completely understand – not everybody keeps over 150 old mobile phones in their bedroom! Most people find the fact it's unusual really interesting, and I'm proud to have such an unusual hobby.

My mum and dad put up some shelves to keep my collection on. Although there's probably space for a few more, and there are still some

particular phones I'd like to find, I may give up collecting them before long. My dad recently gave me the coins he collected when he was my age and they look amazing. It's a far more expensive hobby but I really fancy having a go at it. I've spent more or less nothing on my phone collection so I've managed to save up quite a bit. We'll see!

**22. Jonny was given the first phone in his collection by**

- A. a neighbour.
- B. a relative.
- C. a classmate.
- D. a stranger.

**23. Johnny says he collects old phones because**

- A. he loves learning about how they work.
- B. they're more attractive than modern ones.
- C. it's like owning objects from a museum.
- D. they'll be valuable in a few years' time.

**24. What does Johnny say about some people's attitudes towards his hobby?**

- A. He's curious about why they find it so strange.
- B. He's keen to prevent anyone feeling embarrassed.
- C. He gets upset when they try to make him feel bad.
- D. He feels surprised that anyone finds it unusual.

**25. Why does Johnny say he might stop collecting phones soon?**

- A. He'll soon have all the models he wants.
- B. He has too little money to buy more.
- C. He'll have no more room for them.
- D. He wants to start collecting something else.

**26. Is Johnny grateful to mom and dad for supporting his hobby?**



**A**

I never thought I'd end up with more than 150 phones when I got that first one when I was ten years old.

**B**

When I took my first phone into my class, the teacher couldn't believe you could still make calls on something so old.

**C**

I'm so grateful Mum and Dad support my hobby. I guess wanting to collect things is something I get from my dad.

**D**

It's great that I've been able to make a bit of money by selling a few of the phones from my collection.

## **EARNING HOW TO DIVE**

### **Fourteen-year-old Henry Unsworth writes about his experiences**

Some of my friends have wanted to try diving for a long time. Although I'm a strong swimmer, I'd always been frightened of deep water. So I'd never considered going diving, even though I knew seeing all the fish would be amazing. I finally got so annoyed at being too terrified to swim in the sea on holiday that I asked if I could do a diving course. My mum and dad thought it would help me too, so I booked a three-day course.

There were six students on the course and we practised in a local pool. We had some classroom sessions on safety and managing stress first, then tried on the equipment. It looked quite confusing but I got used to it surprisingly quickly in the water. I was amazed how hard it was to judge how much air to put into or let out of my diving jacket, though. This is how you move up and down in the water. It's almost silent underwater when you're swimming, but diving is just the opposite because of the noise of your breathing.

Our teacher, Amy, was very experienced. We spent time in the classroom with her, learning about each new skill before we practised it

in the pool. She made everything sound so easy, but it took a lot of practice to get it right, so I'm grateful we had to keep doing tasks until we could do them almost without thinking. This took some people longer than others, but she'd stay with them until they could do whatever it was we were learning, which was really important.

When we did our first sea dive, we were lucky that the water was really clear, as it's often hard to see more than a few metres. I soon wished I'd bought a thicker wetsuit though, as it was much colder than I'd expected. You could feel the waves underwater, which we'd never experienced in the pool, but I found it quite relaxing. We had to dive with a 'buddy' – like an underwater partner – and couldn't go more than a metre or two away from them. To my surprise, I had a really great dive!

**22. Why did Henry decide to learn how to dive?**

- A. to add excitement to his life
- B. to please his parents
- C. to deal with a fear
- D. to achieve an ambition

**23. What surprised Henry when he first went diving in the pool?**

- A. how calm he felt
- B. how quiet it was underwater
- C. how complicated the equipment was
- D. how difficult it was to control your depth

**24. What does Henry say about his teacher?**

- A. It was annoying that she focused so much on some students.
- B. He's glad she made everyone repeat certain exercises.
- C. Her explanations weren't always very clear.
- D. She spent the right amount of time in the classroom.

**25. What did Henry find most difficult about diving in the sea?**

- A. the temperature of the water
- B. being able to see very little
- C. the way the water moved
- D. being far from other divers

**26. What would one of Henry's friends say about him?**

**A**

Henry wanted to go on a diving course for a long time before he finally got enough courage to do one.

**B**

Henry had to fight against his parents' wishes for a long time before they let him do a diving course.

**C**

Henry was really pleased with his diving instructor and he didn't have a negative thing to say about her.

**D**

It took so long for Henry to learn how to swim that I'd already done the diving course by the time he could do it

**Read the texts below. Match choices (A–H) to (27–32). There are two choices you do not need to use. Write your answers on the separate answer sheet.**

**CAMPSITES**

<b>27</b> The Pines	Situated by a lake among beautiful mountains, The Pines offers activities for all ages, including swimming, sailing and windsurfing from the campsite's beach. The owners arrange visits to several cities and to many historical buildings in the area. It has one of the best places to eat in the region.
<b>28</b> Habitat Camping	A great place for lovers of the outdoors – guests can take classes in windsurfing and sailing, or rent a bike and spend the day riding on one of the many mountain paths in the local area. They can cool off afterwards in the pool and then eat at the site's convenient restaurant.

