

ЕГЭ

Л. И. РОМАНОВА

**АНГЛИЙСКИЙ  
ЯЗЫК**



**ПИСЬМО**



АЙРИС ПРЕСС

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## ПИСЬМО

 АЙРИС ПРЕСС  
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Данное пособие содержит тренировочные тестовые задания для подготовки к четвертому разделу ЕГЭ по английскому языку «Письмо». Задачей экзаменационного теста в данном разделе является проверка сформированности умений создавать письменные тексты различных типов в зависимости от их назначения. Тесты составлены в соответствии со спецификацией, разработанной Федеральным институтом педагогических измерений, и включают два раздела: С1 — Письмо личного характера и С2 — Письменное высказывание с элементами рассуждения.

Книга адресована учителям, которые могут использовать тестовые задания как на занятиях в классе, так и в качестве домашнего задания, чтобы учащиеся получили представление о форме проведения ЕГЭ и необходимый опыт работы для его успешной сдачи. Учащиеся могут использовать данное пособие независимо от того, учатся они в выпускном классе или хотят начать подготовку к экзамену раньше.

Наличие глоссария и ключей будет удобно для самостоятельной работы учащихся.

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## Предисловие

Основное назначение единого государственного экзамена по иностранным языкам состоит в определении уровня подготовки выпускников средней общеобразовательной школы по иностранному языку с целью их итоговой аттестации и отбора при поступлении в высшие учебные заведения.

ЕГЭ по иностранным языкам проводится с 2003 года.

Экзаменационная работа по английскому языку состоит из пяти разделов, включающих 48 заданий.

Раздел 1 (Аудирование) включает 15 заданий, из которых первое — на установление соответствия и 14 заданий с выбором одного правильного ответа из трех предложенных. Рекомендуемое время на выполнение Раздела 1 — 30 минут.

Раздел 2 (Чтение) включает 9 заданий, из которых 2 задания на установление соответствия и 7 заданий с выбором одного правильного ответа из четырёх предложенных. Рекомендуемое время на выполнение Раздела 2 — 30 минут.

Раздел 3 (Грамматика и лексика) включает 20 заданий, из которых 13 заданий с кратким ответом и 7 заданий с выбором одного правильного ответа из четырёх предложенных. Рекомендуемое время на выполнение Раздела 3 — 40 минут.

Раздел 4 (Письмо) состоит из двух заданий и представляет собой небольшую письменную работу (написание личного письма и письменного высказывания с элементами рассуждения). Рекомендуемое время на выполнение этого раздела работы — 60 минут.

Раздел 5 (Говорение) включает два задания: тематическое монологическое высказывание и диалог с целью обмена оценочной информацией. Время устного ответа — 10 минут на одного испытуемого.

Чистое время проведения экзамена на одного человека (без учёта времени ожидания и инструктажа) — 170 минут.

Результаты единого государственного экзамена по иностранным языкам в 2006 году были представлены в виде аттестационных отметок по пятибалльной шкале и в тестовых баллах по стобальной шкале для представления при поступлении в вузы.

Определение результатов разбивалось на 2 этапа: подсчет первичных баллов за выполнение учащимися заданий в пяти разделах экзаменационной работы; расчет аттестационного балла (по пятибалльной шкале).

При подсчете первичных баллов в разделах «Аудирование», «Чтение», «Грамматика и лексика» за каждый правильный ответ экзаменуемый получал один балл, за исключением заданий на установление соответствия, где количество полученных баллов соответствовало количеству правильно установленных соответствий. В разделах «Говорение» и «Письмо» количество первичных баллов испытуемых определялось экспертами с помощью специальных схем оценивания выполнения заданий по выделенным критериям.

Расчет тестового балла проводился путем суммирования первичных баллов за каждый раздел письменной и устной части.

Пересчет результата, полученного по стобальной шкале, в аттестационную отметку производился по следующей схеме: «2» — от 0 до 30 баллов; «3» — от 31 до 58 баллов; «4» — от 59 до 83 баллов; «5» — от 84 до 100 баллов.

Максимально возможный результат (100 баллов) на экзамене по английскому языку набрали 3 участника в 2008 году.

Для дифференциации испытуемых по уровню владения иностранным языком в пределах, определенных федеральным государственным образовательным стандартом по иностранным языкам, во все разделы экзаменационной работы помимо заданий базового уровня включены задания повышенного и высокого уровня сложности. Уровень сложности заданий определя-

ется уровнями сложности языкового материала и проверяемых умений, а также типом задания.

Базовый, повышенный и высокий уровни заданий ЕГЭ соотносятся с уровнями владения иностранными языками, определенными в документах Совета Европы следующим образом:

Базовый уровень — А2

Повышенный уровень — В1

Высокий уровень — В2

Задания в экзаменационной работе располагаются по возрастающей степени трудности внутри каждого раздела работы.

Варианты экзаменационной работы равноценны по трудности, одинаковы по структуре, параллельны по расположению заданий: под одним и тем же порядковым номером во всех вариантах работы по данному языку находится задание, проверяющее один и тот же элемент содержания.

## **Раздел «Письмо»**

Задачей экзаменационного теста в разделе «Письмо» является проверка уровня сформированности умений экзаменуемых использовать письменную речь для решения коммуникативно-ориентированных задач. Раздел «Письмо» состоит из двух заданий: С1 — Письмо личного характера и С2 — Письменное высказывание с элементами рассуждения.

Стимулом для высказывания в задании С1 является отрывок из письма друга по переписке, в котором сообщается о событиях в жизни друга и задаются вопросы. Стимул для высказывания в задании С2 представлен утверждением, с которым тестируемый может согласиться или не согласиться, выразить свое мнение по поводу этого утверждения, приведя аргументы и доказательства.

Продолжительность экзамена по данному разделу — 60 минут.

Требования к оцениванию заданий раздела «Письмо» включают в себя такие пункты, как: 1) соответствие поставленной коммуникативной задаче; 2) полнота раскрытия

содержания; 3) выбор правильного стиля речи; 4) соблюдение норм вежливости; 5) логичность высказывания; 6) правильность использования средств логической связи; 7) соответствие оформления текста нормам, принятым в стране изучаемого языка; 8) разнообразие лексических средств; 9) адекватность, разнообразие и сложность использования грамматических структур в соответствии с заданной коммуникативной ситуацией; 10) правильность орфографического и пунктуационного оформления текста.

Средний балл выполнения заданий (в % от максимального) в разделе «Письмо» составил в 2008 г.: С1 Базовый — 75 %, С2 Высокий — 62 %.

Анализ выполнения экзаменуемыми этого раздела можно обобщить следующим образом. При выполнении задания С1 (Письмо личного характера) большинство экзаменуемых правильно выбрали элементы неофициального стиля. Практически все испытуемые соблюдали нормы вежливости, ссылаясь на предыдущие контакты и начиная письмо с благодарности за полученное письмо, подавляющее большинство употребляли соответствующую завершающую фразу и ставили правильно подпись в конце письма. Таким образом, учащиеся продемонстрировали хорошие знания структуры письма. Более трудным оказалось выполнение коммуникативной задачи. Более трети экзаменуемых не смогли представить полный ответ на запрашиваемую в письме информацию. При выполнении задания С2 (Высказывание с элементами рассуждения) экзаменуемые в основном справились с решением коммуникативной задачи, смогли представить высказывание требуемого объема, продемонстрировали умение привести аргументы «за» и «против». Но затруднение вызвала задача сформулировать проблему в начале высказывания. Большая часть экзаменуемых просто повторяли формулировку задания.

Что касается организации текста, то по-прежнему у большинства экзаменуемых вызывает затруднение деление текста на абзацы и использование средств логической связи.

Результаты проведенных исследований говорят о том, что для успешной сдачи ЕГЭ к нему надо серьезно готовиться. В этом вам поможет данное пособие.

Пособие состоит из двух разделов — С1 и С2. В начале пособия приводится Демонстрационный вариант ЕГЭ по английскому языку (2010 год).

Назначение демонстрационного варианта заключается в том, чтобы дать возможность любому участнику ЕГЭ и широкой общественности составить представление о структуре будущих КИМ (контрольных измерительных материалов), числе, форме, уровне сложности заданий: базовом, повышенном и высоком.

Приведенные критерии оценки выполнения заданий с развернутым ответом, включенные в этот вариант, позволят составить представление о требованиях к полноте и правильности записи развернутого ответа.

Эти сведения позволят выпускникам выработать стратегию подготовки и сдачи ЕГЭ в соответствии с целями, которые они ставят перед собой.

В раздел С1 согласно программе включено 5 типов заданий: написание личного письма, делового письма, автобиографии (резюме), отчета, а также заполнение анкеты, бланков и формуляров. Раздел С1 делится на семь частей. В первой части (Introduction) подробно объясняются правила и различия в написании личных и деловых писем, приводятся слова и устойчивые выражения, употребляемые в том или ином типе письма, а также образцы написания личного и делового письма.

Во вторую часть (Drill) включено десять разнообразных заданий, помогающих исключить ошибки при написании писем.

Целью третьей части раздела С1 (Personal Letters) является написание личных писем. В соответствии с требованиями, в задание включен отрывок из письма друга по переписке, в котором сообщается о событиях в жизни друга, и задаются вопросы.

Четвертая часть раздела С1 (Business Letters) посвящена написанию деловых писем. Данная часть представляет определенную трудность для экзаменуемых и на экзамен до сих пор не выносилась.

В пятой части раздела С1 (Curriculum Vitae) даются правила написания автобиографии, приводятся слова и словосочетания, необходимые для написания данного типа письменной

работы, образец написания резюме, а также задания на правильное написание и оформление автобиографии.

Шестая часть раздела C1 (Reports) связана с написанием отчетов. В данной части подробно объясняются правила написания и оформления различных видов отчетов, приводится образец написания отчета, а также содержится ряд заданий на составление отчета.

Последняя часть раздела C1 затрагивает такой вид письменной деятельности, как заполнение анкет, бланков и формуляров. В заданиях необходимо заполнить представленные оригинальные образцы.

Раздел C2 — Высказывание с элементами рассуждения — связан с описанием событий, фактов и явлений с выражением собственного мнения. В данной части подробно объясняются правила написания заданий, а также приводятся слова и словосочетания, употребляемые при написании данного типа заданий. Стимул для высказывания в заданиях раздела C2 представлен утверждением, с которым тестируемый может согласиться или не согласиться, выразить свое мнение по поводу этого утверждения, приведя аргументы и доказательства.

В учебное пособие также включен небольшой англо-русский словарь (Glossary), сгруппированный по разделам. В нем приведены слова и фразы, которые, по мнению автора, необходимо знать и включить в письменную работу.

Последняя часть пособия — это ключи к заданиям, что дает возможность работать над их выполнением самостоятельно.

Данное пособие поможет Вам правильно и без ошибок написать письменную часть Единого Государственного Экзамена, которая является одной из самых сложных.

Удачи вам!

**2010 ГОД**

## **ДЕМОНСТРАЦИОННЫЙ ВАРИАНТ ЕГЭ ПО АНГЛИЙСКОМУ ЯЗЫКУ**

При ознакомлении с Демонстрационным вариантом 2010 года следует иметь в виду, что задания, включенные в демонстрационный вариант, не отражают всех вопросов содержания, которые будут проверяться с помощью вариантов КИМ в 2010 году.

### **Раздел 1** **Аудирование**

Во время выполнения теста по аудированию перед каждым заданием дана пауза с тем, чтобы вы смогли просмотреть вопросы к заданию, а также паузы после первичного и повторного предъявления аудиотекста для внесения ответов. По окончании выполнения всего раздела «Аудирование» перенесите свои ответы в бланк ответов.

- В1** Вы услышите 6 высказываний. Установите соответствие между высказываниями каждого говорящего 1–6 и утверждениями, данными в списке А–G. Используйте каждое утверждение, обозначенное соответствующей буквой, только один раз. В задании есть одно лишнее утверждение. Вы услышите запись дважды. Запишите свои ответы в таблицу.

- A. I eat a lot trying to forget my problems.
- B. I cannot lose weight as I combine exercising and eating unhealthy food.
- C. I have gained weight after changing my habits.
- D. I would like to lose weight without changing my habits radically.
- E. I feel very unhappy because I cannot help eating unhealthy food.
- F. I expected to gain weight but in fact I haven't.
- G. I don't have any weight problems in spite of eating whatever I want.

Говорящий	1	2	3	4	5	6
Утверждение						

Вы услышите разговор подруг. Определите, какие из приведённых утверждений A1–A7 соответствуют содержанию текста (1 — True), какие не соответствуют (2 — False) и о чём в тексте не сказано, то есть на основании текста нельзя дать ни положительного, ни отрицательного ответа (3 — Not stated). Обведите номер выбранного вами варианта ответа. Вы услышите запись дважды.

- A1** Sally likes "Alice in Wonderland" more now, as she understands it better.  
 1) True      2) False      3) Not stated
- A2** Sally's father loved "Alice in Wonderland" when he was a kid.  
 1) True      2) False      3) Not stated
- A3** The Mad Hatter's character makes Sally think of her own personality.  
 1) True      2) False      3) Not stated

**A4** "Alice in Wonderland" did not make a good impression upon Susan.

- 1) True            2) False            3) Not stated

**A5** Sally is sure that not everything is openly expressed in the book.

- 1) True            2) False            3) Not stated

**A6** Susan has seen all the film adaptations of "Alice in Wonderland".

- 1) True            2) False            3) Not stated

**A7** Sally respects Disney for not changing anything in the story.

- 1) True            2) False            3) Not stated

Вы услышите рассказ студента. В заданиях **A8–A14** обведите цифру **1, 2** или **3**, соответствующую выбранному вами варианту ответа. Вы услышите запись дважды.

**A8** The narrator says that the Union is a body which

- 1) includes both the students and the teachers.  
2) is of a political character.  
3) does not represent all groups of students.

**A9** According to the narrator the behavior of the Union members shows

- 1) a high level of intellect.  
2) a lack of maturity.  
3) a sense of responsibility.

**A10** The narrator ran for the office because

- 1) he had supporters.  
2) he wanted the position.  
3) he was sure he would make it.

**A11** The narrator is not happy about the Union because the members

- 1) are not aware of the current political situation in the world.
- 2) are too young to understand the interests of mature students.
- 3) tend to discuss their private affairs and problems.

**A12** The narrator thinks that the Union should

- 1) be abolished.
- 2) do its work better.
- 3) attract more attention.

**A13** The narrator believes that the Union members are interested in

- 1) getting more money for their work.
- 2) increasing their experience.
- 3) having fun together.

**A14** For the narrator the university is a place to

- 1) entertain himself.
- 2) study hard.
- 3) make friends.

По окончании выполнения заданий **B1** и **A1–A14** не забудьте перенести свои ответы в бланк ответов № 1! Обратите внимание, что ответы на задания **B1**, **A1–A14** располагаются в разных частях бланка. **B1** расположено в нижней части бланка. При переносе ответов в задании **B1** буквы записываются без пробелов и знаков препинания.

## Раздел 2

### Чтение

**B2** Установите соответствие между заголовками А–Н и текстами 1–7. Занесите свои ответы в таблицу. Используйте каждую букву только один раз. В задании один заголовок лишний.

- |                        |                         |
|------------------------|-------------------------|
| A. First computers     | E. Professional sport   |
| B. Risky sport         | F. Shopping from home   |
| C. Shopping in comfort | G. New users            |
| D. Difficult task      | H. Digging for the past |

1. A group of university students from Brazil have been given the job of discovering and locating all the waterfalls in their country. It is not easy because very often the maps are not detailed. The students have to remain in water for long periods of time. Every day they cover a distance of 35 to 40 kilometres through the jungle, each carrying 40 kilos of equipment.

2. For many years now, mail-order shopping has served the needs of a certain kind of customers. Everything they order from a catalogue is delivered to their door. Now, though, e-mail shopping on the Internet has opened up even more opportunities for this kind of shopping.

