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Данное пособие предназначено для студентов специальности «Бухгалтерский учет, анализ и аудит», включает в себя список грамматических тем, контрольные работы, тексты для чтения и перевода на русский язык, словарь терминов, контрольно-тренировочные упражнения и тесты, грамматический справочник в таблицах, список основных стран и валют.

Пособие может быть рекомендовано для студентов других специальностей факультета экономики. Разделы по грамматике, составлению резюме, контрольно-тренировочные упражнения могут быть полезны для всех изучающих английский язык.

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ПРЕДИСЛОВИЕ

Владение иностранным языком является обязательным компонентом профессиональной подготовки современного специалиста любого профиля. Курс иностранного языка на неязыковых факультетах направлен на формирование и развитие языковой культуры студентов, творческих, профессиональных качеств будущих специалистов.

Надеемся, что комплексная структура пособия позволит развить у студентов умение самостоятельно работать со специальной литературой и справочными материалами на иностранном языке для получения профессионально значимой информации, а грамматический справочник позволит систематизировать знания грамматического материала, без которого невозможно изучение иностранного языка в неязыковой среде.

Программа курса рассчитана на три семестра и предусматривает 36 часов практических занятий и 304 часа самостоятельной работы.

Программа включает:

1. Изучение грамматического строя английского языка.
2. Чтение и понимание аутентичных текстов по специальности с помощью словаря.
3. Чтение и понимание несложных текстов без словаря.

Грамматический материал изучается на практических занятиях с преподавателем, а также прорабатывается студентом самостоятельно.

Контрольная работа выполняется на основе изученного материала и высылается на рецензию в строго указанные сроки.

Требования к выполнению контрольных работ:

1. На каждой странице тетради необходимо оставить поля для замечаний и рекомендаций рецензента.

2. Ошибки в проверенной контрольной работе необходимо исправить согласно указаниям рецензента, а недостаточно усвоенные темы семестра дополнительно проработать перед устным зачетом.

Требования к зачету и экзамену:

1. Собеседование по выполненной и зачтённой контрольной работе.

2. Наличие словаря незнакомых слов по каждому тексту; умение читать, переводить, отвечать на вопросы.

3. Чтение и перевод текста по специальности с помощью англо-русского словаря (600–800 п. зн. за 25–30 мин.).

4. Чтение текста и передача его содержания своими словами на русском языке (800–1000 п. зн. за 30 мин.).

Автор выражает признательность всем, чьи материалы были использованы в написании пособия, и тем, чьи имена не вошли в библиографический список.

Особая благодарность выражается Cambridge University Press за предоставленную возможность использовать свои материалы.

Издательство «Антология» выражает благодарность Вятскому государственному гуманитарному университету (ВятГГУ) за помощь при подготовке издания.

ЧАСТЬ I

СЕМЕСТР I

Грамматический материал

1. Множественное число имен существительных. Неопределённый и определённый артикли.
2. Притяжательный падеж имен существительных. Выражение падежных отношений в английском языке с помощью предлогов и порядка слов. Использование существительных в функции определения.
3. Местоимения: личные, притяжательные, вопросительные, указательные, относительные.
4. Степени сравнения прилагательных и наречий.
5. Основные формы глагола. *Participle I, Participle II*.
6. Спряжение глаголов: *to be, to have* в *Present, Past* и *Future Indefinite (Simple)*.
- 7.оборот *there is/there are*.
8. Времена группы *Indefinite (Simple Tenses)* в действительном залоге.
9. Прямой и обратный порядок слов в предложении. Функции вспомогательных глаголов.
10. Повелительное наклонение.
11. Страдательный (пассивный) залог для группы *Indefinite (Simple)* и способы перевода пассивных конструкций.
12. Словообразование – основные суффиксы и префиксы; омонимы.

Устная тема: *About my Family and Myself*.

КОНТРОЛЬНАЯ РАБОТА № 1

1. Прочитайте и устно переведите текст контрольной работы № 1 на русский язык. При переводе пользуйтесь англо-русским словарем.

2. Письменно на английском языке ответьте на вопросы.

3. Выпишите из текста предложения с существительными в притяжательном падеже. Подчеркните эти существительные и переведите предложения на русский язык.

4. Выпишите из текста прилагательные и наречия, переведите их на русский язык и образуйте степени сравнения.

5. Выпишите из текста и переведите предложения, в которых употреблены местоимения. Укажите, к какой группе они относятся (личные, притяжательные, указательные, вопросительные и относительные).

6. Выпишите из текста все неправильные глаголы, запишите их основные формы и переведите их на русский язык.