<p><b>29</b> Camp Best</p>	<p>Bring your own tent or use one of the many that Camp Best provides for guests – it's up to you! From music and dancing every Saturday to cheap cycle hire, Camp Best has it all. Only 5 km outside the capital, with its restaurants, shops, train stations and airport, it's a great place to be.</p>
<p><b>30</b> The Ridge</p>	<p>This small campsite located in beautiful mountains is great for families. It's only a 10-minute taxi ride from the nearest airport and you won't even need to pack or put up a tent, as these are all provided for you. There are activities and shows for under-10s every day, and for teenagers, too, on weekdays.</p>
<p><b>31</b> Country Camping</p>	<p>Perfect for families, Country Camping organises things to do for all age groups daily. Perhaps you'll love the weekly disco, or maybe sailing or swimming in the river nearby is more your thing? It's just 1 km to the nearest railway station and only 500m to the shops and restaurants of the local village</p>
<p><b>32</b> Camping Deluxe</p>	<p>Just 200m from the sea, Camping Deluxe is a great place for those who love water sports or just relaxing on the beach. There's bike hire at the campsite that's reasonably priced. It's only a short bus ride from the town of Dannbury and its railway station.</p>

**The young people below all want to find a campsite to go with their family:**

- A. Karolina wants a campsite with entertainment for her six-year-old brother so she doesn't have to look after him so much. Her family are travelling by plane and like having tents that are already set up.
- B. Anna wants a campsite which has a sea beach.
- C. Artem wants to go to a campsite which has a restaurant and that has a beach near. He'd like there to be organised day trips to places of interest.

- D.** Michael would like to go to a campsite that's close to a river and that he can travel to by train. He'd like there to be different activities for teenagers available every day.
- E.** Olena would like to stay at home with her family and friends.
- F.** Pascal would like to hire bikes at the campsite he goes to. He wants a campsite that's near a big city and that has a disco every week.
- G.** Nazar wants to go to a campsite for the more active family. There's something for everyone, whether you're six years old or sixty.
- H.** Jing would like to find a campsite in the mountains which has a swimming pool. She would like to learn how to do some water sports while she's there.

### **SUMMER ART COURSES**

<b>27</b> Venture Art School	You'll learn about art from many countries on our summer course, with a focus on creating pictures of wildlife. The teacher is well-known painter Jeremy Silk, who will guide you through all you need to know about art. Runs weekdays only from 9.30 to midday for a whole month in the summer.
<b>28</b> Artist's Dream	This year's summer course is run by professional painter Sally Green and well-known photographer Mike Riley. They're the perfect people to teach about their own special subject. The students' accommodation at the college is comfortable and cheap. Parents mustn't miss the end-of-course show of their children's amazing art.
<b>29</b> Tempest Art Summer Course	Situated in a huge house in some of the country's finest landscapes, there's nowhere better to learn about painting the natural world than Tempest Art. Our students stay in the house, as well as learning there, and can choose to concentrate on creating pictures or sculptures of people, places or animals.

<p><b>30</b> Brushwork</p>	<p>Our summer course is for anyone wanting to know about art from around the world. Artist and teacher Kate Figgis will teach you everything, from choosing the best brushes and paper, to creating perfect pictures of the local countryside. The price includes visits to see several exhibitions by well-known painters.</p>
<p><b>31</b> Riley's Art Academy</p>	<p>If it's scenes from the local countryside you'd like to create, in paint or as sculpture, then Riley's is for you. We'll take you to some of the most beautiful places in the region to do it. All paints, brushes, etc. are provided, but we'll tell you which ones are best to get for you to use at home.</p>
<p><b>32</b> Holly Granger's Art College</p>	<p>At Holly Granger's, we concentrate on painting the human face and body. Our summer school also covers other topics, from finding out about the greatest painters ever to studying international art. Classes are both mornings and afternoons, five days a week, with weekends free</p>

**The young people below all to want to do art courses during their school summer holidays**

- A. Humera would like a course that is run by a professional artist where students learn how to paint animals. She can only go to classes in the morning.
- B. Asha wants to do an art course that also includes photography and has an exhibitiot of students' work. She'd like to stay at the place where the course is held.
- C. Olga would like a course nowhere better to learn about painting the natural world than Tempest Art
- D. Giulia wants a course that teaches her about painting landscapes. She'd like to learn about paintings from other countries and go on trips to galleries to look at professional artists' work.

- E.** Jack wants a course whether it's photography, painting, drawing or sculpture you love, our summer school will provide you with what you want
- F.** Morio would like to learn how to make sculptures as well as paint, and needs advice on buying equipment. He wants a course which includes trips to various places so students can paint them
- G.** Students just love having the opportunity to paint scenes in the city and countryside on our many half-day trips.
- H.** Jack can only attend on weekdays and would like a course which focuses on painting people. He'd like to learn about the lives of famous artists.