3. Another generation of computer fans has arrived. They are neither spotty schoolchildren nor intellectual professors, but pensioners who are learning computing with much enthusiasm. It is particularly interesting for people suffering from arthritis as computers offer a way of writing nice clear letters. Now pensioners have discovered the Internet and at the moment they make up the fastest growing membership.

4. Shopping centres are full of all kinds of stores. They are like small, self-contained towns where you can find everything you want. In a large centre, shoppers can find everything they need without having to go anywhere else. They can leave their cars in the shopping centre car park and buy everything in a covered complex, protected from the heat, cold or rain.

5. Not many people know that, back in the fifties, computers were very big, and also very slow. They took up complete floors of a building, and were less powerful, and much slower than any of today's compact portable computers. At first, the data they had to process and record was fed in on punched-out paper; later magnetic tape was used, but both systems were completely inconvenient.

6. Potholing is a dull name for a most interesting and adventurous sport. Deep underground, on the tracks of primitive men and strange animals who have adapted to life without light, finding unusual landscapes and underground lakes, the potholer lives an exciting adventure. You mustn't forget, though, that it can be quite dangerous. Without the proper equipment you can fall, get injured or lost.

7. Substantial remains of an octagonal Roman bath house, probably reused as a Christian baptistry, have been uncovered during a student training excavation near Faversham in Kent. The central cold plunge pool was five metres across, and stood within a structure which also had underfloor heating and hot pools, probably originally under a domed roof.

1	2	3	4	5	6	7

**B3** Прочитайте текст и заполните пропуски 1–6 частями предложений, обозначенными буквами А–Г. Одна из частей в списке А–Г — лишняя. Занесите букву, обозначающую соответствующую часть предложения, в таблицу.

Before the Hubble Space Telescope was launched, scientists thought they knew the universe. They were wrong.

The Hubble Space Telescope has changed many scientists' view of the universe. The telescope is named after American astronomer Edwin Hubble, 1 \_\_\_\_\_.

He established that many galaxies exist and developed the first system for their classifications.

In many ways, Hubble is like any other telescope. It simply gathers light. It is roughly the size of a large school bus. What makes Hubble special is not what it is, 2 \_\_\_\_\_.

Hubble was launched in 1990 from the "Discovery" space shuttle and it is about 350 miles above our planet, 3 \_\_\_\_\_. It is far from the glare of city lights, it doesn't have to look through the air, 4 \_\_\_\_\_. And what a view it is! Hubble is so powerful it could spot a fly on the moon.

Yet in an average orbit, it uses the same amount of energy as 28 100-watt light bulbs. Hubble pictures require no film. The telescope takes digital images 5 \_\_\_\_\_. Hubble has snapped photos of storms on Saturn and exploding stars. Hubble doesn't just focus on our solar system. It also peers into our galaxy and beyond. Many Hubble photos show the stars that make up the Milky Way galaxy. A galaxy is a city of stars.

Hubble cannot take pictures of the sun or other very bright objects, because doing so could "fry" the telescope's instruments, but it can detect infrared and ultra violet light 6 \_\_\_\_\_.

Some of the sights of our solar system that Hubble has glimpsed may even change the number of planets in it.

- A. which is above Earth's atmosphere.
- B. which are transmitted to scientists on Earth.
- C. which is invisible to the human eye.
- D. who calculated the speed at which galaxies move.
- E. so it has a clear view of space.
- F. because many stars are in clouds of gas.
- G. but where it is.

1	2	3	4	5	6

Прочитайте рассказ и выполните задания A15–A21. В каждом задании обведите цифру 1, 2, 3 или 4, соответствующую выбранному вами варианту ответа.

When Suzanne had ever thought of New Orleans, it was always in connection with Hector Santien, because he was the only soul she knew who dwelt there. He had had no share in obtaining for her the position she had secured with one of the leading dry-goods firms; yet it was to him she addressed herself when her arrangements to leave home were completed.

He did not wait for her train to reach the city, but crossed the river and met her at Gretna. The first thing he did was to kiss her, as he had done eight years before when he left Natchitoches parish. An hour later he would no more have thought of kissing Suzanne than he would have tendered an embrace to the Empress of China. For by that time he had realized that she was no longer twelve nor he twenty-four.

She could hardly believe the man who met her to be the Hector of old. It was not his black hair that was dashed with grey on the temples; nor his short, parted beard and a small moustache that curled. From the crown of his glossy silk hat down to his trimly gaitered feet, his attire was faultless. Suzanne knew her Natchitoches, and she had been to Shreveport and even penetrated as far as Marshall, Texas, but in all her travels she had never met a man to equal Hector in the elegance of his appearance.

They entered a cab, and seemed to drive for an interminable time through the streets, mostly over cobble stones that rendered conversation difficult. Nevertheless he talked incessantly, while she peered from the windows to catch what glimpses she could, through the night, of that New Orleans of which she had heard so much. He was taking her to a friend of his, the dearest little woman in town. That was Maman Chavan, who was going to board and lodge her charging a ridiculously small sum of money.

Maman Chavan lived within comfortable walking distance of Hector's place. She was waiting for them — a lovable, fresh-looking, white-haired, black-eyed, small, fat little body, dressed all in black. She understood no English; which made no difference. Suzanne and Hector spoke only French to each other.

Hector came every Sunday morning, an hour or so before noon to breakfast with them. Suzanne was never in Hector's company elsewhere than at Maman Chavan's. Besides the Sunday visit, he looked in upon them sometimes at dusk, to chat for a

moment or two. He often treated them to the theatre and even to the opera, when business was brisk.

One day she sent word to Hector to come to her. "Hector," she began when he was there, "someone has told me I should not be seen upon the streets of New Orleans with you." He was trimming a long rose-stem with his sharp penknife. He did not stop, nor start, nor look embarrassed, nor anything of the sort. "Indeed!" he said. "I want you to look me in the face, Hector, and tell me if there is any reason." He snapped the knife-blade and replaced the knife in his pocket; then he looked in her eyes so steadily, that she hoped and believed that a confession of innocence would follow and she would gladly have accepted it. But he said indifferently: "Yes, there are reasons." Suzanne suddenly felt sick at heart. "There are no reasons that I will hear or believe." He silently held the rose by its long stem, and swept it lightly across her forehead along her cheek, and over her pretty mouth and chin. She sank upon the bench, and buried her face in her palms. A slight convulsive movement of the muscles indicated a suppressed sob. "That work at the store is telling on your nerves, Suzanne. Promise me that you will go back to the country. That will be best." He did not return; neither during the week nor the following Sunday. Then Suzanne told Maman Chavan she was going home.

**A15** Suzanne associated New Orleans with Hector Santien because

- 1) he had helped her to find a job at a dry-goods firm there.
- 2) she used to address her letters to him when he lived there.
- 3) she was not acquainted with anyone else there.
- 4) he had arranged her visit to that city.

**A16** When Hector met Suzanne he kissed her

- 1) as such was his manner of greeting her.
- 2) as he used to do when she came to New Orleans.
- 3) because he was overwhelmed by her beauty.
- 4) to show that she was still a little girl for him.

**A17** Suzanne could hardly recognise the Hector of old because

- 1) his hair was already turning grey on the temples.
- 2) he was wearing a short beard and a small moustache.
- 3) he was wearing outrageously expensive clothes.
- 4) he looked the very embodiment of good taste.

**A18** While driving in a cab Suzanne didn't speak much because she

- 1) was deafened by the noise of busy streets of the city.
- 2) was curious to see at least something of the city.
- 3) felt shy and awkward in Hector's presence.
- 4) expected Hector to do all the talking.

**A19** The main reason why Hector arranged Suzanne's staying at Maman Chavan's was that

- 1) Maman Chavan's house was not far from the city centre.
- 2) Maman Chavan didn't ask much for accommodation.
- 3) he wanted both women to become friends.
- 4) it was a good opportunity for Suzanne to practice French.

**A20** The phrase "He often treated them to the theatre ... when business was brisk" implies that

- 1) Hector bought theatre tickets for them.
- 2) Hector accompanied them to the theatre.
- 3) Hector's business had something to do with the theatre.
- 4) Hector was well connected in the theatrical world.

**A21** After her talk with Hector Suzanne realized that

- 1) his business must have been illegal.
- 2) he was romantically involved with another woman.
- 3) their relationship might break down.
- 4) she had been exhausted by her work at the store.

По окончании выполнения заданий В2, В3 и А15–А21 не забудьте перенести свои ответы в бланк ответов №1! Обратите внимание, что ответы на задания В2–В3, А15–А21 располагаются в разных частях бланка.

## Раздел 3

### Грамматика и лексика

Прочитайте приведённый ниже текст. Преобразуйте, если необходимо, слова, напечатанные заглавными буквами в конце строк, обозначенных номерами В4–В10, так, чтобы они грамматически соответствовали содержанию текста. Заполните пропуски полученными словами. Каждый пропуск соответствует отдельному заданию из группы В4–В10.

#### A Smart Boy

- |    |  |          |
|----|--|----------|
| В4 | Mr. Jones and Mr. Brown worked in the same office. One day Mr. Jones said, _____ pleasantly to Mr. Brown: "We are going to have a small party next Monday evening. Will you and your wife come?" | SMILE    |
| В5 | "That's very kind of you. We are free that evening, I think. But I _____ my wife and ask her."   | CALL     |
| В6 | Mr. Brown _____ into the other room and telephoned.  | GO       |
| В7 | He _____ very much by his telephone conversation.  | SURPRISE |

- |            |  |               |
|------------|--|---------------|
| <b>B8</b>  | When he came back Mr. Jones asked him, "_____ (you) to your wife already?"   | <b>SPEAK</b>  |
| <b>B9</b>  | "No, she _____ there when I phoned. My small son answered the phone. I asked him, 'Is your mother there?' And he said, 'She is somewhere outside.' | <b>NOT BE</b> |
| <b>B10</b> | 'Why is she outside?' I asked. 'She _____ for me,' he answered."   | <b>LOOK</b>   |

Прочитайте приведённый ниже текст. Преобразуйте, если необходимо, слова, напечатанные заглавными буквами в конце строк, обозначенных номерами **B11–B16**, так чтобы они грамматически и лексически соответствовали содержанию текста. Заполните пропуски полученными словами. Каждый пропуск соответствует отдельному заданию из группы **B11–B16**.

#### UK: Conservation and Environment

- |            |  |               |
|------------|--|---------------|
| <b>B11</b> | Going for a walk is the most popular leisure activity in Britain. Despite its high population density and widespread _____, the UK has many unspoilt rural and coastal areas.  | <b>URBAN</b>  |
| <b>B12</b> | Twelve National Parks are freely accessible to the public and were created to conserve the _____ beauty, wildlife and cultural heritage they contain.  | <b>NATURE</b> |
| <b>B13</b> | Most of the land in National Parks is privately owned, but administered by an independent National Park Authority which works to balance the expectations of _____ with the need to conserve these open spaces for future generations. | <b>VISIT</b>  |

The UK also works to improve the global environment and has taken global warming \_\_\_\_\_ ever since scientists discovered the hole in the ozone layer.

**B14**

**SERIOUS**

In 1997, the UK subscribed to the Kyoto Protocol binding developed countries to reduce emissions of the six main greenhouse gases. The Protocol declares environmental \_\_\_\_\_.

**B15**

**PROTECT**

Nowadays British \_\_\_\_\_ are taking part in one of the largest international projects that is undertaken to protect endangered species.

**B16**

**SCIENCE**

Прочитайте текст с пропусками, обозначенными номерами A22–A28. Эти номера соответствуют заданиям A22–A28, в которых представлены возможные варианты ответов. Обведите номер выбранного вами варианта ответа.

### Tracy

Tracy was as excited as a child about her first trip abroad. Early in the morning, she stopped at a A22 \_\_\_\_\_ agency and reserved a suite on the Signal Deck of *the Queen Elizabeth II*. The next three days she spent buying clothes and luggage.

On the morning of the sailing, Tracy hired a limousine to drive her to the pier. When she A23 \_\_\_\_\_ at Pier 90, where *the Queen Elizabeth II* was docked, it was crowded with photographers and television reporters, and for a moment Tracy was panic stricken. Then she realized they were interviewing the two men posturing at the foot of the gangplank. The members of the crew were helping the passengers with their luggage. On deck, a steward looked at Tracy's ticket and A24 \_\_\_\_\_ her to her stateroom. It was a lovely suite with a private terrace. It had been ridiculously expensive but Tracy A25 \_\_\_\_\_ it was worth it.

She unpacked and then wandered along the corridor. In almost every cabin there were farewell parties going on, with

laughter and champagne and conversation. She felt a sudden ache of loneliness. There was no one to see her **A26** \_\_\_\_\_, no one for her to care about, and no one who cared about her. She was sailing into a completely unknown future.

Suddenly she felt the huge ship shudder as the tugs started to pull it out of the harbor, and she stood **A27** \_\_\_\_\_ the passengers on the boat deck, watching the Statue of Liberty slide out of **A28** \_\_\_\_\_, and then she went exploring.

- |            |               |             |            |             |
|------------|---------------|-------------|------------|-------------|
| <b>A22</b> | 1) journey    | 2) trip     | 3) travel  | 4) tourist  |
| <b>A23</b> | 1) achieved   | 2) arrived  | 3) entered | 4) reached  |
| <b>A24</b> | 1) set        | 2) came     | 3) headed  | 4) directed |
| <b>A25</b> | 1) determined | 2) resolved | 3) decided | 4) assured  |
| <b>A26</b> | 1) in         | 2) off      | 3) of      | 4) after    |
| <b>A27</b> | 1) among      | 2) along    | 3) between | 4) besides  |
| <b>A28</b> | 1) glance     | 2) stare    | 3) sight   | 4) look     |

По окончании выполнения заданий **В4–В16, А22–А28 НЕ ЗАБУДЬТЕ ПЕРЕНЕСТИ СВОИ ОТВЕТЫ В БЛАНК ОТВЕТОВ №1! ОБРАТИТЕ ВНИМАНИЕ**, что ответы на задания **В4–В16, А22–А28** располагаются в разных частях бланка. При переносе ответов в заданиях **В4–В16** буквы записываются без пробелов и знаков препинания.

## Раздел 4

### Письмо

Для ответов на задания **С1, С2** используйте Бланк ответов № 2.

При выполнении заданий **С1** и **С2** особое внимание обратите на то, что ваши ответы будут оцениваться только по записям, сделанным в Бланке ответов № 2. Никакие записи черновика не будут учитываться экспертом. Обратите внимание также на необходимость соблюдения указанного объема текста. Тексты недостаточного объема, а

также часть текста, превышающая требуемый объём, не оцениваются.

При заполнении Бланка ответов № 2 вы указываете сначала номер задания C1, C2, а потом пишете свой ответ.

Если одной стороны Бланка недостаточно, вы можете использовать другую сторону Бланка.

- C1** You have 20 minutes to do this task.  
You have received a letter from your English-speaking pen-friend Tom who writes:

...In Great Britain most young people want to become independent from their parents as soon as possible. Could you tell me what you and your friends think about not relying on your parents? Are you ready to leave your family immediately after you finish school? Is it easy to rent a house or an apartment for students in Russia?

As for the latest news, I have just returned from a trip to Scotland...

Write a letter to Tom.

In your letter:

- answer his questions
- ask 3 questions about his trip to Scotland

Write 100–140 words.

Remember the rules of letter writing.

- C2** You have 40 minutes to do this task.

Comment on the following statement.

Some people prefer to travel abroad; others say that there is much to be seen in our own country.

What is your opinion?

Write 200–250 words.