7. Выпишите из текста два предложения в *Present Indefinite (Simple)*, поставьте их в *Past* и *Future Indefinite (Simple)*, переведите их на русский язык. Напишите эти предложения в вопросительной и отрицательной формах.

8. Поставьте глагол-сказуемое одного предложения из текста во все временные формы группы *Indefinite (Simple)* в страдательном залоге, произведя все необходимые смысловые изменения.

Образец: The letter is written by Mary.

The letter was written by Mary yesterday.

The letter will be written by Mary tomorrow.

Текст контрольной работы № 1

Вариант 1

THE HAPPIEST PERSON IN THE USA

Questions:

1. What is Wayne's occupation?
2. Where does he live?
3. Does he have a family?

4. How many children does he have?
5. How old is his son?
6. His daughter is nine, isn't she?
7. How does Wayne relax after work?
8. How often does he meet his friends?
9. How much does he spend per week?
10. Where does he go on holiday?
11. What is his wife busy with?
12. Is she happy?

The happiest person in the US today is a professional, a married man between the ages of 35 and 54. Wayne Bodie aged 48 is one of them. He lives in the south of Georgia but not in Atlanta. He owns a comfortable, detached house and has two children. His son's name is Ben, and his daughter's name is Anna. Ben is nineteen and is in his first year at Georgia University. Anna is eight, and goes to an elementary school.

What does Wayne do?

He has a steady job in an office in Atlanta. He is an accountant. After a hard day at work, he relaxes in front of the television or watches a video. He does not go out every evening, but two evenings a week he meets friends for a drink in the local restaurant. He owns a dog, and takes it for a walk every day after work. He spends on average \$150 per week.

Where does he go?

At the weekend, he regularly eats in restaurants, goes to see shows, and plays a sport (usually golf). Most weekends he puts on a pair of old blue jeans, and potters in the garden. He usually goes on holiday abroad more than once a year.

What does his wife do?

His wife's name is Nikki. She is happy too, but not quite as happy. She runs the home and has a job, but she does not earn as much as her husband.

BUCKINGHAM PALACE

Questions:

1. Buckingham Palace was built in 1703, wasn't it?
2. Why is it like a small town?
3. How many rooms are there?
4. Are there a lot of clocks?
5. What newspaper does the Queen read?
6. How often does she meet the Prime Minister?
7. What sort of music does the piper play?
8. Why do people have five glasses on the table?
9. Who does the Queen speak to during a meal?
10. What happens when the Queen finishes her food?
11. How many dogs does the Queen have?

The Palace

There are two addresses in London that the whole world knows. One is 10 Downing Street, where the Prime Minister lives. The other is Buckingham Palace. This famous palace, first built in 1703, is in the very centre of London.

It is two places, not one. It is a family house, where children play and grow up. It is also the place where presidents, kings, and politicians go to meet the Queen. Buckingham Palace is like a small town, with a police station, two post offices, a hospital, a bar, two sports clubs, a disco, a cinema, and a swimming pool. There are 600 rooms and three miles of red carpet. Two men work full-time to look after the 300 clocks. About 700 people work in the Palace.

The Queen's day

When the Queen gets up in the morning, seven people look after her. One starts her bath, one prepares her clothes, and one feeds the Royal dogs. She has eight or nine dogs, and they sleep in their own bedroom near the Queen's bedroom. Two people bring her breakfast. She has coffee from Harrods, toast, and eggs. Every day for fifteen minutes, a piper plays Scottish music outside her room and the Queen reads the Times.

Every Tuesday evening, she meets the Prime Minister. They talk about world news and have a drink, perhaps a gin and tonic or a whisky.

An invitation to the palace

When the Queen invites a lot of people for dinner, it takes three days to prepare the table and three days to do the washing-up. Everybody has five glasses: one for red wine, one for white wine, one for water, one for port, and one for liqueur. During the first and second courses, the Queen speaks to the person on her left and then she speaks to the person on her right for the rest of the meal. When the Queen finishes her food, everybody finishes, and it is time for the next course!

Вариант 3

THE UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND

Questions:

1. Britain is one of the world's smaller countries, isn't it?
2. What is the population of the UK?
3. What place does Britain hold in the international trade?
4. Why is Britain one of the largest trading nations?
5. What countries are Britain's chief trading partners?
6. What export items do Britain's engineering industries produce?
7. Where are financial services of Britain concentrated?
8. Is the Bank of England situated in the West End or in the City?

The United Kingdom is an abbreviation of 'the UK of Great Britain and Northern Ireland'. It is often abbreviated to 'UK', and is the political name of the country which is made of England, Scotland, Wales and Northern Ireland. In everyday speech 'Britain' is used to mean the UK.