### **FILM WEBSITES**

<p><b>27</b> www.rileyfilm.net</p>	<p>This website is for serious film lovers. Although there are the usual film reviews and actor interviews, its most original feature is the message board for anyone looking for acting jobs. The site has life stories of the most famous actors and you can even post your own short movies for others to comment on.</p>
<p><b>28</b> www.priusfilm.net</p>	<p>Offering reviews of the latest movies, games and TV programmes, this is a very popular site. There's a section on making your own films, as well as biographies of many actors and directors. The site allows users to post adverts for selling any unwanted equipment.</p>
<p><b>29</b> www.gammafilmworld.com</p>	<p>Whether its tips on acting by the world's best-known stars or suggestions for how to make a movie at home you want, this site has it all. There are videos of the site's experts talking to well-known film stars and you can also win trips to</p>

	Hollywood, cameras and other great prizes here
<b>30</b> www.blastoffmovies.com	This great site has many job adverts for acting work for all ages, in addition to expert opinion on all recent movies and TV drama. There are detailed descriptions of every acting school and class in the country. There's no charge for watching the many old movies available here.
<b>31</b> www.myfilmcentral.net	If you've ever wondered what everyone involved in making films does, then this is the site for you! Learn about the techniques directors of great films used to make their work and choose who you think should win the site's famous actor and film of the year competitions. You can also buy video cameras and other stuff here.
<b>32</b> www.sunnyfilms.net	This site has regularly updated opinion on not just recently released movies, but also the latest television series. You can also find out what all the people in the list of credits at the end of a film actually do. There are suggestions by the biggest stars about how to get into acting too.

**The young people below are all looking for film websites:**

- A.** Serge would like to find a website he can upload his own films onto. He'd like to be able to read biographies of well-known actors and find adverts for acting work
- B.** Ira would like to find a website she can visit a section on making your own films



- C.** Sonny would like to watch interviews with famous actors and get advice about creating her own film. She wants a website which has competitions she can enter.
- D.** Nina would like to find a site has regularly updated opinion on not just recently released movies, but also the latest television series.
- E.** Stelios wants a website which explains the duties of everyone that's involved in making a film. He'd like to read advice given by famous actors, and reviews of TV programmes as well as films.
- F.** Brad wants to read reviews of the latest films. He'd also like to be able to see free films on the website and find out about drama courses he can apply for.
- G.** Oleg can see film clips of famous actors being interviewed and read about them in their biographies on the site.
- H.** Alicia would like to read articles about how famous films were made and vote for her favourite actors and films. She wants a site that has film equipment for sale.

### **COOKERY COURSES**

<b>27</b> Central Cookery School	This course for teenagers is for experts and beginners alike, especially if preparing sweet dishes like cakes, pies and fruit salads is your thing. Places are limited to just six students, so book early! As well as tasting trips to local restaurants, there are prizes for whoever creates the best dish each day.
<b>28</b> The Recipe Centre	Perfect for teenagers who have already spent time developing their cooking abilities, this course will take you to the next level. None of the dishes you'll create contain meat. The Recipe Centre can even arrange somewhere to stay while you're on the course. Next to the train station.
<b>29</b> Can Cook,	Open to students of all ages and abilities, summer courses here run from 9 a.m. to midday daily. You'll learn how to make the best meals ever with celebrity chefs Harry

Will Cook	<p>Hunter and Elaine Mitchell. Bus stops and rail station are just a five-minute walk away.</p> <p>Open to students of all ages and abilities, summer courses here run from 9 a.m. to midday daily. You'll learn how to make the best meals ever with celebrity chefs Harry Hunter and Elaine Mitchell. Bus stops and rail station are just a five-minute walk away.</p>
<b>30</b> Future Chefs	<p>Every chef should know how to make food from all over the world, and that's exactly what you'll learn here. Aimed at those with few cooking skills, the classes will build your confidence until you're ready to find out what life as a chef is really like by helping out in a real restaurant kitchen.</p>
<b>31</b> Cook and a Half	<p>You're sure to recognise the cooks who teach our course for teenagers from their hit online video channel, Bake Online. The cake and bread-making in their videos is also the focus of the course. They organise visits to local restaurants so you can watch chefs at work in a busy kitchen.</p>
<b>32</b> Food for Life	<p>Learn to make a wide range of dishes from many different countries with ex-TV chef Judith Makepeace. Baking bread, pies and cakes is also covered in the course, as well as creating other types of dessert. Close to both the train and bus stations. All day on weekdays.</p>

**The young people below all want to do a cookery course in the long school holiday:**

- A. Gina wants a course that focuses on preparing desserts. She'd like a course that includes competitions, and which only has a small number of other students on it.
- B. Vlad wants the full-day courses here are aimed at teenagers without much experience in the kitchen who want to attend with parents
- C. Mary would like to do a course as creating other types of dessert.

- D.** Melanie would like to do a course that includes going on trips and that is run by well-known chefs. She'd especially like to learn how to make bread and cakes.
- E.** Parvin would like to do a general cookery course with her parents but they can only attend a course in the mornings. Shi wants a course that takes place near public transport links
- F.** You'll be able to make international vegetarian food as well as being a professional chef once you've finished this course
- G.** Ding would like a course that's suitable for beginners and that includes work experience in a working kitchen. He'd like to learn how to cook food from many different countries.
- H.** Kasper wants a course that's aimed at vegetarians and that can organise accommodation for him nearby. He already has SOME experience of cooking

**Read the text below. Choose from (A–H) the one which best fits each space (33–38). There are two choices you do not need to use. Write your answers on the separate answer sheet.**

### **ALEXANDER SELKIRK – THE REAL ROBINSON CRUSOE**

Alexander Selkirk was a sailor (33) ....., including living alone on an island in the South Pacific Ocean. Many people believe the novel called Robinson Crusoe was based on Alexander's life. Alexander Selkirk's real family name was Selcraig. He was born (34) ..... and was known throughout the village for his bad behaviour. After getting into a fight with his brothers, he was told to appear before a court of law. (35) ....., he left Scotland to take part in an expedition to South America. However, this wasn't an ordinary trip at all: Alexander had joined a pirate ship.