Use the following plan:

- make an introduction (state the problem)
- express your personal opinion and give reasons for it
- give arguments for the other point of view and explain why you don't agree with it
- draw a conclusion

## Приложение 1

### Тексты для аудирования

Вы сейчас будете выполнять тест по аудированию. Во время его выполнения перед каждым заданием дана пауза с тем, чтобы вы смогли просмотреть вопросы к заданию, а также паузы после первичного и повторного предъявления аудиотекста для внесения ответов. По окончании выполнения всего раздела «Аудирование» перенесите свои ответы в бланк ответов.

#### Задание В1

Вы услышите 6 высказываний. Установите соответствие между высказываниями каждого говорящего 1–6 и утверждениями, данными в списке А–G. Используйте каждое утверждение, обозначенное соответствующей буквой, только один раз. В задании есть одно лишнее утверждение. Вы услышите запись дважды. Занесите свои ответы в таблицу. У вас есть 20 секунд, чтобы ознакомиться с заданием.

Now we are ready to start.

**Speaker 1**

I'm trying to get back on track again with healthy food. I've been really bad this couple of months, resulting in a horrible weight gain. I still go to the gym 3-4 times a week, but I eat a lot of unhealthy snacks between meals. I somehow thought it's my reward for going to the gym, but it certainly made me gain more weight rather than lose it. I figure if I can replace my dinner with fruits, I will achieve weight loss easily and in a healthy way. But the problem is, after the gym when I feel really hungry the first thing I look for is something savoury.

**Speaker 2**

My name is Jenna and I'm 17 years old. I'd never had weight issues until last year. I had some problems that made me very depressed, so I ate all the time and watched TV because I didn't want to leave the house. I know that's not an excuse for eating so unhealthily, but I was in my own little world, you could say. I'm a very athletic person and I still have all my muscle, but I've just gained weight. I've decided to start my diet on Wednesday and work out Mondays, Wednesdays and Fridays with one of my friends.

**Speaker 3**

I am utterly frustrated at the moment. My weight is not moving in the right direction. Which is not surprising since I just can't resist food, especially unhealthy food. Like yesterday, I went to the supermarket and bought strawberries and grapes and apples only to go back 20 minutes later to get a marble cake. I only ate two slices of it and it was all I had for dinner but still it makes me angry. Sometimes I feel it has to be either all or nothing. I just know that eating nothing is not the right thing to do and that it won't help in the long run.

**Speaker 4**

I'm doing really well. I thought that when I came home from school I would balloon up, because my mom is an awesome cook and when I'm home I work two jobs and I am always too tired to exercise. Plus, at school the gym is free and at home it

most certainly is not. However, I've managed to stay at the same weight, and am at my lowest weight on my mom's scale! I eat around 1200–1400 calories a day so that my parents don't suspect anything, but I know they're impressed with my weight loss. I am too!

**Speaker 5**

My name is Bobbi. I'm a sophomore in college and live in the dorm. This is the first time I've experienced living on my own. So I can go to any grocery shop and get whatever I want or go out to eat whenever I want. I stopped being active after the swim season was over in my senior year of high school. My weight has steadily increased since then because of my eating and exercise habits alone, I think. So I have asked my doctor recently to work out a special combination of diet and sport activities. I hope it will help.

**Speaker 6**

I wish I could just kick the pounds away but alas, no way. I cannot starve myself, and also, I don't want to. Still, I want to lose weight, as fast as possible, of course. I thought I'd try to eat healthy food and exercise a lot but it's just so hard to come home and not plunder the fridge. It's so difficult to change one's lifestyle. I need some support and encouragement from somebody who understands how difficult it is to solve my problem.

**You have 15 seconds to complete the task. (Pause 15 seconds.)**

**Now you will hear the texts again. (Repeat.)**

**This is the end of the task. You now have 15 seconds to check your answers. (Pause 15 seconds.)**

**Задания А1–А7**

Вы услышите разговор подруг. Определите, какие из приведённых утверждений А1–А7 соответствуют содержанию текста (1 — True), какие не соответствуют (2 — False) и

о чём в тексте не сказано, то есть на основании текста нельзя дать ни положительного, ни отрицательного ответа (3 — Not stated). Обведите номер выбранного вами варианта ответа. Вы услышите запись дважды. У вас есть 20 секунд, чтобы ознакомиться с заданиями.

Now we are ready to start.

**Susan:** Sally, have you read "Alice's Adventures in Wonderland"?

**Sally:** Yes. My mother read and loved it when she was younger and I have her copy. I loved it when I was younger, and even more now that I understand the metaphors and the irony.

**Susan:** Personally, I have a great love for the Caterpillar. And who is your favourite character from the book?

**Sally:** I think it is the Mad Hatter. His madness and playfulness helps me understand who I am or at least try to be as a person. What is your favourite passage from the book?

**Susan:** I love when the queen says "Sometimes I've believed in as many as six impossible things before breakfast."

**Sally:** My favourite passage is Alice's conversation with herself as she falls down the rabbit hole. It was in that moment that I really fell in love with the quaint little girl named Alice.

**Susan:** Do you think that the book has any undertones, or do you merely love it as it is, a book written in an eccentric and witty style, full of twisted adventures?

**Sally:** I would say there are many witty, eccentric, slightly twisted books out there. Of course I think there are undertones. There are so many undertones in fact that I'm afraid the Alice book may become too outdated and cryptic for today's children.

**Susan:** Oh, no! I think of it as a contemporary book that can be enjoyed for years to come. I hope my children will read the same cherished copy I read and my mother read before me.

**Sally:** By the way, what is your favourite film adaptation of the Alice book?

**Susan:** I am not as familiar with the film adaptations as I am with the novel and musical interpretations. I quite like a music video that a friend of mine has done to the song "White Rabbit", but I suppose my favourite Alice film is the Disney version.

**Sally:** Yes. I highly respect Walt Disney and his work, and I think the movie is well done. Though I much prefer the book itself, Disney was not afraid to add a little bit of himself to the film, which I respect him for.

**You have 15 seconds to complete the task. (Pause 15 seconds.)**

**Now you will hear the text again. (Repeat.)**

**This is the end of the task. You now have 15 seconds to check your answers. (Pause 15 seconds.)**

### **Задания А8–А14**

Вы услышите рассказ студента. В заданиях А8–А14 обведи цифру 1, 2 или 3, соответствующую выбранному вами варианту ответа. Вы услышите запись дважды. У вас есть 50 секунд, чтобы ознакомиться с заданиями.

**Now we are ready to start.**

Again, I'm not sure how this works in any other part of the world. At my university we have a student-elected body of representatives called "The Union". It is a quasi-political body, elected from the student body and meant to represent the student body as a whole. However, I have doubts about their ability to represent me, and any other mature student at that university.

Let me begin by saying that this year's President likes to be called "Gravy". The behavior of the Union on the whole reflects this level of maturity. This year I ran for the office, I promised

someone that I would run. A random meeting with next year's President and a rant about how ineffectual I thought the Union was brought this about, and I must say, my mates gave me a lot of support. However, I did not make the effort to canvass, I did not want the position.

Yes, if more mature and experienced people do not join, what hope is there of this body being more representative? I should feel worse than I do about my lax efforts, but there is no way in the world I could sit in an office with these people without ranting and raving at them. How can a body of 19 and 20 year olds represent a student body that ranges from 18 to 80? In the UK, more and more mature students are returning to study every year. If the body that is meant to represent them discusses issues like the ethics of every single product in the Union shop, or whether not allowing Al-Qaeda to operate from the university is discrimination or not ... they are simply not represented. How can I present problems specific to a mature student to someone with little or no life experience themselves?

This became evident in a short time and I did not actually take any notice of the elections because these were not elections based on any kind of merit, but on how popular someone is, or how much attention they can draw to themselves during the elections by dressing up. When I see taxpayers' money wasted on these things (and yes, it is that money that is used) it makes me see red. The Union has a very important job to do, and unfortunately it does not do it very well at all. The Union would perform better as a non-elected body where people with experiences of the issues and methods do the work, rather than young and inexperienced people who want nothing more than a jolly good time with their mates, and something to put on their CV.

I have overheard some people talking about this on occasions. They think that there is something wrong with the situation. In my opinion, there's definitely something wrong with it.

I never thought that this was what university would be about. I am there for a reason, to learn. I sold my house to finance this degree, it is a pretty major commitment for me, so of course I am going to take it seriously.

You have 15 seconds to complete the task. (Pause 15 seconds.)

Now you will hear the text again. (Repeat.)

This is the end of the task. You now have 15 seconds to check your answers. (Pause 15 seconds.)

This is the end of the Listening Test.

## Приложение 2

### Ответы

Раздел 1 Аудирование		Раздел 2 Чтение		Раздел 3 Грамматика и лексика	
№ задания	Ответ	№ задания	Ответ	№ задания	Ответ
A1	1	A15	3	A22	3
A2	3	A16	1	A23	2
A3	1	A17	4	A24	4
A4	2	A18	2	A25	3
A5	1	A19	2	A26	2
A6	2	A20	1	A27	1
A7	2	A21	3	A28	3
A8	3				
A9	2				
A10	1				
A11	2				
A12	2				
A13	3				
A14	2				

## Аудирование

B1 BAEFCD

B2 DFGCABH

B3 DGAEBC

## Чтение

## Грамматика и лексика\*

B4 smiling

B5 willcall *или* 'llcall

B6 went

B7 wassurprised

B8 haveyouspoken *или* havespoken

B9 wasn't *или* wasnot

B10 islooking

B11 urbanization

B12 natural

B13 visitors

B14 seriously

B15 protection

B16 scientists

Личное письмо  
Personal Letter

\* Написание ответов (без пробелов и знаков препинания) соответствует инструкции ФЦТ по заполнению Бланка ответов №1.

## РАЗДЕЛ С1

### ЧАСТЬ I. ВВЕДЕНИЕ PART I. INTRODUCTION

Одним из заданий в части «Письмо» Единого Государственного Экзамена является написание личного или делового письма с употреблением формул речевого этикета, принятых в стране изучаемого языка. Правильное оформление письма, умение писать четко и без ошибок в соответствии с грамматикой и лексикой изучаемого языка является важным навыком. Хотя в целом структура написания данных писем схожа — адрес, дата письма, обращение, основной текст письма, заключительная формула вежливости и подпись, — язык и стиль написания личных и деловых писем различен.

## Личное письмо Personal Letter

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Язык и стиль написания личного письма менее официален по сравнению с деловым письмом, более эмоционален и прост. Для личного письма характерны сокращения, принятые в устной речи: *I haven't heard from you for ages, I'm looking forward to seeing you again, What's the news?* и т. п. Употребление фразовых глаголов, идиоматических выражений и даже сленга вполне уместно и допустимо в письме личного характера. В личном письме не пишется заголовок или указание на общее содержание письма, что является характерным для деловой корреспонденции.

Письмо следует начинать с написания своего адреса (адрес отправителя), который пишется в верхнем правом углу страницы в следующем порядке: 1-ая строка — номер дома, название улицы; 2-ая строка — город, почтовый индекс; 3-я строка — страна. Под адресом пишется дата написания письма: число, месяц, год. Будьте осторожны с датами! Американцы перевели бы 1.09 как 9 января, т. к. в *American English and British English* даты читаются по-разному, поэтому дату лучше писать полностью, например, *1 September, 2009*. Не надо писать окончания *-th*, *-st*, *-nd* или *-rd* после цифр.

### Обращение

Личное письмо обычно начинается с неформального приветствия *Hi*, *Hello* или просто со слова *Dear*, к которому добавляется имя, после чего ставится запятая.

Hi, Dick,  
Hello, Mary,  
Dear Dad,

Всё обращение пишется на левой стороне без отступа на красную строку.

Далее обычно следует благодарность за полученное письмо. Вы также можете задать несколько вопросов о делах и семье своего друга.

Thanks for your letter. It was great to hear from you. How are you? I hope all is going well. How is your sister? Has she already learned Spanish?

### Основной текст письма

В основном тексте письма вы рассказываете новости, факты и события своей жизни, выражаете свои суждения и чувства, описываете планы на будущее и расспрашиваете своего друга о его делах. В письмах могут содержаться поздравление, благодарность, просьба, соболезнование, жалоба или упрек.

Here is some news about our class. David decided to go to a military school and he is training hard.

I think you are studying hard now. Have you already chosen the university where you are going to apply? Will it be difficult to study there?

Не забывайте о словах, связывающих отдельные части предложений, и вводных словах.

*Addition:* first, also, finally

*Contrast:* but, however

*Purpose:* so that

*Example:* such as, for example

*Reason:* as, because

*Time:* when, while

*Beginning of a sentence:* Anyway, Well, Right

#### **Заключительная формула вежливости**

Заключительная формула вежливости на отдельной строке может включать в себя такие слова, как *Love, Best regards, Best wishes, Looking forward to seeing you, Warmly, Fondly, Missing you*, после которых ставится запятая.

На отдельной строке после заключительной формулы вежливости вы должны подписаться — написать свое имя.

Нужно обязательно помнить требования к объему письма — 100–140 слов. Не пишите лишних подробностей. Помните, что обязательные повторяемые элементы письма — адрес, обращение, благодарность за полученное письмо, заключительные фразы и ваше имя в конце письма уже составляют около 20 слов. Заучите эти фразы и зрительно запомните план расположения частей письма. Запомните свой адрес в правильной последовательности.

Проверьте, нет ли орфографических или грамматических ошибок. Если вы не уверены в правильности написания каких-либо слов, замените их другими, в написании которых вы уверены.

#### **Образец написания личного письма**

You have received a letter from your English-speaking pen-friend Ann who writes:

... At school we are studying the culture of Russia.  
Could you tell me something about your national art gallery?

As for my news I decided to go to a medical school...

Write a letter to Ann.

In your letter:

- tell her about the Russian national art gallery
- ask 3 questions about the medical school she is going to

Write 100–140 words.

Remember the rules of letter writing.

### Задание C1

9 Svetlaya St.  
Krasnogorsk 114965  
Russia  
15 September, 2009

Dear Ann,

Thanks for your letter. How are you? I hope all is going well.

As for me, I'm working hard. I want to be an economist and I'm studying a lot of mathematics. So unfortunately there is no much time for going anywhere.

But your letter made me go to the Tretyakov Picture Gallery. It was founded in the 19th century and a lot of pictures by famous Russian artists are exhibited there. It is our national gallery.

You see, your decision to go to a medical school was quite a surprise for me. What made you choose this field? Is this your father who advised you to go there? How long is the course of studies in a medical school?

Well, I must finish now — my lessons begin in half an hour.

Love,  
Kate

## Почтовая открытка Postcard

Стиль и форма написания почтовой открытки аналогичны написанию личного письма. Открытка обычно короче письма и содержит 80–100 слов. Единственным отличием является указание адреса человека, которому вы пишете. Адрес, куда и кому вы посылаете открытку, пишется в таком порядке:

1-ая строка — *Имя и фамилия адресата*

2-ая строка — *Номер дома, название улицы*

3-я строка — *Город, почтовый индекс*

4-ая строка — *Страна*

### Образец написания открытки

<p>Dear Paul,</p> <p>As you asked, we booked the hotel for you in Manhattan. It's the Tudor Hotel near the United Nations. We'll come back to New York in the middle of August. I hope we'll be able to meet and go to the Metropolitan Museum.</p> <p>Best wishes, Jim</p>	<p>Paul Wiles 250 Wireless Boulevard New York 11788 USA</p>
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## Деловое письмо Business Letter

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Деловые письма пишутся по установленной форме, часто на напечатанных типографским способом бланках.

Деловое письмо принято делить на следующие части:

- 1) в правом верхнем углу обычно ставится штамп компании с ее адресом (1-ая строка — название фирмы, 2-ая строка — адрес фирмы: *номер дома, название улицы, город, почтовый индекс, страна*) или ваш адрес, если вы пишете на имя компании,
- 2) под штампом дата письма,
- 3) в левой части наименование и адрес получателя письма,
- 4) тема письма (для того чтобы сразу было понятно, о чем данное письмо и кому и в какой отдел его нужно переслать),
- 5) вступительное обращение,
- 6) основной текст письма,
- 7) заключительная формула вежливости,
- 8) подпись,
- 9) указание на приложение.