Britain is one of the world's smaller countries with an area of some 244,100 square kilometres; with some 56 million people, it ranks about 14th in terms of population.

Britain is the world's third largest trading nation, accounting for about 11 per cent of international trade in manufactured goods. Over a quarter of total exports go to Commonwealth countries and over a third to Western Europe. The US, Canada, Australia, India, New Zealand and the Federal Republic of Germany are among Britain's chief trading partners.

Metal and metal-using industries contribute more than 50 % of the exports. Britain imports all of its cotton, rubber, sulphur, 80% of its wool, half of its food and iron ore, also certain amounts of paper, tobacco, chemicals. Manufactured goods made from these basic materials are sent all over the world. Main exports are machinery, chemicals, woollen and synthetic textiles, clothing, autos and trucks, iron and steel, locomotives, ships, jet aircraft, farm machinery, drugs, radio, TV, radar and navigation equipment, scientific instruments, arms, whisky. Invisible exports – shipping, insurance, aviation, tourism, etc. – earn nearly as much as commodity exports.

London is political, economic and cultural capital of the United Kingdom. It is a city of commerce, finance, and trade. London is the insurance centre of the world, symbolised by Lloyd's. The Bank of England, created in 1694 and nationalised in 1946, remains a symbol of finance. The Bank's location, at the heart of the City of London, allows it to monitor the 'Square Mile' – the world's leading international financial and business centre.

СЕМЕСТР II

Грамматический материал

1. Временные формы группы *Progressive (Continuous)*.
2. Временные формы группы *Perfect*.
3. Модальные глаголы и их эквиваленты.
4. Неопределенные местоимения *some, any, no, every* и их производные.
5. Местоимения *many, much, little, few, a little, a few*.
6. Слова-заместители *one (ones), that (those)*.
7. Эмфатическая конструкция *it is (was) ... that*.
8. Простые неличные формы глагола. *Infinitive, Gerund*, их основные функции в предложении.
9. Определительные и дополнительные придаточные предложения.
10. Омонимичность окончаний *-s, -'s, -s'*.
11. Словообразование: основные словообразовательные префиксы и суффиксы, образование слов путём конверсии.

КОНТРОЛЬНАЯ РАБОТА № 2

1. Прочитайте и устно переведите текст контрольной работы № 2 на русский язык. Составьте словарь незнакомых слов.

2. Письменно ответьте на вопросы.

3. Выпишите из текста 3 предложения, в которых употреблены модальные глаголы и их эквиваленты. Подчеркните их и переведите предложения на русский язык. Напишите эти предложения в вопросительной и отрицательной формах.

4. Выпишите из текста 3 предложения с пассивной конструкцией и переведите на русский язык.

5. Поставьте одно предложение из текста во все временные формы группы *Indefinite (Simple), Progressive, Perfect*, производя все необходимые изменения. Поставьте эти предложения в вопросительную и отрицательную формы.

Текст контрольной работы № 2

Вариант 1

THE FUNCTION OF BANKS IN NATIONAL ECONOMY

Questions:

1. What does the extractive industry produce?
2. Do we get many goods direct from the factory?
3. What is trade?
4. What does insurance as a service industry specialise in?
5. What do industry and commerce depend on?
6. What are the functions of banks?

To be able to understand the role and the work of banks properly, we must first say what the term 'national economy' means. It covers three principal fields: industry, commerce and direct services.

Industry provides energy, raw materials and goods. The extractive industry produces coal, oil, gas, iron ore and a number of other metals and minerals from the ground or seabed. These are needed by the manufacturing industry for the production of machines and all those goods, which the customers buy: the car, the TV set, furniture, the dishwasher in the kitchen etc.

However, we do not get these goods direct from the factory but buy them in a shop or a department store. They are transported there and delivered to our homes by railroad, sometimes by ship or air, especially if they have been imported.

This brings us to another field of economy, commerce, which can be divided into trade and the service industries.

Trade is the buying and selling of any commodity. It can be divided into home trade and foreign trade.

A television set is transported several times before we can switch it on in our living room. Transport is, of course, a service which industry, trade and the consumer make use of. But it is only one of the service industries.

If the television set is damaged or gets lost while being transported, the insurance pays for this. Insurance is a service industry that specialises in covering risks of all kinds: damage, loss, fire, accidents – to give just a few examples.

Industry and commerce depend on precise, up-to-date information, which could not be provided, if we did not have our highly developed communication services like the telephone, telex and the post.