Life on board the ship was tougher than nineteen-year-old Alexander had imagined. This led to anger and disagreements among the crew. What made the situation worse was that the ship's captain, Charles Pickering, became ill with a fever, and an officer called (36) ..... Both Thomas Stradling and Alexander Selkirk were young, proud and

had strong characters. Their dislike of each increased while the ship stopped at an unknown island in the South Pacific. When it was time for the ship to continue its journey, (37) ....., insisting the ship wasn't safe. He was sure the rest of the crew would agree with him and not with the captain, but he was wrong. However, Alexander was convinced it was dangerous to stay on the ship so he demanded that they leave him on the island. (38) ....., the ship sailed off and left him alone there with hardly any food. Alexander had to live all by himself until he was rescued four years later by another passing ship. During his time on the island, he hunted for lobster and other shellfish. He kept himself busy building fires and a hut to live in, but he was always lonely. When Alexander was finally rescued, he learnt that Thomas Stradling's ship had been unsafe and had sunk [17].

- A. who had many adventures
- B. changing his surname to Selkirk
- C. in a Scottish fishing village in 1676
- D. other Thomas Stradling took control of the ship
- E. Alexander refused to go
- F. changing his surname to Selkirk
- G. Unfortunately for him
- H. Alexander refused to go

### **THE WORLD'S FIRST ROUND-THE-WORLD FLIGHT POWERED BY THE SUN**

In July 2016, Bertrand Piccard landed his plane, Solar Impulse 2, in the United Arab Emirates. He and his co-pilot Andre Borschberg (33) ..... fly around the world in a plane powered only by energy from the Sun. Solar Impulse 2 is a very unusual plane. Its wings are 72m across. Yet Solar Impulse 2 (34) ..... lighter.

The fastest flight around the world by plane was made in 1992. (35) ..... than 32 hours to complete the 42000km journey. Solar Impulse 2, however, spent a total of 505 days finishing the trip, far longer than the five months originally planned for the project. The plane

wasn't in the air for all of this time, of course. In fact, only 23 days were spent flying. (36) ..... technical problems, especially with the batteries. Unlike typical planes, Solar Impulse 2 can stay in the air for a long time as it doesn't need to land for fuel. In one part of the journey over the Pacific Ocean, with Borschberg at the controls, the plane and its two pilots stayed in the air for (37) .....! The previous best was only three days of continuous flight, made in a plane powered by traditional fuel. Energy from the sun (solar power), is free and environmentally friendly. So although it may have taken Solar Impulse 2 a long time, its flight had no negative effects on the environment. It's hoped that (38) ..... more solar power worldwide. Piccard and Borschberg are both from Switzerland. It's actually not the first time that Piccard has travelled around the world. However, for this second trip he needed a pilot's licence, which took him over six years to get [9]!

- A. had become the first people to fly
- B. is over one-hundred times
- C. because pilots had to stop for long periods
- D. it took a little less than
- E. these delays were caused by
- F. almost five days without landing
- G. the same as the world's largest passenger plane.
- H. this achievement will encourage the use of

### **THE PROBLEM OF INSECTS IN MUSEUMS**

Most of us (33) ....., perhaps on a school trip looking at and learning about the things on display. But how many of us have ever thought about how these objects are kept in good condition? (34) ..... the temperature and light levels are always just right, and that the air isn't too humid. However, even if the conditions are correct. There are still things that can seriously damage a valuable object – insects. Often these enter the museum inside the object itself. Once inside the museum, (35) ....., and particularly enjoy eating natural materials such as wood, cotton, silk and wool. Museum experts say that the older the

objects, the more the insects seem to be attracted to them. People may no longer know the techniques or have (36) ..... As a result, museums will try almost anything to prevent insects from damaging their collections. For example, a new object will be kept separately at first. Then, when staff are sure there are no insects inside. It can be put on display with everything else. if insects are found in a piece of clothing or art, placing it in a freezer is one way of getting rid of them But now one museum in the USA has decided to try something new. Dogs have an (37) ....., and are often taught to use this to help humans look for things. Usually the dog sits down to show that it has found what its looking for. Staff at the Boston Museum of Fine Arts hope that their dog, Riley, (38) ..... when it finds insects. However, if Riley can help find insects before they do much damage, other museums are sure to be interested [9].

- A. have spent time at a museum
- B. they can quickly move from one object to another
- C. they make sure
- D. why insects are the most important things to check for
- E. the materials required to mend them
- F. excellent sense of smell
- G. will learn to do this
- H. these things can't easily be repaired.

### **THE BEST WAYS TO LEARN ANOTHER LANGUAGE**

There are thousands of (33) ..... about the best ways to learn languages. Some of these claim that you can learn the language of your choice in only a few weeks. Therefore, expecting to be fluent in only a few weeks is clearly not realistic. (34) ..... can be quite frightening, especially as it seems such a huge task. Most people who think of doing so simply never try. as they listen to that voice in their heads that keeps telling them they can't do it because it's too much work.