Вступительное обращение пишется следующим образом:

- 1) если вы не знаете фамилию человека или людей, к которым вы обращаетесь, письмо обычно начинается со слов *Dear Sir, Dear Sirs* или *Gentlemen*.
- 2) если вы пишете женщине и не знаете ее фамилию, обычным обращением является *Dear Madam*.
- 3) если вы знаете фамилию адресата, обычным обращением к мужчине является *Dear Mr. Smith*, к женщине *Dear Miss Smith* (незамужней женщине), *Dear Mrs. Smith* (замужней женщине), *Dear Ms. Smith* (если вы не знаете, замужем она или нет. Эта форма приобретает все более широкое распространение).

В деловом письме в обращении НЕЛЬЗЯ писать ИМЯ после слов *Mr., Miss, Mrs.* или *Ms.*

**НЕПРАВИЛЬНЫЙ ВАРИАНТ!** *Dear Mr. Peter Smith* или *Dear Ms. Ann Smith*

Заключительная часть письма — подпись — зависит от обращения. Если вы начали письмо с обращения *Dear Sir, Dear Sirs, Dear Madam* или *Gentlemen*, в конце письма перед подписью вы должны поставить слова *Yours faithfully*.

Если вы начали письмо с обращения *Dear Mr. Smith, Dear Miss Smith, Dear Mrs. Smith* или *Dear Ms Smith*, обычным окончанием будут слова *Yours sincerely*.

Язык написания делового письма, как уже говорилось, отличается от стиля личного письма. В деловых письмах язык более официален и строг; не принято употребление сокращенных глагольных форм, в то время как конструкции со страдательным залогом используются гораздо чаще. Для деловой переписки характерно употребление стандартных выражений, используемых для подтверждения получения деловых писем, для выражения просьбы, при сообщении о посылке каталогов или документов, при ссылке на документы и т. д. Эти стандартные выражения необходимо выучить.

#### Основной текст письма

##### 1. Письмо-запрос, жалоба и т. п.

В начале делового письма указывается причина написания данного письма. Обычным началом могут служить выражения *I am writing in connection with... I am writing to enquire about...* Если вы пишете очередное письмо по одному и тому же вопросу, то началом могут являться выражения *Further to...* или *With reference to...*

##### 2. Письмо-ответ

Обычным началом является *Thank you for your letter of 12 January* (Обратите внимание на предлог *of*.), *In reply / answer / response to your letter of 12 January...*

В сообщениях об исполнении просьбы употребляются следующие выражения: *In accordance with your request...*,

*According to your request...* или *As requested (by you / in your letter)*.

При извещении о посылке документов, каталогов и т. п. обычно используются следующие выражения: *We are pleased / glad to send you...*, *We enclose* или *We send enclosed...*

Деловое письмо обычно делится на абзацы. Деление подчеркивается словами:

First of all, Firstly, Secondly, Finally

Не забывайте о словах, связывающих отдельные части предложений, и вводных словах:

Moreover, In addition to it

So, As a result, Therefore

However, On the one hand... On the other hand, In contrast

In conclusion, To sum up, On the whole

Не забывайте о вежливых словах и выражениях:

I would be very pleased...

Will you be so kind to inform me...

I will be obliged if you could...

I would appreciate if you could...

**Заключительная формула вежливости** включает в себя такие выражения, как:

*I look forward to hearing from you soon* или *If you require any further information please do not hesitate to contact us.*

#### **Образец написания делового письма**

You are responsible for the accommodation of English students who are going to arrive in your town for the holiday. In the telephone conversation Miss Smith, the teacher of School 14 in Manchester, asked you to confirm all the arrangements for their arrival.

Write a confirmation letter to Miss Smith.

Remember the rules of letter writing.

9 Svetlaya St.  
Krasnogorsk 114965  
Russian Federation

Anne Smith  
225 Phillips Boulevard  
Manchester 0834184  
United Kingdom

4 December, 2009

Dear Miss Smith,

Further to our telephone conversation, I would like to confirm the following arrangements for your arrival.

Your group arrives on 3 January at 2.15 p.m. You will be met at the railway station by our representative. He will take you to the hotel in Moscow (the address and hotel conveniences are enclosed).

If you require any further information, please do not hesitate to contact us.

Yours sincerely,  
Kate Smirnova

## ЧАСТЬ II. УПРАЖНЕНИЯ PART II. DRILL

### Задание 1

- Write the dates according to the rules given above.

1st March, 1947; 15/12/1944; 3/10/1971 (USA);  
27/10/1980; 6/2/1978 (UK); 5/7/2002 (USA); 2nd April, 1994;  
9/3/1942 (USA)

## Задание 2

Match the opening of the letter on the left with its closing on the right.

- |                     |                     |
|---------------------|---------------------|
| 1. Dear Gentlemen   | a. Best wishes      |
| 2. Dear Miss Smith  | b. Yours sincerely  |
| 3. Dear Ms. Black   | c. Yours faithfully |
| 4. Dear Sirs        |                     |
| 5. Dear Madam       |                     |
| 6. Dear Mr. Green   |                     |
| 7. Dear Ann         |                     |
| 8. Dear Mrs. Wilson |                     |
| 9. Dear Jack        |                     |

## Задание 3

Match the Russian word-combinations on the left with their English equivalents on the right.

- |  |                       |
|--|-----------------------|
| 1. в дополнение к                          | a. Yours faithfully   |
| 2. в целом                                 | b. in response to     |
| 3. быть благодарным                        | c. as requested       |
| 4. в добавление, к тому же                 | d. with reference to  |
| 5. ожидать с нетерпением                   | e. Yours sincerely    |
| 6. с уважением, искренне Ваш               | f. enclose            |
| 7. с уважением, преданный Вам              | g. Best wishes        |
| 8. в ответ на                              | h. in accordance with |
| 9. наилучшие пожелания                     | i. look forward       |
| 10. прилагать, вкладывать в тот же конверт | j. be kind            |
| 11. ссылаясь на                            | k. on the whole       |
| 12. в соответствии с                       | l. in addition        |
| 13. согласно просьбе                       | m. further to         |
| 14. быть любезным                          | n. be obliged         |

#### Задание 4

Phrases for personal and business letters are jumbled up. Put letter **B** for expressions used in business letters and letter **P** for personal ones.

1. I hope all is going well.
2. I will be obliged if you could
3. Thanks for your letter
4. Why don't we...
5. I would appreciate if you could...
6. How are you?
7. Dear Uncle Pete,
8. I would be very grateful to you for...
9. I am writing to enquire about...
10. With reference to...
11. My best regards to John.
12. Further to...

#### Задание 5

Find odd word or expression in the following word chains.

1. a) Best wishes                      b) Best regards  
c) Missing you                      d) Yours sincerely
2. a) further to                      b) appreciate  
c) fondly                              d) in reply to
3. a) enclosed                      b) as you asked  
c) Hi                                      d) Thanks for your letter.
4. a) Dear Sir                          b) Dear Ms Green  
c) Gentlemen                      d) Dear Alice
5. a) In addition                      b) What's the news?  
c) As requested                      d) According to

## Задание 6

I Choose the proper variant.

1. We have received your letter \_\_\_\_\_ 2 September.  
a) from                                      b) of                                      c) on
2. We are \_\_\_\_\_ for your letter.  
a) obliged                                      b) enclosed                                      c) confirmed
3. In \_\_\_\_\_ to you letter we inform the following.  
a) accordance                                      b) addition                                      c) response
4. Please find \_\_\_\_\_ the copy of the contract.  
a) obliged                                      b) appreciated                                      c) enclosed
5. The goods were sent \_\_\_\_\_ with our contract.  
a) in addition                                      b) in accordance                                      c) in response
6. \_\_\_\_\_ to your letter we would ask you to send us the list of goods wanted.  
a) In accordance                                      b) Referring                                      c) On the whole
7. I am writing in \_\_\_\_\_ with your telephone call.  
a) reference                                      b) addition                                      c) connection
8. We very much \_\_\_\_\_ your hospitality.  
a) appreciate                                      b) look forward                                      c) are kind

### Задание 7

Fill in the blanks with the proper preposition.

1. \_\_\_ reply \_\_\_ your letter \_\_\_ 13 September we are glad to inform you that the terms of the contract have been approved. 2. The contract was signed \_\_\_ 22 February. 3. According \_\_\_ your request we sent you our price list enclosed. 4. \_\_\_ reference \_\_\_ our telephone conversation we confirm the following. 5. We are obliged \_\_\_ your letter \_\_\_ 7 May. 6. \_\_\_ accordance \_\_\_ the contract the goods will be delivered \_\_\_ 25 March. 7. Further \_\_\_ our previous letter we are glad to send samples of our goods. 8. We look \_\_\_ \_\_\_ seeing you again.

### Задание 8

Read and translate the words in the box. Fill in the blanks with the corresponding words. There is one extra word in the box.

accept	acknowledge	forward
hesitate	response	sincerely

Dear Miss Mint,

In 1 \_\_\_\_\_ to your letter of January 21, I am pleased to confirm that we are ready to accept your order and do business with your company. We 2 \_\_\_\_\_ receipt of your order No 5478. It is being processed at the moment and will be delivered to you within a week.

We are looking 3 \_\_\_\_\_ to pleasant business relations with your company. If you require any further information, please do not 4 \_\_\_\_\_ to contact us.

Yours 5 \_\_\_\_\_,  
Anna Black

### Задание 9

There are 7 mistakes in the letter. Find the mistakes and rewrite the letter correctly.

8 Oxford St.  
London 114965  
United Kingdom  
5th October, 2008

Dear Miss Ann Smith,

Thank you for the letter from the 23 September. We are glad to know that your sister has got married. Our best congratulations.

Further to our holiday, everything is all right. We are swimming and sunbathing a lot. Yesterday we went on an excursion to the mountains. The trip was interesting and we saw a lot of beautiful places.

We are going to return on 14 October. I hope the flight will not be tiring.

Do not hesitate to contact us.

Yours faithfully,

Helen

### Задание 10

Some of the parts of the letter are omitted. Fill in the spaces with the proper variants.

Dear Mr. Barlow,

I am writing 1 \_\_\_\_\_ my forthcoming visit to London. My trip begins on 4 February and lasts till 15 February. 2 \_\_\_\_\_ our telephone conversation, I would like to add that my two colleagues, Mr. Ivanov and Mr. Petrov, will accompany me. I would be 3 \_\_\_\_\_ if you could book two single rooms for them in the same hotel I will stay in.

If you require any further information please 4 \_\_\_\_\_.

5 \_\_\_\_\_,

Peter Limonov

## ЧАСТЬ III. ЛИЧНОЕ ПИСЬМО PART III. PERSONAL LETTER

### Задание 11

You have received a letter from your English-speaking pen-friend Mary who writes:

...At the lessons of biology we are studying different plants native to a certain area. Could you tell me which trees are the most wide-spread in Russia?

As for our news we are in Scotland. What a relaxing place it is. I wish I could describe how beautiful the local lochs are...

Write a letter to Mary.

In your letter:

- tell her about the trees native to Russia
- ask 3 questions about her holiday in Scotland

Write 100–140 words.

Remember the rules of letter writing.

### Задание 12

You have received a letter from your English-speaking pen-friend Ann who writes:

...At school I won an annual prize for the best research into the culture of a foreign country...

As for our news we decided to move into a house in a new neighbourhood which is considered the best in our city...

Write a letter to Ann.

In your letter:

- congratulate Ann
- ask 3 questions about her new house.

Write 100–140 words.

Remember the rules of letter writing.

### Задание 13

You have received a letter from your English-speaking pen-friend Paul who writes:

...At school we play rugby and basketball. Could you tell me what sport games you and your classmates play?

As for my family news my sister Jane entered Oxford University...

Write a letter to Paul.

In your letter:

- tell him about sport games you and your classmates like to play
- ask 3 questions about his sister Jane

Write 100–140 words.

Remember the rules of letter writing.

### Задание 14

You have received a letter from your English-speaking pen-friend Paul who writes:

...My friends and I are planning to come to Moscow for a week in January. Could you tell me what the weather is like in Moscow at this time of the year and what clothes we should take?

As for my news last Friday I went to the Globe Theatre...

Write a letter to Paul.

In your letter:

- tell him about the weather in Moscow in January and advise him what clothes he should take
- ask 3 questions about his visit to the Globe Theatre

Write 100–140 words.

Remember the rules of letter writing.

### Задание 15

You have received a letter from your English-speaking pen-friend Paul who writes:

...My friends and I are doing a project about professions which are in great demand. Could you tell me about occupations which are the most important to your mind?

As for my news my Grandpa came to visit us...

Write a letter to Paul.

In your letter:

- tell him about the professions you consider the most important
- ask 3 questions about his Grandpa's visit

Write 100–140 words.

Remember the rules of letter writing.

### Задание 16

You have received a letter from your English-speaking pen-friend Ann who writes:

...At school we are carrying out a survey on generation gap. Tell me please if there are any problems between your parents and you? What about your friends?

As for my news my parents presented me with a book about English traditional cooking...

Write a letter to Ann.

In your letter:

- tell her if there is generation gap in your and your friends' families
- ask 3 questions about cooking

Write 100–140 words.

Remember the rules of letter writing.

### Задание 17

You have received a letter from your English-speaking pen-friend Paul who writes:

...I got interested in rap. What is your attitude to it?  
What about your friends?  
I began learning to play the guitar...

Write a letter to Paul.

In your letter:

- tell him about your preferences in music
- ask 3 questions about his music lessons

Write 100–140 words.

Remember the rules of letter writing.

### Задание 18

You have received a letter from your English-speaking pen-friend Paul who writes:

...My friends and I decided to do a project about people's hobbies. Have you got any hobbies? What about your friends?  
My brother Jack got ill...

Write a letter to Paul.

In your letter:

- tell him about your and your friends' hobbies
- ask 3 questions about his brother's illness

Write 100–140 words.

Remember the rules of letter writing.

### Задание 19

You have received a letter from your English-speaking pen-friend Paul who writes:

...In yesterday's magazine I saw a picture of St. Basil's Cathedral. It struck me greatly. Are there any other beautiful cathedrals in Moscow?

We decided to make a swimming pool...

Write a letter to Paul.

In your letter:

- tell him about Moscow's cathedrals
- ask 3 questions about his new swimming pool

Write 100–140 words.

Remember the rules of letter writing.

### Задание 20

You have received a letter from your English-speaking pen-friend Paul who writes:

...The other day I saw a TV programme on tornadoes and got interested in them. I decided to make a report on natural disasters of the world. Could you tell me what natural disasters may happen in Russia?

I have got a niece. She was born two days ago. Now I'm an uncle...

Write a letter to Paul.

In your letter:

- tell him about natural disasters of Russia
- ask 3 questions about his niece

Write 100–140 words.

Remember the rules of letter writing.

### Задание 21

You have received a letter from your English-speaking pen-friend Paul who writes:

...My friends and I are doing a project about problems of large cities. Could you tell me please which problems Moscow faces?

I bought a book about Harry Potter...

Write a letter to Paul.

In your letter:

- tell him about problems of Moscow
- ask 3 questions about his new book

Write 100–140 words.

Remember the rules of letter writing.

### Задание 22

You have received a letter from your English-speaking pen-friend Paul who writes:

...In the last letter you wrote that you were going to Saint Petersburg. Could you tell me please a few words about the Hermitage? As far as I know it's the largest and richest museum in Russia.

I began studying Spanish...

Write a letter to Paul.

In your letter:

- tell him about the Hermitage
- ask 3 questions about his Spanish studies

Write 100–140 words.

Remember the rules of letter writing.

### **Задание 23**

You have received a letter from your English-speaking pen-friend Paul who writes:

...We had a lot of fun on April Fools' Day. Do you have the same holiday in Russia? Could you tell me please about Russian holidays?