You may have noticed that banks have not been mentioned yet. Where does banking link up with the other sectors of a national economy? The simple answer is everywhere.

Banking:

- collects money from its clients in small or large amounts
- provides efficient means and methods of payment for goods and services
- finances industry, commerce and direct services
- grants credits to consumers for the purchase of consumer goods
- sells foreign currencies
- has contacts with all important national and international money and capital markets, etc.

Вариант 2

MONEY

Questions:

1. What does the money supply in the US consist of?
2. What attributes of money were important in the past?
3. What are the most important attributes of money in a modern credit economy?
4. What are the functions that money performs?
5. The value of money has fallen in the US over time, hasn't it?

Money is anything that is in general use in the purchase of goods and services and in the discharge of debts. Money may also be defined as an evidence of debt owed by society. The money supply in the US consists of currency (paper money), coins, and demand deposits (checking accounts). Currency and coins are government-created money, whereas demand deposits are bank-created money. Of these three components of the money supply, demand deposits are by far the most important. Thus, most of the money supply is invisible, intangible, and abstract.

The two most important inherent attributes that money must possess in a modern credit economy are acceptability and stability. In earlier times in the evolution of money and monetary institutions in the United States, the attributes of divisibility, portability, and visibility were important. The two legal attributes of 'legal tender' and 'standard money' are not of as much importance today as in the past.

The four functions that money often performs are (1) standard of value, (2) medium of exchange, (3) store of value, and (4) standard of deferred payment. In a modern specialized economy, (2) and, most especially, (1) are the most important of these.

Although it is agreed that the value of money has fallen in the US over time, there are three in part conflicting theories of value that have been advanced to explain this phenomenon: the commodity, quantity, and income theories. Most economists today espouse either the second or, more typically, the third of these. Any money can retain its value as long as its issuance is limited; it need not have a commodity backing. Inflation or rising prices have been explained by demand and/or supply theories in recent years, although historically the former has been thought to provide the more satisfactory explanation.

THE WEALTH OF NATIONS

Questions:

1. Jefferson wrote the Declaration of Independence in 1776, didn't he?
2. When did Smith publish his famous book?
3. What is the book's full title?
4. What is the main idea of the book?
5. Are people naturally selfish?
6. Could monopoly be harmful to the general welfare?
7. Can government put any restrictions on international trade?
8. Did Smith's economic ideas fit with American ideas of a new type of government?

In 1776, the year that Jefferson wrote the Declaration of Independence, Smith published one of the most important books in the history of economics. The book's full title is *An Inquiry into the Nature and Causes of Wealth of Nations*. Most people simply call it *The Wealth of Nations*. Smith wrote the book after discussing laissez-faire beliefs with some of the physiocrats. Smith's book is an argument in favor of allowing people to engage in trade, manufacturing or other economic activity without unnecessary control or interference from government.

The main argument in *The Wealth of Nations* might be stated rather simply:

People are naturally selfish. When they engage in manufacturing or trade, they do so in order to gain wealth and/or power. This process should not be interfered with because, despite the self-interest of these individuals, their activity is good for all of society. The more goods they make or trade, the more goods people will have. The more people who manufacture and trade, the greater the competition. Competition among manufactures and merchants helps all people by providing even more goods and probably lower prices. This activity creates jobs and spreads wealth.

Smith concluded that individuals should own private property and be allowed to engage in private economic activity. This would result in greater wealth for all.

Smith accepted the idea that there were some things the government should do. A government is best suited to build canals or roads. A government may find it necessary to put some restrictions on international trade. And, he said, the government must not allow individual businesses to act together to control the production or trade of certain goods, thus creating a monopoly. A monopoly, in Smith's opinion, could be as harmful to the general welfare as governmental control.

Smith's economic ideas fit perfectly with American ideas of a new type of government based on such individual rights as those to 'life, liberty, and the pursuit of happiness'.

СЕМЕСТР III

Грамматический материал

1. Неличные формы глагола: *Infinitive, Gerund, Participle I, Participle II*: их функции в предложении.
2. Времена группы *Perfect Progressive*.
3. Страдательный залог в *Simple, Progressive, Perfect*.
4. Согласование времен, косвенная речь.
5. Типы условных предложений.
6. Модальные глаголы с перфектной формой инфинитива.
7. Сложное дополнение, сложное подлежащее, особенности перевода на русский язык.
8. Независимый причастный оборот.

КОНТРОЛЬНАЯ РАБОТА № 3

1. Напишите резюме на английском языке.
2. Напишите сопроводительное письмо на английском языке.
3. Выполните контрольно-тренировочные упражнения (указанные преподавателем).

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