This same (35) ..... once you've started very likely too. When you achieve each one, you feel good and this helps to remove any

feelings of fear you may have. Most language experts agree it's better to learn new words and grammar using topics that interest you. Reading long lists of words is definitely not an efficient way of learning new vocabulary. Reading those same words in an article about a subject that you find interesting, however, won't send you to sleep and is a much **(36)** .....

Many people will happily tell you that you can only learn a language really well when you're young, preferably a child. Instead, just carry on learning because **(37)** ....., although adults learn in different ways from children, they can become just as good. Learning more about your own language can actually help you when it comes to trying a new language. Learning to use anything well involves **(38)** ....., and languages are no different. You can then use what you've learnt when trying to develop your skills in the new language.

- A.** different websites offering advice
- B.** people also find it extremely boring
- C.** the thought of learning a language
- D.** problem makes giving up
- E.** better way to remember them
- F.** there's plenty of evidence to show that
- G.** gaining understanding of how it works
- H.** language learning is something that

## USE OF LANGUAGE

Read the text below. For questions (39–48) choose the correct answer (A, B, or D). Write your answers on the separate answer sheet.

### TOM CRUISE

Tom Cruise Tom Cruise is one of the successful actors in cinema history. However, life hasn't always been that easy for him. As a young boy, Tom was shy and had (39) ..... in finding friends, although he really enjoyed (40) ..... part in school plays. (41) ..... he had finished High School, Tom went to New York to look for work. He found employment as a porter, and at the same time he (42) ..... drama classes. In 1980, the film director Franco Zeffirelli (43) ..... Tom his first part in a film. Ten years later, he had become (44) ..... successful that he was one of the highest-paid actors in Hollywood, (45) ..... millions of dollars for (46) ..... film. Today, Tom (47) ..... appears in films and is as (48) ..... as ever with his thousands of fans from all around the world [17].

*[<http://englishexam24.ru/en/pet-reading-part-5-exam-3-multiple-choice-cloze-tom-cruise.html>]*

39	A	worry	B	Problem	C	Fear	D	Difficulty
40	A	making	B	Holding	C	Taking	D	Finding
41	A	While	B	During	C	After	D	Until
42	A	prepared	B	Waited	C	Attended	D	Happened
43	A	suggested	B	Offered	C	Tried	D	Advised
44	A	Also	B	Such	C	Too	D	Very
45	A	paying	B	earning earning	C	Winning	D	Reaching
46	A	another	B	All	C	Each	D	Some
47	A	yet	B	Ever	C	Already	D	Still
48	A	popular	B	Favourite	C	Preferred	D	Approved

### ZOOS

People began to animals in zoos (39) ..... 3,000 years ago, when the rulers of China opened an enormous zoo called the Gardens of Intelligence. In many of the early zoos, animals (40) ..... taught to



perform for the visitors. This no longer (41) ..... and it is accepted that the purpose of zoos is for people to see animals behaving naturally. Today, most cities have a zoo or wildlife park. However, not (42) ..... approves of zoos. People who think that zoos are a good idea say they (43) ..... us with the opportunity to (44) ..... about the natural world and be close to wild animals. Both of (45) ..... would not be possible (46) ..... zoos. On the other hand, some people disapprove of zoos because they (47) ..... it is wrong to put animals in cages, and argue that in zoos which are not (48) ..... properly, animals live in dirty conditions and eat unsuitable food [18].

39	A	Above	B	Over	C	More	D	beyond
40	A	Are	B	Have	C	Were	D	had
41	A	appears	B	becomes	C	develops	D	happens
42	A	somebody	B	everybody	C	Nobody	D	anybody
43	A	produce	B	Bring	C	Provide	D	make
44	A	discover	B	Learn	C	Find	D	Realise
45	A	That	B	What	C	Whose	D	these
46	A	without	B	Instead	C	Except	D	unless
47	A	Hope	B	Expect	C	Imagine	D	Believe
48	A	ordered	B	Managed	C	Decided	D	aimed

### Sweden's Ice Hotel

The village of Jukkasjarvi is Swedish Lapland, and winter temperatures there can reach -40 C. But 6,000 holidaymakers (39) ..... go there annually, to visit what is probably Europe's most unusual accommodation. In this hotel you eat, drink, and sleep in rooms made (40) ..... ice. If you want, you can (41) ..... get married in one. The bar is ice too, and putting hot drinks on it is obviously not (42) ..... The bedrooms are around -4 C, but fortunately guests are (43) ..... with special sleeping bags that will keep (44) ..... warm in the coldest of temperatures. (45) ..... outdoor clothes can be supplied too, if needed. The hotel is never more than six months old (46) ..... it melts in summer, and (47) ..... winter it is rebuilt. Creating the hotel (48) ..... 10,000 tonnes of ice, plus 30,000 tonnes of snow [18].