I changed the make of my mobile telephone and bought a Nokia...

Write a letter to Paul.

In your letter:

- tell him about Russian holidays
- ask 3 questions about his new mobile telephone

Write 100–140 words.

Remember the rules of letter writing.

### **Задание 24**

You have received a letter from your English-speaking pen-friend Paul who writes:

...London tube is the oldest in the world. What about Moscow underground? Is it really beautiful?

My brother started a new company...

Write a letter to Paul.

In your letter:

- tell him about Moscow underground
- ask 3 questions about his brother's new company

Write 100–140 words.

Remember the rules of letter writing.

### Задание 25

You have received a letter from your English-speaking pen-friend Paul who writes:

...At school we are doing a project on eating habits of people from different countries. Could you tell me please how many times a day you have meals and what national Russian dishes are?

We have a new student in our class. He is from Russia...

Write a letter to Paul.

In your letter:

- tell him about Russian cuisine
- ask 3 questions about a new student from Russia

Write 100–140 words.

Remember the rules of letter writing.

### Задание 26

You have received a letter from your English-speaking pen-friend Paul who writes:

...Yesterday our team lost the game with the score 2:1. I was a goalkeeper...

I decided to earn some money during my vacation. I will help our postman to deliver morning mail. Have you ever worked during your vacation? ...

Write a letter to Paul.

In your letter:

- try to comfort him on his losing the game
- ask 3 questions about his work

Write 100–140 words.

Remember the rules of letter writing.

### Задание 27

You have received a letter from your English-speaking pen-friend Jane who writes:

...I am taking my final tests at school. Then I will have Christmas holiday...

...Yesterday we went shopping. I bought Christmas presents for my relatives and friends. There were so many people everywhere. How do you usually celebrate Christmas?...

Write a letter to Jane.

In your letter:

- tell her about New Year and Christmas celebration in Russia
- ask 3 questions about English traditions of observing Christmas

Write 100–140 words.

Remember the rules of letter writing.

### Задание 28

You have received a letter from your English-speaking pen-friend Jack who writes:

...The other day my friend and I spoke about future work and he asked me which I would prefer, an interesting but badly paid job or the one which was boring but well paid. An interesting question, isn't it? By the way, which one would you accept and why?...

Write a letter to Jack.

In your letter:

- tell him about your choice
- ask 3 questions about his future work

Write 100–140 words.

Remember the rules of letter writing.

### Задание 29

You have received a letter from your English-speaking pen-friend Jack who writes:

...At school we are carrying out a survey "We want to have our city clean". How can we stop people from littering? Do you have the same problem in Moscow?...

...Ecology is an interesting subject, isn't?...

Write a letter to Jack.

In your letter:

- tell him about the problem of litter in Moscow and the ways of solving it
- ask 3 questions about ecological problems

Write 100–140 words.

Remember the rules of letter writing.

### Задание 30

You have received a letter from your English-speaking pen-friend Ann who writes:

...Yesterday I showed your photo to my brother and he said that you were a charming girl. An idea came to me: if you got married to a foreigner, how would you react to living in a new country? As for me, I would miss...

Write a letter to Ann.

In your letter:

- tell her about your future marriage as you can imagine it
- ask 3 questions about her house chores

Write 100–140 words.

Remember the rules of letter writing.

### Задание 31

You have received a letter from your English-speaking pen-friend Kate who writes:

...How do you like New York? I think it's terrific. I've always wanted to go there...

...We are planning to go to Lake District for the weekend...

Write a letter to Ann.

In your letter:

- tell her about your visit to New York
- ask 3 questions about Lake District

Write 100–140 words.

Remember the rules of letter writing.

### Задание 32

You have received a letter from your English-speaking pen-friend John who writes:

...I've broken my leg. The doctors say I must stay in bed for three weeks. I can't imagine what I should do all this time...

...My sister has started studying arts. Next month she is going to Italy...

Write a letter to John.

In your letter:

- try to comfort him about his injury
- ask 3 questions about his sister

Write 100–140 words.

Remember the rules of letter writing.

### Задание 33

You have received a letter from your English-speaking pen-friend Kate who writes:

...I'm sick and tired of my parents' care. Would you like to live alone or with your parents?...

...Yesterday I saw a new film with Brad Pitt. What would you do if you met Brad Pitt?

Write a letter to Kate.

In your letter:

- tell her about your attitude to family life
- ask 3 questions about cinema

Write 100–140 words.

Remember the rules of letter writing.

### Задание 34

You have received a letter from your English-speaking pen-friend Maggie who writes:

...My sister is ill with mumps...

...What do you do to keep fit?

Write a letter to Maggie.

In your letter:

- tell her about the ways of keeping fit
- ask 3 questions about her family and their plans for a holiday

Write 100–140 words.

Remember the rules of letter writing.

### Задание 35

You have received a letter from your English-speaking pen-friend Maggie who writes:

...We've come at last! They say that the airplane is the most comfortable means of transport, but we had to stay at the airport for 10 hours! Our flight was delayed. How do you think people should travel? Maybe it's better to stay at home...

Write a letter to Maggie.

In your letter:

- tell her about your travelling experience
- ask 3 questions about her journey

Write 100–140 words.

Remember the rules of letter writing.

### Задание 36

You have received a letter from your English-speaking pen-friend John who writes:

...TV is chewing gum for brains! Have you seen anything worth watching on TV? As for me, I can see only endless soap operas or horror films which are not frightening at all but just silly...

Write a letter to John.

In your letter:

- tell him about your attitude to TV
- ask 3 questions about the way he usually spends his leisure time

Write 100–140 words.

Remember the rules of letter writing.

### Задание 37

You have received a letter from your English-speaking pen-friend Mary who writes:

...We're planning to go to Egypt for New Year. I hope the weather will be good and we'll be able to swim and sunbathe.

...You are learning English. What are the most boring and interesting aspects of English for you?...

Write a letter to Mary.

In your letter:

- tell her about your learning English
- ask 3 questions about his future holiday in Egypt

Write 100–140 words.

Remember the rules of letter writing.

### Задание 38

You have received a letter from your English-speaking pen-friend Mary who writes:

...Yesterday we went to my aunt Alice and we had a lot of fun...

...What do you think is better, to read a book or to see a film based on it? People say classics are boring...

Write a letter to Mary.

In your letter:

- tell her about your attitude to books and films
- ask 3 questions about her aunt Alice

Write 100–140 words.

Remember the rules of letter writing.

### Задание 39

You have received a letter from your English-speaking pen-friend Ann who writes:

...I'm looking forward to going somewhere and having a good rest. What's an ideal holiday, to your mind?

...What is the most beautiful place you have ever been to?...

Write a letter to Ann.

In your letter:

- tell her about your good holiday
- ask 3 questions about the places she has been to

Write 100–140 words.

Remember the rules of letter writing.

### Задание 40

You have received a letter from your English-speaking pen-friend Mary who writes:

...It's winter now but it's been raining for six days! What has happened to the weather? In August it was 36°C! Can you imagine? It was unbearable. What's the weather like in Moscow?...

Write a letter to Mary.

In your letter:

- tell her about the weather in Moscow
- ask 3 questions about global warming

Write 100–140 words.

Remember the rules of letter writing.

## ЧАСТЬ IV. ДЕЛОВОЕ ПИСЬМО PART IV. BUSINESS LETTER

### Задание 41

You have read an advertisement in the newspaper which says:

**GET MORE FROM YOUR NOKIA E51**

Lead the conversation

Get attached to email

Think fast, browse faster

VoIP here, there, everywhere

For any other information apply to PO Box 226  
F1-00045 Nokia Group Finland

Write a letter to Nokia Group. In your letter ask for further information.

Remember the rules of letter writing.

### Задание 42

Write the answer to Peter Limonov on behalf of Nokia Group.

### **Задание 43**

You are fond of gardening and want to know more about flowers that can be grown in Russia. You have read in the magazine the following:

"The English roses are easy to care for. They provide wonderful all-round garden performance, even in cold climates like Russia. For any other information apply to David Austin Roses Ltd. Bowling Green Lane, Albrighton WV73HB Great Britain."

Write a letter to David Austin Roses Ltd. In your letter ask for further information.

Remember the rules of letter writing.

### **Задание 44**

Write the answer to Kate Smirnova on behalf of David Austin Roses Ltd.

Remember the rules of letter writing.

### **Задание 45**

You are going to study abroad and you must take the TOEFL test to enter the university. Your friend gave you the address of TOEFL services:

TOEFL Services  
Educational Testing Service PO Box 6151 Princeton  
NY 085411-6151, USA

Write a letter to TOEFL services. In your letter ask for information about locations of TOEFL centres and payment.

Remember the rules of letter writing.

### Задание 46

Write the answer to Peter Limonov on behalf of TOEFL Services.

Remember the rules of letter writing.

### Задание 47

You spent two weeks in Great Britain and stayed at Miss Swanson who has a small family hotel. Write a letter to Miss Swanson and thank her for your stay at her place.

### Задание 48

Your parents want to rent a country house in Great Britain and read an advertisement about it. Help them to write a letter to the owner.

Charming country house near Brighton. 4 bedrooms.  
Spectacular sea view. Pool. Beautiful rose garden.  
Contact: Miss Elizabeth Trench, Box 127

### Задание 49

Write the answer to Paul Limonov on behalf of Miss Elizabeth Trench.

### Задание 50

You have ordered a new mobile telephone through the Internet. When you opened the parcel, you found out that the colour of the telephone had been mixed. Write a letter to the company and ask to change the telephone.

### **Задание 51**

You have ordered several books through the Internet. When you opened the parcel, you found out that your books were soft-covered, while you ordered hard-covered books. Write a letter to the company.

### **Задание 52**

You read an advertisement.

Are you a sociable person?  
Do you know Moscow well?  
Are you good at English or French?  
Students from London and Paris want to get acquainted with our capital. We are looking for people who can show the sights of Moscow and tell them the most interesting facts about our capital. Could you help them? Come to us!  
The post of the guide is vacant!

You want to apply for the job. Write a letter of application.

### **Задание 53**

You have been asked to write a letter to a stationery company. You should find out the information of their production, price, discounts and delivery.

### **Задание 54**

Write an answer to Peter Limonov on behalf of a manager of the stationery company.

### **Задание 55**

You have sent a catalog and price list to the company. Write a letter to them with the suggestion to meet and discuss everything in detail.

### Задание 56

You should book a conference hall with dinner in a conference centre. You have already phoned them and discussed the matter. Write a letter confirming the reservation to avoid misunderstanding.

### Задание 57

You are conducting a survey about the use and estimation of your products. Write a letter with the request to participate in the survey.

## ЧАСТЬ V. РЕЗЮМЕ PART V. CURRICULUM VITAE / RESUME

В большинстве случаев при поступлении на работу необходимо представить резюме (сведения об образовании и профессиональном опыте), которое пишется по определенному плану. Резюме пишется на бумаге формата А4 и должно быть написано четко и ясно, чтобы человек, читающий его, мог получить исчерпывающие данные о Вас и Вашем профессиональном опыте.

План составления резюме:

а) в начале страницы указываются имя и фамилия, полный почтовый адрес, номер телефона, факса и электронный адрес

б) далее сообщаются личные данные (Personal Information): данные о рождении (Date of Birth) и семейном положении (Marital Status)

в) с интервалом в одну строку пишется цель (Objective) — должность, на которую Вы претендуете

г) в следующем пункте сообщаются данные о профессиональном опыте (Work Experience). В начале указывается

последнее место и должность, которые Вы занимали, а затем сообщаются данные обо всех должностях в обратном порядке до самой первой, с которой Вы начинали свою профессиональную должность. Обычно здесь указываются достижения и прогресс, которые были сделаны, а также поощрения или продвижение по службе. Также здесь необходимо упомянуть публикации, если такие имеются.

д) далее сообщаются сведения об образовании (Education), которые тоже пишутся в обратном порядке

е) в следующем пункте указываются дополнительные навыки, которыми Вы владеете (Additional Skills), а также круг интересов (Interests).

В конце резюме можно привести рекомендации предыдущих нанимателей с указанием их должности, адресом и телефоном.

В резюме не употребляется местоимение «я». Вместо предложений «я выполнял работу, я закончил курсы» и т. п. пишутся безличные предложения “did the project, accomplished the job” и т. д.

В первом пункте **Work Experience** глаголы употребляются во времени **Present Simple**; в остальных пунктах данного раздела — **Past Simple**.

Резюме не должно превышать одной страницы.

В качестве примера приводится резюме, взятое из Интернета.

### Curriculum Vitae

Peter Townsled

35 Green Road Spokane, WA 87954

Phone (503) 456-6781

Fax (503) 456-6782

E-mail petert@net.com

Date of Birth

3 October, 1966

Marital Status

Married

## **Objective**

Employment as manager in imported clothing retailer

## **Work Experience**

1998 — Present Jackson Shoes Inc. Spokane, WA

Manager

Manage staff of 10

Provide helpful service to customers concerning shoe choices

1995–1998 Smith Office Supplies & Yakima, WA

Assistant Manager

Managed warehouse operations

Interviewed new applicants for open positions

## **Education**

1991–1995 Seattle University, WA

Bachelor of Business Administration

## **Additional Skills**

Advanced level skills in Microsoft Office Suite, basic HTML programming, spoken and written proficiency in French

## **Interests**

Football, rowing

## **References**

John Campbell

Managing Director

Jackson Shoes Inc. Spokane, WA

Tel: (503) 202-4224

## **Задание 58**

Parts of the resume are jumbled up and lack headings. Put them in the right order with proper headings.

University of North Dakota

May 2005 M.A. Degree

May 2002 B.A. Degree

Bilingual Kindergarten Teacher

Multicultural teaching experience  
 Web management skills; digital audio and video  
 ...  
 13 September, 1971  
 ...  
 Autumn 2004 — present  
 Kindergarten teacher, Kindergarten, Grand Forks  
 Develop and conduct classroom lessons in both Spanish and English  
 Use cultural activities, songs, and materials to encourage learning  
 Introduced computer use in learning centres  
 Organized and created learning centres and bulletin boards  
 Summer 2000 — Autumn 2002  
 Hospital tutor, University of North Dakota Medical Centre  
 Developed learning stations in reading and science  
 Taught reading to a small group of Spanish beginners readers  
 ...  
 National cuisines, cooking  
 ...  
 Single

### Задание 59

I Read the text and make up the resume of Julia Nikolayeva.

Julia Nikolayeva lives in Moscow in Tamanskaya street. Her house, No22, is a multistoreyed brick building. She lives on the 7th floor in flat 76. She is 19 years old. Julia is a nice sociable girl with many interests. Her phone number 7639912 is known to all her friends and on her birthday, March 19, they always come to her place. She is fond of classical music and can play the violin. Also she likes gardening and there are a lot of beautiful flowers in her garden. She is a PC user and likes emailing and chatting in the Internet. Her email is [http.www.info@junik.ru](mailto:http.www.info@junik.ru). She left school No1423 last year and worked as a courier in the Swedish furniture shop Ikea. Also she learned Swedish and stud-

ied at the secretarial courses. She received a diploma confirming her skills as a typewriter and shorthand. She types 180 letters per minute. She wants to work in Sweden in the Russian branch of Ikea as a secretary.

### Задание 60

I Read the text and make up the resume of Jane Smith.

Jane Smith lives in New York in 25-92 Queens Boulevard. Her phone number is 555-1234. She was born 22 October 1990. She left a two-year course of study in Travel and Tourism College a month ago. During her studies she took part in workshops simulating computer and telephone operations. During her vacation she had also extensive practice in ticketing and reservations. Now she is seeking for a job as assistant travel agent.

Jane is fond of tennis. She won the college tournament twice. She is also a good biker.

## ЧАСТЬ VI. ОТЧЕТ PART VI. REPORT

Отчеты используются в разных сферах жизни и представляют собой материал о проделанной работе или исследовании. Отчет пишется по установленной форме.