39	A	therefore	B	Ever	C	Also	D	still
40	A	by	B	Of	C	Within	D	For
41	A	even	B	however	C	already	D	Yet
42	A	supported	B	recognised	C	recommended	D	Agreed
43	A	given	B	offered	C	provided	D	Delivered
44	A	these	B	Those	C	They	D	them
45	A	Suitable	B	Convenient	C	Acceptable	D	Satisfactory
46	A	although	B	because	C	So	D	While
47	A	other	B	Any	C	Each	D	Another
48	A	brings	B	Puts	C	fetches	D	Takes

### Henry Ford

Henry Ford was born in a farm in Michigan in 1863 but he did not like farming. When he was fifteen he began work as a mechanic and in 1893 he built his first car. After he (39) ..... driven it 1,500 kilometres, he sold it and built two bigger cars. Then, in 1903, he (40) ..... the Ford Motor Company. By (41) ..... strong but light steel, he built cheap cars for (42) ..... people to buy. In 1908, he built the first Ford Model ‘T’, (43) ..... sold for \$825. He was soon selling 100 cars (44) ..... day. By 1927, the Ford Motor Company was (45) ..... \$700 million. Early Ford cars were simple and cheap, but (46) ..... things simple sometimes (47) ..... less choice. ‘You (48) ..... have any colour you like,’ said Henry Ford of the Model T, ‘as long as it’s black.

*[<https://0tvvet.com/anglijskij-yazyk/question34759285/>]*

39	A	is	B	Was	C	Had	D	has
40	A	raised	B	Started	C	Led	D	Appeared
41	A	putting	B	operating	C	using	D	managing
42	A	usual	B	ordinary	C	Who	D	typical
43	A	where	B	Which	C	The	D	What
44	A	a	B	Some	C	The	D	What
45	A	rich	B	Worth	C	expensive	D	dear
46	A	remaining	B	Staying	C	keeping	D	holding
47	A	meant	B	Decided	C	Planned	D	Intended
48	A	will	B	Ought	C	Need	D	can

**Read the texts below. For questions (49–58) choose the correct answer (A, B, C or D). Write your answers on the separate answer sheet.**

### **THE HISTORY OF SURFING**

Surfing is one of the oldest sports on the planet. No one really knows **(49)** ..... when it first started but it is **(50)** ..... that people have used wooden boards to ride waves for about three thousand years. The first surfers were probably fishermen from islands in the Pacific Ocean, who found that bringing the fish they had **(51)** ..... to shore was much easier if they rode waves onto the beach in their small boats. Over time, this developed from part of the working day into a **(52)** ..... activity. The first **(53)** ..... records of surfing appeared in the late eighteenth century. English explorer Captain James Cook wrote in his diary about seeing locals riding the waves for pleasure on a Pacific island called Tahiti. In the early twentieth century, surfing spread to the US state of California and Australia. It's now popular all around the world.

<b>49</b>	<b>A</b>	certainly	<b>B</b>	Correctly	<b>C</b>	Exactly	<b>D</b>	Totally
<b>50</b>	<b>A</b>	thought	<b>B</b>	Supposed	<b>C</b>	intended	<b>D</b>	expected
<b>51</b>	<b>A</b>	Gained	<b>B</b>	kept	<b>C</b>	held	<b>D</b>	caught
<b>52</b>	<b>A</b>	rest	<b>B</b>	Leisure	<b>C</b>	Relaxation	<b>D</b>	Entertainment
<b>53</b>	<b>A</b>	Ancient	<b>B</b>	historical	<b>C</b>	Antique	<b>D</b>	Old

### **BRIDGE**

The Golden Gate Bridge in San Francisco, USA, was built between 1933 and 1937. The idea for building the bridge was first suggested back in 1872. but at that time the project was felt to be impossible. Finally, in 1924, the decision was **(54)** ..... to build the bridge. When it first opened, it was the longest bridge of its **(55)** ..... in the world. The bridge **(56)** ..... the San Francisco bay and is 2.7 kilometres long. It is 27 metres wide and its towers **(57)** ..... 227 metres above the water. The other thing you notice about the bridge is that it's painted orange, or 'international orange' to be **(58)** ..... Today, the

bridge is one of the main tourist attractions in San Francisco and is known all over the world.

<b>54</b>	<b>A</b>	Set	<b>B</b>	Made	<b>C</b>	Got	<b>D</b>	Brought
<b>55</b>	<b>A</b>	way	<b>B</b>	Method	<b>C</b>	fashion	<b>D</b>	kind
<b>56</b>	<b>A</b>	crosses	<b>B</b>	Covers	<b>C</b>	Cuts	<b>D</b>	continues
<b>57</b>	<b>A</b>	develop	<b>B</b>	Carry	<b>C</b>	Grow	<b>D</b>	Rise
<b>58</b>	<b>A</b>	right	<b>B</b>	Proper	<b>C</b>	Exact	<b>D</b>	Direct

### THE BICYCLE

The bicycle is one of the world's oldest forms of transport. In fact, the first successful bicycle was **(49)** ..... over two-hundred years ago, in 1817, by Baron Karl von Drais. He made it almost **(50)** ..... out of wood, even the wheels! This meant that it wasn't **(51)** ..... comfortable to ride, but on flat ground it could travel at twice the speed of someone walking. Various different designs were used during the nineteenth century, **(52)** ..... machines with three and four wheels. Perhaps the most important **(53)** ..... of this time, however, was introduced by Scottish engineer, John Dunlop. He created the first tyres that were filled with air. With these, bicycles were far more comfortable to ride, so they quickly became more popular as a style of transport. Since this time, the design of the bicycle has changed surprisingly little.

<b>49</b>	<b>A</b>	invented	<b>B</b>	started	<b>C</b>	Discovered	<b>D</b>	intended
<b>50</b>	<b>A</b>	extremely	<b>B</b>	Absolutely	<b>C</b>	fully	<b>D</b>	completely
<b>51</b>	<b>A</b>	Mainly	<b>B</b>	particularly	<b>C</b>	Mostly	<b>D</b>	largely
<b>52</b>	<b>A</b>	involving	<b>B</b>	Containing	<b>C</b>	Including	<b>D</b>	consisting
<b>53</b>	<b>A</b>	Development	<b>B</b>	progress	<b>C</b>	increase	<b>D</b>	Issue

### THE CATATUMBO LIGHTNING

The Catatumbo lightning is a natural event that takes place in Venezuela, South America. The lightning comes from storm clouds over the place where the Catatumbo River **(54)** ..... into Lake Maracaibo. There's nothing **(55)** ..... unusual about lightning, of course. It is a common **(56)** ..... in many places around the world. What makes the Catatumbo lightning so special is how **(57)** ..... it is seen. While

storms and lightning may happen a few times a year in many places, at Catatumbo they take **(58)** ..... an incredible 140 to 160 times every year. In addition, once the lightning storms start, they can last for up to 10 hours, with lightning appearing as many as 280 times per hour! No one really knows why there's so much lightning in one single place.

<b>54</b>	<b>A</b>	travels	<b>B</b>	Moves	<b>C</b>	pours	<b>D</b>	Flows
<b>55</b>	<b>A</b>	mainly	<b>B</b>	Especialy	<b>C</b>	totally	<b>D</b>	completely
<b>56</b>	<b>A</b>	scene	<b>B</b>	Display	<b>C</b>	sight	<b>D</b>	view
<b>57</b>	<b>A</b>	frequently	<b>B</b>	Usually	<b>C</b>	normally	<b>D</b>	Generally
<b>58</b>	<b>A</b>	Off	<b>B</b>	Part	<b>C</b>	up	<b>D</b>	place

### THE GOBI DESERT

The Gobi Desert covers a huge area of Northern China and Southern Mongolia. The word gobi **(49)** ..... means 'very large and very dry' in the Mongolian language. When we think of deserts, what often comes into our **(50)** ..... is a place with lots of sand, such as the Sahara Desert. However, most of the Gobi isn't like that at all. There are some areas of sand and mountains, but mostly the Gobi **(51)** ..... of flat rock. This means it is **(52)** ..... to drive across it for long distances. The northwestern corner of the Gobi is **(53)** ..... for being somewhere where dinosaur bones can be found. Experts have done a lot research here and dug up some truly exciting things. Although dinosaurs no longer live there, the Gobi Desert is home to bears, camels, wolves and many other wild animals.

<b>49</b>	<b>A</b>	Specially	<b>B</b>	correctly	<b>C</b>	Perfectly	<b>D</b>	Actually
<b>50</b>	<b>A</b>	Minds	<b>B</b>	Attitudes	<b>C</b>	Ideas	<b>D</b>	Opinions
<b>51</b>	<b>A</b>	Involves	<b>B</b>	Consists	<b>C</b>	Includes	<b>D</b>	Contains
<b>52</b>	<b>A</b>	Able	<b>B</b>	Likely	<b>C</b>	Possible	<b>D</b>	Proper
<b>53</b>	<b>A</b>	Particular	<b>B</b>	Familiar	<b>C</b>	Active	<b>D</b>	Famous

### FOOTGOLF

Footgolf is a sport which has become quite popular in recent years. The first footgolf world cup competition was **(54)** ..... in Hungary in 2012, with just eight countries taking part. Four years later,

26 countries entered As its name **(55)** ..... footgolf is a mix of football and golf. Players move around a course, kicking a football from one hole to the next. The **(56)** ..... between the holes is shorter than in golf, because you can't kick a football as far as you can hit a golf ball. However, the game is similar to golf, as the **(57)** ..... is to get your ball into each hole using as few kicks as possible. Footgolf can be played on golf courses, but with a different route and holes. However, it's best to play it on courses **(58)** ..... built for the sport. One reason footgolf is popular is that it doesn't require much equipment, so it's quite cheap to play.

<b>54</b>	<b>A</b>	done	<b>B</b>	kept	<b>C</b>	held	<b>D</b>	Set
<b>55</b>	<b>A</b>	points	<b>B</b>	tells	<b>C</b>	advises	<b>D</b>	suggests
<b>56</b>	<b>A</b>	length	<b>B</b>	Distance	<b>C</b>	limit	<b>D</b>	difference
<b>57</b>	<b>A</b>	reason	<b>B</b>	Plan	<b>C</b>	aim	<b>D</b>	Design
<b>58</b>	<b>A</b>	specially	<b>B</b>	Exactly	<b>C</b>	completely	<b>D</b>	properly

### ALASKA

Alaska is the largest of the fifty states that make up the USA. Although it is part of the United States, it doesn't actually have a land **(49)** ..... with any of the other forty-nine states. It actually **(50)** ..... between Canada to the east and the Pacific and Arctic Oceans to the south, west and north. It has a total **(51)** ..... of over 1.7 million square kilometres. Although Alaska is huge, its population is **(52)** ..... tiny, with well under a million people living in this enormous state. What probably **(53)** ..... a greater number of people from wanting to move there is the climate. In the state's largest city, Anchorage, the maximum daily temperature in summer is only around 18°C. In many parts of the state, temperatures of -20°C are common in winter.