План составления отчета:

а) **To:** (Кому), т. е. кому адресован данный документ с упоминанием должности

б) **From:** (От кого), т. е. кто составлял данный отчет с упоминанием должности

**Subject:** или **Re:** — тема отчета или проблема, которую необходимо решить

**Date** — дата написания отчета

**Introduction** — введение в основную тему с указанием на то, что было сделано. Слова, которые обычно употребляются: *As request / As requested by you... This involved visiting / speaking to...*

**Findings** — полученные данные, сведения в результате проделанной работы

**Recommendations** — рекомендации по решению проблемы. Слова, которые обычно употребляются: *I recommend / suggest that we do... Having considered the options...*

Отчеты должны быть краткими и нести фактическую информацию. Рекомендации должны основываться на полученной информации.

В качестве примера приводится отчет, взятый из Интернета.

### Report

Margaret Anderson, Director of Personnel wants a report on employee benefits satisfaction. She has asked her Personnel Manager Andrew Jackson to interview a number of employees and make a report.

To: M. Anderson  
Director of Personnel  
From: A. Jackson  
Personnel Manager  
Date: 28 November  
Re: Employee benefits satisfaction

ЧАСТЬ VI. ОТЧЕТ  
PART VI. REPORT

### INTRODUCTION

As requested, I interviewed a number of employees concerning employee benefits satisfaction. It involved a representative selection of 15 % of all employees who were interviewed in the period between 1 November and 15 April 1. My findings are presented below.

### FINDINGS

1. Employees were generally satisfied with the current benefits package.

2. Older employees repeatedly had problems with prescription drugs procedures.
3. Employees between the ages of 22 and 30 report few problems with Health Medical Organization (HMO).
4. Most employees complain about the lack of dental insurance in our benefits package.

### RECOMMENDATIONS

Having considered the question I recommend we meet with HMO representatives to discuss the serious nature of complaints concerning prescription drug benefits for older employees and including dental insurance in our benefits package because these are the most urgent problems worth solving. I look forward to discussing the matter with you at our next meeting.

#### Задание 61

Your company is preparing to conduct a symposium. You have been asked to find a possible place by your chief executive.

Write a report to your chief executive on your findings, recommending the most suitable option.

#### Задание 62

A new consultant, Mr. Smith, is invited to work for your company. Mr. Smith is coming with his wife and two children. You have been asked to find a suitable housing for Mr. Smith by your chief executive.

Write a report to your chief executive on your findings, recommending the most suitable option.

#### Задание 63

Your company made a good profit last year. The salary is rather high and the employees get quarterly bonuses. But your chief executive decided to grant some additional benefits to the

employees and asked you to conduct a survey to find out what two benefits the employees thought to be the most essential.

Write a report to your chief executive on your findings, recommending the most suitable option.

#### **Задание 64**

The chief executive decided to work out criteria for the promotion of the employees. He set up a team of managers to solve the problem. He asked you to find three criteria.

Write a report to your chief executive on your findings, recommending the most suitable option.

#### **Задание 65**

The chief executive decided to change the supplier of stationery because the quality of paper had worsened. He asked you to find a new supplier.

Write a report to your chief executive on your findings, recommending the most suitable option.

#### **Задание 66**

Your company is engaged in providing one-day bus tours. The chief executive is seeking for a good restaurant to provide people with business lunch of three-courses. He has asked you to find a suitable place.

Write a report to your chief executive on your findings, recommending the most suitable option.

#### **Задание 67**

The company has decided to provide their employees with free fitness centre. The chief executive has asked you to find a suitable sports club.

Write a report to your chief executive on your findings, recommending the most suitable option.

## ЧАСТЬ VII. ЗАПОЛНЕНИЕ БЛАНКОВ PART VII. FILLING IN FORMS

Заполнение анкет, бланков, формуляров является важным навыком, т. к. с данным видом деятельности приходится сталкиваться довольно часто: при поездке за рубеж, где приходится заполнять различные бланки, при переводе или поступлении в учебное заведение и во многих других случаях. Необходимо правильно вписать сведения о себе: имя, фамилию, национальность, номер паспорта и где он был выдан, а также адрес. Иногда приходится указывать цель поездки, сумму денег, которые Вы ввозите или которые Вам надо заплатить за учебу и т. д.

### Задание 68

Fill in the following form.

**2007-2008**  
**TOEFL® CBT Voucher Request Form** Mail Only to ETS

Please clearly print all information in English letters for the person who will be testing.      Date: \_\_\_\_\_

**I. IDENTIFICATION**

Only spaces, hyphens, apostrophes, J, or I, etc.

1. First/Given Name - first 13 letters      Last/Family Name - first 17 letters

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2. Home Phone Number (include country and city codes)

--	--

Daytime Number: \_\_\_\_\_      Fax Number: \_\_\_\_\_  
(include country and city codes)      Email Address: \_\_\_\_\_

3. Date of Birth:    Month    Day    Year

	-		-	
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4. Mailing Address (Enter your street address; include house or apartment number, if applicable, or P.O. box/box and number.)


City \_\_\_\_\_      State/Province \_\_\_\_\_      Zip/Postal Code \_\_\_\_\_      Country Code for This Mailing Address \_\_\_\_\_

(See Bulletin)

**II. FEES AND REMITTANCE**

**E. If paying by credit card, enter credit card number (American Express, Discover, JCB, MasterCard, or VISA)**

Credit Card Account Number

Expiration Date

Signature of Card Holder \_\_\_\_\_

**F. Tax Fee**  **UB9110**

In Canada, add GST/HST (Reg. # 12141 4485 RT)

**Задание 69**

**I Fill in the following form.**

**TRANSFER CERTIFICATE SAMPLE**

**Please use your School Letter Head or Type your school name here**

1. Name of the Student.....
2. Nationality.....
3. Date of Birth (dd/mm/yy): \_\_\_\_\_
4. Grade/Class to which he/she was admitted : \_\_\_\_\_ Year: \_\_\_\_\_
5. The present Grade/Class ..... Year: \_\_\_\_\_
6. Last date of attendance in the School \_\_\_\_\_
7. Result at the end of the Academic Year \_\_\_\_\_ Promoted to Grade/Class \_\_\_\_\_
  - a) Passed and Promoted to Grade/Class . For the academic Year: \_\_\_\_\_
  - b) Detained in Grade/Class not applicable: for the Academic Year -not applicable

**HEADMASTER/PRINCIPAL/DIRECTOR/REGISTAR**

Name .....

Signature .....

**SCHOOL STAMP**

## РАЗДЕЛ C2

### ЭССЕ ESSAY

Письменное высказывание с элементами рассуждения C2 относится к заданию высокого уровня сложности. В данном задании проверяются следующие умения:

- высказать свое мнение и привести аргументы, доказательства, примеры
- сделать вывод
- последовательно и логически правильно строить высказывание
- использовать соответствующие средства логической связи
- правильно оформить стилистически в соответствии с поставленной задачей

Требования к оцениванию заданий раздела «Письмо» можно разделить на следующие пункты:

1. Содержание
  - а) соответствие поставленной коммуникативной задаче
  - б) полнота раскрытия содержания
  - в) выбор правильного стиля речи
2. Организация текста
  - а) логичность высказывания
  - б) правильность использования средств логической связи
3. Лексическое оформление речи
  - а) адекватность использования лексики в соответствии с заданной коммуникативной ситуацией
  - б) соблюдение лексической сочетаемости, использование узуальных словосочетаний

- в) разнообразие лексических средств
- 4. Грамматическое оформление речи
  - а) адекватность использования грамматических структур в соответствии с заданной коммуникативной ситуацией
  - б) разнообразие грамматических средств
  - в) сложность грамматических конструкций
- 5. Орфография и пунктуация
  - а) правильность орфографического и пунктуационного оформления

Письменное высказывание с элементами рассуждения не должно превышать 200–250 слов.

Данное задание делится на четыре абзаца в соответствии с планом. В первой части необходимо сформулировать тему. **Нельзя повторять задание дословно; оно обязательно должно быть перефразировано!** Во второй части необходимо разобрать преимущества данной проблемы. Не забывайте о словах и фразовых словосочетаниях, которые помогают раскрыть основную мысль:

To begin / start with...

According to... Some people think...

First... Firstly... First of all... Secondly...

Moreover... In addition... Also... Apart from this...

As far as I am concerned... To my mind... In my view...

For example... For instance... Like... Such as...

Во второй части рассматриваются недостатки проблемы и аргументы, представленные с противоположной точки зрения. Слова и фразовые словосочетания, употребляемые в данном абзаце, могут включать в себя:

On the one hand, ... on the other hand

But... Not only...

In contrast to this... In spite of... Despite... Nevertheless...

Заключительная часть подводит итог вышеизложенному. Наиболее часто употребляемые слова и словосочетания:

To sum up... In conclusion...

### **Задание 71**

**C2** You have 40 minutes to do this task.  
Comment on the following statement.

Many people think that the computer is one of the most useful inventions of the 20<sup>th</sup> century.

What is your opinion? What can you say for and against this problem?

Write 200–250 words.

Use the following plan:

- make an introduction (state the problem)
- express your personal opinion and give reasons for it
- give arguments for the other point of view and explain why you don't agree with it
- draw a conclusion

### **Задание 72**

**C2** You have 40 minutes to do this task.  
Comment on the following statement.

Parents often don't understand their teenager children.

What is your opinion? What can you say for and against this problem?

### **Задание 73**

**C2** You have 40 minutes to do this task.  
Comment on the following statement.

The only way to learn English is to study abroad.

What is your opinion? What can you say for and against this problem?

### **Задание 74**

**C2** You have 40 minutes to do this task.  
Comment on the following statement.

Some people prefer to live in a big city, while others prefer to live in a small one or in the country.

What is your opinion? What can you say for and against this practice?

### **Задание 75**

**C2** You have 40 minutes to do this task.  
Comment on the following statement.

It has been announced that a large shopping centre will be built in neighbourhood.

What is your opinion? What can you say for and against this problem?

### **Задание 76**

**C2** You have 40 minutes to do this task.  
Comment on the following statement.

It is always interesting to learn something about the life of famous people.

What is your opinion? What can you say for and against this problem?

### **Задание 77**

**C2** You have 40 minutes to do this task.  
Comment on the following statement.

Television has destroyed communication among friends and family.

What is your opinion? What can you say for and against this problem?

### **Задание 78**

**C2** You have 40 minutes to do this task.  
Comment on the following statement.

It is better for children to grow up in the countryside than in a big city.

What is your opinion? What can you say for and against this problem?

### **Задание 79**

**C2** You have 40 minutes to do this task.  
Comment on the following statement.

Some people prefer to eat out. Others prefer to cook and eat meals at home.

What is your opinion? What can you say for and against this practice?

### **Задание 80**

**C2** You have 40 minutes to do this task.  
Comment on the following statement.

The automobile has changed people's lives.

What is your opinion? What can you say for and against this statement?

### **Задание 81**

**C2** You have 40 minutes to do this task.  
Comment on the following statement.

Progress is always good.

What is your opinion? What can you say for and against this statement?

### **Задание 82**

**C2** You have 40 minutes to do this task.  
Comment on the following statement.

It's better to attend a live performance (a concert, a play, or a sporting event) than watching it on television.

What is your opinion? What can you say for and against this statement?

### **Задание 83**

**C2** You have 40 minutes to do this task.  
Comment on the following statement.

People have to work because they need money to live.

What is your opinion? What can you say for and against this statement?

### **Задание 84**

**C2** You have 40 minutes to do this task.  
Comment on the following statement.

Face-to-face communication is better than other types of communication such as letters, email, or telephone calls.

What is your opinion? What can you say for and against this statement?

### **Задание 85**

**C2** You have 40 minutes to do this task.

Comment on the following statement.

The most important features in a friend are strength, a sense of humour and intelligence.

What is your opinion? What can you say for and against this statement?

### **Задание 86**

**C2** You have 40 minutes to do this task.

Comment on the following statement.

Should a city try to preserve its old historic buildings or replace them with modern buildings?

What is your opinion? What can you say for and against this statement?

### **Задание 87**

**C2** You have 40 minutes to do this task.

Comment on the following statement.

Professional sports versus amateur sports.

What is your opinion? What can you say for and against this statement?

### **Задание 88**

- C2** You have 40 minutes to do this task.  
Comment on the following statement.

Marks students get encourage them to learn.

What is your opinion? What can you say for and against this statement?

### **Задание 89**

- C2** You have 40 minutes to do this task.  
Comment on the following statement.

Some people think that the family makes the most important influence on children and teenagers. Others think that it is friends that influence young people most of all.

What is your opinion? What can you say for and against this statement?

### **Задание 90**

- C2** You have 40 minutes to do this task.  
Comment on the following statement.

Do you think big families or small families are better?

What is your opinion? What can you say for and against this statement?

## ГЛОССАРИЙ. GLOSSARY

### ЛИЧНОЕ ПИСЬМО PERSONAL LETTER

- also** — тоже, также, к тому же  
**anyway** — во всяком случае; что бы то ни было  
**as far as I know** — насколько мне известно  
**as for me** — что касается меня  
**Best regards** — с уважением, с наилучшими пожеланиями  
**Best wishes** — наилучшие пожелания  
**finally** — в заключение; в конечном счете, в конце концов  
**Fondly** — любящий тебя  
**hear from** — получать известие  
**Hi! How are things?** — Привет! Как дела?  
**How about / What about...?** — Как насчет...?  
**Look forward to seeing you** — с нетерпением ожидаю встречи с тобой  
**Look forward to hearing from you** — с нетерпением ожидаю известий от тебя  
**(give / send my) love to ...** — (передай) привет, наилучшие пожелания...  
**Missing you** — скучаю по тебе  
**See you soon!** — До скорого! Еще увидимся!  
**Warmly** — С наилучшими (сердечными) пожеланиями  
**Why don't you...?** — Почему бы тебе не...?