<b>49</b>	<b>A</b>	limit	<b>B</b>	border	<b>C</b>	edge	<b>D</b>	Side
<b>50</b>	<b>A</b>	Rests	<b>B</b>	Stays	<b>C</b>	Remains	<b>D</b>	Lies
<b>51</b>	<b>A</b>	Area	<b>B</b>	Region	<b>C</b>	Section	<b>D</b>	District
<b>52</b>	<b>A</b>	Certainly	<b>B</b>	totally	<b>C</b>	absolutely	<b>D</b>	Definitely
<b>53</b>	<b>A</b>	interrupts	<b>B</b>	ends	<b>C</b>	avoids	<b>D</b>	Prevents

## THE FIRST PLANTS ON THE MOON

The Moon is not a very good place to have a garden! Daytime temperatures there are around 130°C, while at night, they (54) ..... As low as – 170°C. But in January 2019, Chinese scientists (55) ..... that they had successfully grown plants on the Moon for the first time ever.

The small Chinese spaceship that was carrying the plants (56) ..... on the side of the Moon that we can't ever see from Earth. It was carrying cotton seeds – the tiny objects that cotton plants grow from – in a special glass box. Scientists could (57) ..... The temperature inside the box. With plenty of light (58) ..... onto the plants, after a few days, the cotton seeds started to grow. Unfortunately, just a few days later, the plants died when it became night-time on the part of the Moon.

54	A	cut	B	Decrease	C	fall	D	Reduce
55	A	announced	B	Described	C	told	D	informed
56	A	stepped	B	Reached	C	entered	D	landed
57	A	run	B	Control	C	use	D	organise
58	A	racing	B	Flying	C	burning	D	shining

## LITERATURE

1. Evans V. Click On 2 / V. Evans., L. Kalinina, I. Samoilyukevych. – Express Publishing, 2006. – 32 p.
2. Evans V. Round-Up 4: English Grammar Practice / Virginia Evans, Jenny Dooley. – Longman, 2010. – 98 p.
3. Gairns R. Oxford Word Skills (Basic) / R. Gairns, S. Redman. – Oxford University Press, 2010. – 254 p.
4. Soars L. New Headway Elementary / Pre-Intermediate/ Intermediate / Upper-Intermediate. Student's Book. – Oxford University Press, 1997. – 176 p.
5. Vince M. Advanced Language Practice: English Grammar and Vocabulary. – Macmillan Publ. Lim., 2003. – 267 p.
6. Edward P. Bailey Jr. The Plain English Approach to Business Writing. – Oxford, 1996. – 120 p.
7. John H. Montagn Butler. Practical Business English. Books 1–2. – Hulton Educational Publications, 2000. – 127 p.
8. Baeyer Hans C. Information: The New Language of Science. – Harvard University Press, 2004. – 364 p.
9. Deutsch D. It from Qubit // Science and Ultimate Reality. – Cambridge, UK : Cambridge University Press, 2003. – P. 1–16.

### **Интернет-ресурси:**

10. [http://www.library.tane.edu.ua/files/EVD/nmp\\_dil\\_eng\\_lan.pdf](http://www.library.tane.edu.ua/files/EVD/nmp_dil_eng_lan.pdf)
11. <http://www.ih.kiev.ua/uk/corporatecourses/>
12. <http://www.sumdu.edu.ua/ua/general/structure/faculty/retrainin>  
[g/english/](http://www.sumdu.edu.ua/ua/general/structure/faculty/retrainin)
13. <http://www.osvita.org.ua/press/business-spotlight>
14. <http://neurosciencenews.com>
15. <http://pespmc1.vub.ac.be>
16. <http://www.explainingthefuture.com>
17. <http://www.intechopen.com>.



18. <http://www.research.ibm.com>
19. <http://englishexam24.edu/en/ket-supp-exer-31.html>
20. Priddy R.C. Science Limited. – University of Oslo, 1999.  
<http://www.robertpriddy.com/indexlim.h>
21. <https://cambridge.ua/uk/blog/useful-phrases-for-business-correspondence-in-e>

**Електронне навчальне видання**

**Марія Чобанюк**

**АНГЛІЙСЬКА МОВА**  
**Тексти та завдання**  
**для самостійної роботи**

**Дрогобицький державний педагогічний університет  
імені Івана Франка**

**Редактор**

**Ірина Невмержицька**

**Технічний редактор**

**Лужецька Ольга**

**Коректор**

**Артимко Ірина**

Здано до набору 25.05.2023 р. Формат 60x90/16. Гарнітура Times.  
Ум. друк. арк. 5,625. Зам. 40.

Дрогобицький державний педагогічний університет імені Івана Франка.  
(Свідоцтво про внесення суб'єкта видавничої справи до державного реєстру  
видавців, виготівників та розповсюджувачів видавничої продукції ДК № 5140  
від 01.07.2016 р.). 82100, Дрогобич, вул. Івана Франка, 24, к. 31.