### ДЕЛОВОЕ ПИСЬМО BUSINESS LETTER

- according to** — в соответствии с, согласно  
**application** — заявление; форма заявления

- letter of application** — письмо, прилагаемое к резюме, о приеме на работу
- apply for (a job)** — подавать заявление о (приеме на работу)
- appreciate** — быть признательным, благодарным
- I would appreciate if you could...** — Я был бы признателен (благодарен), если бы вы смогли...
- Your early / prompt reply will be very much appreciated.** — Мы будем весьма признательны за ваш скорый ответ.
- as a result** — в результате (чего-л.)
- as requested** — согласно просьбе
- be kind** — добрый, любезный
- Will you be so kind to inform me...** — Будьте так добры / любезны сообщить мне...
- be grateful** — быть благодарным, признательным
- concerning** — касательно, относительно
- confirm** — подтверждать
- confirm all the arrangements** — подтверждать все договоренности
- enclose** — вкладывать (в письмо и т. п.); прилагать
- Please find enclosed...** — Мы прилагаем (к данному письму)...
- enquire** — осведомляться, справляться, спрашивать, узнавать
- further to** — в дополнение к
- however** — однако, тем не менее, несмотря на (э)то
- I am available for interview at your convenience** — Я готов прийти на собеседование в любое время, удобное для Вас
- I look forward to hearing from you** — Я с нетерпением жду сообщений от вас
- I would be obliged if you could...** — Я был бы признателен (благодарен), если бы вы...
- If you require any further information please do not hesitate to contact us.** — Мы всегда готовы ответить на все ваши вопросы.
- in accordance with** — в соответствии с (чем-л.)
- in addition to** — в добавление, к тому же, сверх, кроме того
- in conclusion** — в заключение
- in contrast to** — в отличие от
- in reply to your letter** — в ответ на ваше письмо
- in response to your letter** — в ответ на ваше письмо

moreover — сверх того, кроме того  
on the one hand ... on the other hand — с одной стороны...  
— с другой стороны  
on the whole — в целом  
position — должность  
post — должность  
sum up — обобщать; подводить итог  
therefore — поэтому, следовательно  
We are pleased / glad to send you — С удовольствием посылаем вам  
with reference to — относительно, что касается  
with regard to — относительно; в отношении; что касается  
Yours faithfully — с уважением, преданный Вам, с совершенным почтением (заключительная фраза письма)  
Yours sincerely — с уважением, искренне Ваш (заключительная фраза письма)

## РЕЗЮМЕ CURRICULUM VITAE / RESUME

additional skills — дополнительные навыки  
curriculum vitae (CV) — резюме (сведения об образовании и профессиональном опыте)  
date of birth — дата рождения  
interests — интересы  
marital status — семейное положение  
single — холостой; незамужняя  
married — женатый; замужняя  
divorced — разведен; разведена  
objective — цель  
publications — издания, публикации  
references — рекомендации  
M.A Degree (сокр. от Master of Arts) — магистр гуманитарных наук

- B.A. Degree** (*сокр. от Bachelor of Arts*) — бакалавр гуманитарных наук
- B.B.A. Degree** (*сокр. от Bachelor of Business Administration*) — бакалавр делового администрирования
- work experience** — опыт работы

## ЗАПОЛНЕНИЕ БЛАНКОВ FILLING IN FORMS

- citizen** — гражданин; гражданка
- citizenship** — гражданство
- dual citizenship** — двойное гражданство
- country of residence** — страна пребывания
- currency** — валюта
- declaration** — таможенная декларация; заявление
- fee** — плата за обучение (в школе, университете и т. д.)
- first / given name** — имя
- last / family name** — фамилия
- issue (a passport)** — выдавать (паспорт)
- merchandise** — товары
- nationality** — национальность
- passport number** — номер паспорта
- purpose of the trip** — цель поездки
- remittance** — пересылка, перевод денег
- signature** — подпись

## ОТЧЕТ REPORT

- as request** — согласно просьбе
- as requested by you** — согласно вашей просьбе

**Findings** — полученные данные, сведения в результате проделанной работы

**having considered the options** — рассмотрев варианты

**I look forward to discussing the matter with you** — ожидаю встречи, чтобы обсудить с вами данный вопрос

**I recommend / suggest that we do** — я рекомендую / предлагаю, чтобы мы... (В данной фразе необходимо обратить внимание на употребление **The Subjunctive Mood**: в придаточном предложении употребляется либо **should + инфинитив**, либо **инфинитив без каких-либо окончаний**.)

**Introduction** — введение в основную тему с указанием на то, что было сделано

**My findings are presented below** — сведения в результате проделанной работы представлены ниже (обычная формула, употребляемая перед перечислением полученных данных)

**Re** — тема отчета или проблема, которую необходимо решить

**Recommendations** — рекомендации по решению проблемы

**Subject** — тема отчета или проблема, которую необходимо решить

**This involved visiting / speaking to** — Решение данной проблемы повлекло за собой посещение / разговор...

## ЭССЕ ESSAY

**according to** — в соответствии с

**apart from** — не говоря уже о, кроме, не считая

**as far as I am concerned** — что касается меня

**despite / in spite of** — несмотря на

**first of all / first / firstly** — во-первых

**secondly** — во-вторых

**for instance** — например

- in addition** — в добавление, к тому же, сверх, кроме того  
**in conclusion** — заключение  
**in contrast to** — в отличие от  
**in my view** — по моему мнению  
**moreover** — сверх того, кроме того  
**nevertheless** — тем не менее, однако, несмотря на; все-таки  
**on the one hand, ... on the other hand** — с одной стороны...  
 с другой стороны  
**to begin / start with** — прежде всего, во-первых; начать с того,  
 что...  
**to my mind** — по моему мнению  
**to sum up** — чтобы подвести итог, подводя итог



## КЛЮЧИ. KEYS

### РАЗДЕЛ С1

## Part II. Drill

### Задание 1

1 March, 1947; 15 December, 1944; 10 March, 1971; 27 October, 1980; 6 February, 1978; 7 May, 2002; 2 April, 1994; 9 September, 1942

### Задание 2

1c, 2b, 3b, 4c, 5c, 6b, 7a, 8b, 9a

### Задание 3

1m, 2k, 3n, 4l, 5i, 6e, 7a, 8b, 9g, 10f, 11d, 12h, 13c, 14j

### Задание 4

1P, 2B, 3P, 4P, 5B, 6P, 7P, 8B, 9B, 10B, 11P, 12B

### Задание 5

1d, 2c, 3a, 4d, 5b

### Задание 6

1b, 2a, 3c, 4c, 5b, 6b, 7c, 8a

### Задание 7

1 in, to, of; 2 on; 3 to; 4 With, to; 5 for, of; 6 In, with, on; 7 to;  
8 forward to

### Задание 8

1 response 2 acknowledge 3 forward 4 hesitate 5 sincerely

### Задание 9

8 Oxford St.  
London 114965  
United Kingdom  
5 October, 2008

Dear Miss Smith,

Thank you for the letter of 23 September. We are glad to know that your sister has got married. Our best congratulations.

As for our holiday, everything is all right. We are swimming and sunbathing a lot. Yesterday we went on an excursion to the mountains. The trip was interesting and we saw a lot of beautiful places.

We are going to return on 14 October. I hope the flight will not be tiring.

I am looking forward to hearing from you.

Best wishes,  
Helen

### Задание 10

1 in connection with 2 Further to 3 very much obliged 4 do not hesitate to contact me 5 Yours sincerely

## Part III. Personal Letter

### Задание 11

9 Svetlaya St.  
Krasnogorsk 114965  
Russia  
5 June, 2008

Dear Mary,

Thanks for your letter. It is so nice to get news about you and your family.

As for me, I have occupied myself in several ways. Firstly, I'm doing my project on environmental problems. That's challenging. Secondly, I began to learn knitting. It's amusing. And finally, I'm a baby sitter. I help my sister Julia with her daughter. It's sometimes difficult.

As for your question about our native trees, I think the birch and the fir are the most wide-spread trees in Russia. But we have a lot of oaks, larches, pines and maples.

I see you love Scotland very much. Where are you staying, in the hotel or the private house? What's the weather like? Have you seen the Loch Ness monster?

Well, I must finish now. My niece is crying.

Love to you and your family,

Kate

### **Задание 12**

12 December, 2008

Dear Ann,

Thank you for your letter. It is so nice to get news about you and your family.

I was glad to hear about your success. My best congratulations on your winning such an honorable prize. I think it was not an easy task, was it?

As for my news, we are going on holiday to Egypt. Now it's winter in Moscow and it's rather cold. So I think it will be nice to swim in the warm sea and sunbathe a little.

I hope your house is new and has many modern features. How many rooms are there in it? Does your room face the street or the yard? Have you got a pool?

Well, I must go now, my mother is calling me.

My best regards to you and your family,

Kate

### **Задание 13**

23 June, 2009

Dear Paul,

Thanks for your letter. It is so nice to get news about you and your family.

As for me, I won our school tennis championship. You know I've been playing tennis for nine years. My parents bought me a terrific present — a new American tennis racket.

I cannot say that my classmates are fond of sports. Their likes may be divided into two groups: the boys like playing football and basketball at leisure time; however, the girls are not keen on sport games. Some of them prefer aerobics; the others don't go in for sports at all. It's strange, isn't it?

I congratulate Jane on entering such a prestigious university. What department has she chosen? What is she going to study? Where will she live?

Well, I must go now, my mother is waiting for me.

Best wishes,  
Kate

### **Задание 14**

14 October, 2008

Dear Paul,

Thanks for your letter. It is so nice to get news about you and your family.

It's great that you are going to come to Moscow. I'm looking forward to seeing you and your friends. However, there are so many wonderful sights in our capital that it will be impossible to see them within one week. As for the weather, it's usually cold in Moscow at this time; 10 or maybe 15 degrees below zero. Of course, you should take warm things: sweaters, a coat, a cap, gloves and a scarf.

As for me, there is nothing new. I study a lot, and sometimes go to the cinema or discos. I haven't been to the theatre for ages.

What have you seen in the Globe theatre? Was the performance good? Who played the leading parts?

Well, I must finish now. It's already 11 o'clock.

Best wishes,  
Kate

### **Задание 15**

13 April, 2008

Dear Paul,  
Thanks for your letter. It is so nice to get news about you and your family.

As for me, I had a lot of fun the other day. My Dad was 40 last Saturday and we went to the restaurant to celebrate the occasion. We joked, danced, and there were a lot of tasty things on the menu. We had a very good time. It's so nice to have a family.

As I understood your Grandpa doesn't live with you. Does he often come to see you? How old is he? Where does he come from?

As for your question about the professions, I think the most important occupations are teachers and doctors. Of course, many say that economists or lawyers are more important. But to my mind, without teachers or doctors there won't be any healthy or educated people.

Well, I must finish now. My lessons begin in half an hour.

Best wishes,  
Kate

### **Задание 16**

3 November, 2008

Dear Ann,  
Thanks for your letter. It is so nice to get news about you and your family.

I have good news: my parents bought me a dog. It's great, isn't it? It's a Newfoundland, and I called it Queen.

As for your survey, I have no conflicts with my parents as we respect each other. But some of my friends have a lot of problems. Parents don't like their clothes, music and so on. Children consider them retrogrades. Do you have the same problems in your country?

I think your parents gave you a good present. By the way, do you know that I'm a good cook? What is your favourite dish? Could you give me the recipe of it? I'll try to cook it.

Well, I must finish now. I will feed my Queen.

Love,  
Kate

### **Задание 17**

2 July, 2008

Dear Paul,

Thanks for your letter. It is so nice to get news about you and your family.

As for my news, last weekend my friend and I went on an excursion to Vladimir. It's an ancient Russian town. The guide told us a lot of interesting facts about the place. The trip made a great impression on us.

It's great that you like rap because I am fond of it. I have a lot of disks with foreign and Russian rappers. However, my friends prefer heavy metal. Tastes differ, you know.

I think rap influenced your starting to play the guitar. How long have you been studying? Is it difficult? What kind of guitar have you got?

Well, I must finish now. It's time to go to bed.

Best wishes,  
Kate

## Задание 18

11 May, 2009

Dear Paul,

Thanks for your letter. It is so nice to get news about you and your family.

As for my family news, my parents are planning to buy a country cottage. I think it will be great to spend summers in the country. My mother and are fond of gardening.

So, as you see, it is one of my hobbies. It is so interesting to plant trees and flowers. I also like taking photos. I have several disks and albums with my own photographs. My friends have different hobbies. Some like collecting various things, others are fond of reading or travelling.

I was sorry to learn about your brother's illness. How is he now? Was he treated at home or in hospital? Who took care of him?

Well, I must finish now. My friend is waiting for me.

Best wishes,  
Kate

## Задание 19

17 March, 2008

Dear Paul,

Thanks for your letter. It is so nice to get news about you and your family.

I've got spring vacation now and spend it in the country with my Grandmother. It's still rather cold and we watch TV and read a lot. Sometimes we go for walks.

As for Moscow's cathedrals, the most beautiful ones are located in the Kremlin. Our kings and queens were crowned and buried there. I'll send you some photos of them.

I think it's cool to have one's own swimming pool. Where is it, in the house or in the open air? Is it large? Are you a good swimmer? Who taught you to swim?

Well, I must finish now. My friend is waiting for me.

Best wishes,

Kate

### **Задание 20**

27 March, 2009

Dear Paul,

Thanks for your letter. It is so nice to get news about you and your family.

My best congratulations on your niece's birthday! It's so good when a new child is born. Who does she look like? What name did her parents choose for her? Is she a quiet baby?

Unfortunately, there is nothing new in my life. I'm studying hard and there's no time to go anywhere.

As for natural disasters, Russia is a big country, and so various disasters may happen; for example, destructive earthquakes and volcano eruptions, flooding, droughts, and hurricanes. As far as I know, there are no tornadoes in Russia. I think you chose an interesting subject for your report.

Well, I must finish now. My friend is waiting for me.

Best wishes,

Kate

### **Задание 21**

1 April, 2008

Dear Paul,

Thanks for your letter. It is so nice to get news about you.

As for me, I've got great news: our class is going to Saint Petersburg next week. It's one of the most beautiful cities in Europe. The journey will take a night and we'll spend four days there. I hope we'll see as many sights of the city as we can.

I think all big cities have similar problems such as air and water pollution, traffic jams, exhaust fumes, hazardous waste and many others. It is so difficult to protect the environment, isn't it?

As for Harry Potter, I like him very much. Who is your favourite character in the book? Mine is Harry. Do you like fantasy? What author do you like best?

Well, I must finish now. My friend is waiting for me.

Best wishes,  
Kate

### **Задание 22**

29 April, 2009

Dear Paul,

Thanks for your letter. It is so nice to get news about you and your family.

Our trip to Saint Petersburg was unforgettable. We saw a lot of sights and of course visited the Hermitage. Our Russian empress Catherine the Great founded the Hermitage in 1764. The collection now covers practically every aspect of the fine arts. It includes examples of Russian and Western art, Oriental art, coins, and jewelry. It's impossible to see all the collections within a day. If you happen to be in Saint Petersburg, you are sure to visit the Hermitage.

As for your Spanish lessons, I think it's very interesting. A lot of people speak Spanish. Is it a difficult language? It seems to me, it's less difficult than English. Where do you study? How long do your lessons last?

Well, I must finish now. My friend is waiting for me.

Best wishes,  
Kate

### **Задание 23**

2 May, 2009

Dear Paul,

Thanks for your letter. It is so nice to get news about you and your family.

We're in the country now. It's the beginning of spring and the nature is beautiful so I'm trying to walk a lot.

As for holidays, we also have April Fools' Day on 1 April. We make jokes and do a lot of things for fun. My favourite holidays are New Year and Victory Day which is celebrated on 9 May. As far as I know, you celebrate it on 8 May. Our main holiday is Independence Day on 12 June. As for St. Valentine's Day, young people like it and send valentines on 14 February.

It's impossible to live without a mobile phone, isn't it? I also have a Nokia. What options have you got? What is the colour of your phone?

Well, I must finish now. My friend is waiting for me.

Best wishes,  
Kate

#### **Задание 24**

12 May, 2009

Dear Paul,

Thanks for your letter. It is so nice to get news about you and your family.

At school we are preparing for final exams. The most difficult examinations for me will be physics. I'm trying to do my best to pass it well. What is the most difficult subject for you?

As for Moscow metro, its construction began in the 30s of the last century. Most of the stations are beautiful. Many of them are decorated with marble, various frescos and even statues. I think our metro is one of the most remarkable sights of Moscow.

As far as I remember, your brother is a builder. Did he found a building company? What is he going to build? How many people work in his new company?

Well, I must finish now. My friend is waiting for me.

Best wishes,  
Kate

## Задание 25

22 May, 2008

Dear Paul,

Thanks for your letter. It is so nice to get news about you and your family.

The other day my niece and I went to the Zoo. It was interesting to see animals, birds and reptiles. My niece liked elephants best of all. As for me, I liked monkeys. Is there a Zoo in your town?

As for the meals, I usually eat four times a day: breakfast, lunch at school, dinner and supper. I eat Russian dishes. I think they are well known. If you come here, try borsch — vegetable soup with beet and cabbage. We also like pancakes. Pancakes are usually eaten with sour cream or caviar.

What city does your new student come from? Does he speak good English? How well does he study?

Well, I must finish now. My friend is waiting for me.

Best wishes,  
Kate

## Задание 26

17 March, 2009

Dear Paul,

Thanks for your letter. It is so nice to get news about you and your family.

I am sorry to learn that you lost the game. Well, Paul, take it easy. I am sure it was not your fault. You will certainly win the next time.

As for your job, I think it's great for you to earn your own money. Do you have to wake up early? It's always difficult for me to get up at 7. What time should the mail be delivered? In Moscow they bring it at about 8 o'clock. Is the post office far from your home? I hope you will cope with your work well.

Well, I must finish now. My friend is waiting for me.

Best wishes,  
Kate

### **Задание 27**

17 December, 2009

Dear Jane,

Thanks for your letter. It is so nice to get news about you and your family.

Yes, Christmas is coming. How are you going to celebrate it? Will you stay with your family or go out with your friends? By the way, what do you usually buy for your friends for Christmas? What about New Year? Is it a holiday too?

As for me, New Year is my favourite holiday. I usually spend it at home because I think it is a family holiday. We cook a lot of tasty things and decorate a fir tree; at about 12 o'clock we sit to table. Of course we give presents to each other. We speak, joke, and watch TV. Yesterday I bought nice presents for my Dad and Mom. I think they'll be pleased.

Well, I must finish now. My friend is waiting for me.

Best wishes,  
Mary

### **Задание 28**

22 April, 2008

Dear Jack,

Thanks for your letter. It is so nice to get news about you.

Well, Jack, you asked me a difficult question. You see, it depends. If I'm single and I have no family to support, I'll certainly be for the interesting but badly paid job. But if I'm married and have children, then of course I'll have to do boring but well paid work. There's nothing to be done about it, is there?

What about you? Have you made your choice? How many exams are you going to take? As for me, I'll have to submit the results

of four exams to the university. I'm sick and tired of doing tests and control works. When will this be over?

Well, I must finish now. My friend is waiting for me.

Best wishes,  
David

### **Задание 29**

2 May, 2008

Dear Jack,

Thanks for your letter. It is so nice to get news about you and your family.

How are you? I hope all is going well. Has your brother returned from the Canaries? I'm sure he liked it.

An interesting coincidence, Jack. Yesterday I finished the course paper "Problems of the large city". To my mind, solutions to the littering problem include: firstly, campaigns in mass media for making the city clean; secondly, advertising on recycling projects and reminders on cups, bags and wrappers to use litter containers; and finally, penalties to people littering or may be even the introduction of law to forbid littering.

Yes, ecology is interesting. What do you think is the most important environmental problem of our time, overpopulation or greenhouse effect? How can people cope with them? Have you ever thought of joining the Greenpeace movement?

Well, that's enough about it. My friend is waiting for me.

Best wishes,  
David

### **Задание 30**

12 October, 2009

Dear Ann,

Thanks for your letter. It is so nice to get news about you and your family.

Well, Ann, I am at a loss. I've never thought of marrying a foreigner. There're so many problems. How can I leave my parents? I'll miss them! I'll miss my friends, my house, everything. No, it's better to get married to a person who lives in the same country as you do.

By the way, what do you do at home? Have you got any chores? As for me, I'm fed up with it. Washing up and cleaning the house is so boring! Of course, a good wife should do it, but I am not going to devote my life entirely to it. By the way, what is a good wife like, to your mind?

Well, that's enough about it. My friend is waiting for me.

Best wishes,

Mary

### **Задание 31**

14 June, 2008

Dear Kate,

Thanks for your letter. It is so nice to get news about you and your family.

We are staying in Manhattan. New York is great; it doesn't look like any other city. We've already gone to the Empire State Building to see New York from above during the daytime. We've already seen it at night from Rockefeller skyscraper. It is rather cold there, and a strong wind is blowing; you can see it on the photo. Tomorrow we're planning to go to Central Park and Metropolitan Museum.

I know nothing about Lake District. Where is it, in England or in Scotland? What is it famous for? I suppose there are many lakes. You may swim and sunbathe. Are you going to stay in the hotel? Please send me some photos.

Well, I must finish now. My friend is waiting for me.

Best wishes,

Julia

### **Задание 32**

29 June, 2008

Dear John,

Thanks for your letter. I am sorry for you, John, but things don't look so black. Of course it's awful to stay in bed for such a long time, but you may watch TV, work on your computer, or read. You may keep in touch with your friends by phoning them. I'm sure they'll go to see you quite often. In any case, relax and take it easy; everything will be OK in the end.

As for your sister, I didn't know she was interested in art. How old is she? I thought she was about 12. Is she studying the Italian art? Has she been to Italy before? I visited Italy two years ago and Florence made a deep impression on me. I'm sure she'll like it.

Well, I must finish now. My mother is calling me.

Best wishes,

Julia

### **Задание 33**

14 June, 2009

Dear Kate,

Thanks for your letter. It is so nice to get news about you and your family.

I think you are not quite fair towards your parents. Well, sometimes parents are tiresome, but they love you and are trying to do their best to support you.

Just now I can't imagine living without my parents. But when I get married and am independent of them, I'd prefer to live alone. I think it'll be better for both me and my parents.

As for Brad Pitt, he is one of my favourite American actors. Of course, I'd ask for his autograph. What other actors do you like? What is your attitude to Hollywood? They say there are no good films in the USA, but I like American films very much. By the way, have you seen the last James Bond?

Well, I must finish now. My mother is calling me.

Best wishes,

Jane

### **Задание 34**

31 May, 2008

Dear Maggie,

Thanks for your letter. It is so nice to get news about you.

How is your sister? I think mumps is not a serious disease and she will be all right in a week. I had it several years ago.

What about your plans for autumn vacation? Are you planning to go anywhere? I think it is still warm in autumn in Great Britain.

As for keeping fit, I am fond of jogging. I started it two months ago and I feel much better now. Every morning, rain or shine, I go out jogging. After that I take a shower, have breakfast and go to school. So this is my advice: if you want to keep fit, start jogging. It will do you a lot of good.

Well, I must finish now. My mother is calling me.

Love,

Jane

### **Задание 35**

2 August, 2009

Dear Maggie,

Thanks for your letter. It is so nice to get news about you.

As for your journey, I think it's a common thing with airports. Delays occur very often, and we have to waste time waiting for the airplanes. Once we had to sit in the lounge for 8 hours. It was in Spain.

I think in some cases it is better to travel by train. They may come late, but we've never had such long delays as in the airports. Besides, the journey is rather comfortable; you may sleep in the compartment and may see interesting landscapes.

Where did you come from? I haven't heard from you for a long time and haven't known you are planning to go somewhere. I hope you had a good holiday. What was the weather like? Could you see a lot?

Tell me about everything in your next letter, but now I must go to my friend's. He is waiting for me.

Love to your all,

Ann

### **Задание 36**

2 August, 2009

Dear John,

Thanks for your letter. It is so nice to get news about you.

Why have you turned against TV in such a sharp way? I think you've gone all to pieces. TV provides us with a wide range of information. You can see feature films, various documentaries, youth programmes, musical shows and many others. Have you got cable television? Then turn it on and you'll see everything you want. As for me, my best programme is "Discovery". If you happen to see it, I'm sure you'll like it.

By the way, what do you usually do at your spare time? I know you go in for sports. Have you broken any records? Maybe it is worth going to a football match. Which team do you support?

Well, I must finish now. We're starting to the country.

Best wishes,

Paul

### **Задание 37**

2 November, 2008

Dear Mary,

Thanks for your letter. It is so nice to get news about you and your family.

I think your trip to Egypt will be wonderful. We went there last winter and the weather was rather warm. We swam a lot and

I got to Moscow well tanned. What hotel are you going to stay at? We were staying at the "Aladdin" and liked it very much. Are you going to Cairo? Pyramids struck me most of all. Do you know anything about pharaoh tombs? You'll see a lot of them there. I also advise you to visit the National Museum.

As for English, I am fond of learning it. Of course the most boring is grammar. It is rather difficult, but we can't understand each other without it. Best of all I like to speak and watch original American or English films. You learn quite a lot from them.

Well, I must finish now. My friend is waiting for me.

Best wishes,

Kate

### **Задание 38**

3 December, 2008

Dear Mary,

Thanks for your letter. It is so nice to get news about you and your family.

I haven't known that you've got an aunt. How old is she? Is she your mother's or father's sister? Have you got any cousins? I've got a cousin. He is 12 and very good at mathematics. Every time I meet him, he's busy solving some maths problems.

As for books and films, I think both of them are worth reading and seeing. Have you read "Gone with the Wind"? Well, the book is wonderful and the film based on it is great too. It is a classic, isn't it? So I don't think classics are so dull.

Well, I must finish now. My friend is waiting for me.

Best wishes,

Kate

### **Задание 39**

27 April, 2008

Dear Ann,

Thanks for your letter. It is so nice to get news about you and your family.

I think it's high time for you to go somewhere. It's the end of the school year and you are tired. As for me, there is nothing better than staying by the sea. You may swim a lot, go water skiing and lie in the sun. I always feel well and cheerful after it.

It's rather difficult to choose the best place I've been to, but I think it's Venice, namely St. Mark's Square. It made a deep impression on me. I felt like having a wonderful holiday staying there. Imagine being there during winter carnivals!

Well, I must finish now. My mother is waiting for me.

Best wishes,  
Julia

#### **Задание 40**

27 April, 2008

Dear Mary,

Thanks for your letter. It is so nice to get news about you and your family.

I quite agree with you — the weather is changing. It is December now. In Moscow there used to be a lot of snow at this time, but this year it hasn't snowed yet. As for the summer, it was cool and rainy.

I think it's connected with global warming. Do you know anything about it? I read in the book that in some years it would be possible to grow olives in Russia. What will happen in Great Britain then? Maybe, you will grow palms and they will grow well. What is the reason for global warming? If you read anything about it, write to me about it in your next letter, will you?

Well, I must finish now. My mother is waiting for me.

Best wishes,  
Kate

## **Part IV. Business Letter**

### **Задание 41**

7 Ap., 57 Novaya St.  
Moscow 334521  
Russian Federation

PO Box 226  
F1-00045 Nokia Group Finland

3 January, 2008

Dear Sirs,

I am writing in connection with the advertisement on Nokia telephones, which was published in the newspaper *The Financial Times* of October 26. I got interested in Nokia E51 because Nokia telephones are well known all over the world and I want to buy one of them.

Unfortunately, the advertisement I read lacked mentioning some valuable information. Firstly, I drive a car and so I need to make handsfree calls. Secondly, I often listen to music. I would be grateful if you send me the information about specifications and available accessories you provide.

And finally, the price is important for me but it has not been identified in the advertisement either. I will appreciate your sending me the price list of all Nokia telephones.

I am looking forward to hearing from you soon.

Yours faithfully,

Peter Limonov

### **Задание 42**

PO Box 226  
F1-00045 Nokia Group  
Finland

7 Ap., 57 Novaya St.  
Moscow 334521  
Russian Federation

8 January, 2008

Dear Mr. Limonov,

Thank you for your letter of 3 January, 2008. We are pleased to send you the information you need.

As you stated in your letter, you are interested in the telephone which lets make handsfree calls. You are making the right choice: handsfree speakerphone is integrated in Nokia E51.

With regard to music, MP3 music player is compatible with Bluetooth stereo headsets, and FM Visual Radio lets you see information about songs or singers, and read up on celebrity news.

Please find enclosed the pricelist of all Nokia models. Nokia E51 costs \$ 179.99.

We would also like to provide you with further information about Nokia E51. Dimensions: 114.8 x 46 x 12 mm. Weight: 100 g. Colours available: black, grey, beige, red, and blue.

If you require any further information please do not hesitate to contact us.

Yours sincerely,  
Michael Green  
Sales Manager

### **Задание 43**

9 Svetlaya St.  
Krasnogorsk 114965  
Russian Federation

David Austin Roses Ltd.  
Bowling Green Lane, Albrighton  
WV73HB Great Britain

15 April, 2008

Dear Sirs,

I am writing to you in connection with gardening. In the magazine "My Beautiful Garden" of March 10 I read an article about David Austin roses. The photos in the magazine made a great impression on me. Your roses are wonderful. Besides, as the article states, they can be grown in Russia.

I would be much obliged if you could answer the following questions.

Firstly, I hope your roses can be bought in Russia. I would be grateful if you let me know what Russian companies you cooper-

ate with and where they are located. They may sell your product at reasonable prices.

Secondly, as far as I know, the annual flower exhibition will be held in Moscow in August. Will you be so kind as to inform me if your company will take part in it?

I am looking forward to hearing from you soon.

Yours faithfully,  
Kate Smirnova

**Задание 44**

David Austin Roses Ltd.  
Bowling Green Lane, Albrighton  
WV73HB Great Britain

9 Svetlaya St.  
Krasnogorsk 114965  
Russian Federation

25 April, 2008

Dear Ms. Smirnova,

Thank you for your letter of 15 April. We are pleased to send you the information you need.

We are glad to hear that David Austin Roses Ltd. is well known in Russia. Our company began to work there several years ago and has made good progress since then.

We send you the enclosed list of all Russian companies with which we cooperate with their locations. The price list is also attached. We hope you will find the company which works in your place.

According to the schedule, the International Flower Exhibition is to take place in Moscow in August and David Austin Roses Ltd. plans to take part in it. If you are interested in the exact date and place we will send you the necessary information later when we have all precise data.

If you require any further questions, please do not hesitate to contact us.

Yours sincerely,  
Mary Clyden  
Sales Manager

**Задание 45**

7 Fl., 57 Novaya St.  
Moscow 334521  
Russian Federation

TOEFL Services  
Educational Testing Service  
PO Box 6151  
Princeton NY 085411-6151, USA

11 January, 2009

Dear Sirs,

I am writing to find out the information concerning TOEFL tests. I live in Russia and as I want to study in one of the US universities, I must take the TOEFL test to be admitted.

I hope you have TOEFL preparation centres in Moscow where people can be trained to take the examination well. I will be obliged if you could inform me of the location of such centres.

In addition to it, I don't know anything about payment policies and service fees. I wonder if you could tell me about acceptable forms of payment.

I would you grateful if you send me all the necessary information I need.

I am looking forward to hearing from you.

Yours faithfully,  
Peter Limonov

**Задание 46**

TOEFL Services  
Educational Testing Service  
PO Box 6151  
Princeton NY 085411-6151, USA

7 Fl., 57 Novaya St.  
Moscow 334521  
Russian Federation

22 January, 2008

Dear Mr. Limonov,

Thank you for your letter of 11 January. We are pleased to send you the information you need.

The TOEFL preparation centre works in the British Council in Moscow (the address and telephones are enclosed). Lessons are conducted several times a week with high-qualified teachers, all English native speakers.

As for service fees, you must pay US \$ 110 for the computer-base TOEFL test. Acceptable forms of payment include credit card (VISA, Master Card, American Express), checks and money order.

If you require any further questions, please do not hesitate to contact us.

Yours sincerely,  
John Blade  
Manager

#### **Задание 47**

9 Svetlaya St.  
Krasnogorsk 114965  
Russian Federation

7 Walton St.  
Oxford OX2 United Kingdom  
Alice Swanson

2 June, 2008

Dear Miss Swanson,

I am writing to thank you once again for the holiday I spent at your place. I enjoyed every minute of my vacation. You did your best for the guests to feel comfortable in your house. I especially value your hospitality and a good mood in any circumstances. I am planning to come to your place next year.

I hope this letter finds you fit and healthy.

Best regards to your sister.

Yours sincerely,  
Kate Smirnova

**Задание 48**

7 Fl., 57 Novaya St.  
Moscow 334521  
Russian Federation

Miss Elizabeth Trench, Box 127  
Brighton  
United Kingdom

23 March, 2008

Dear Miss Trench,

I am writing in connection with the rent of the country house. I read your advertisement and it impressed me a lot.

Further to your offer I would like to enquire some information. I will be free in June that is why I am interested if the place will be free at this time.

As I will come with my wife and two children aged 11 and 16, I need some information about the house itself. It would be useful for me to find out what other rooms there are in your house and what modern conveniences you have got. It is also important for me if your pool is private or not.

I would be grateful if you could advise me what kind of activities may be organized for the children in Brighton except swimming.

Finally, I would be obliged if you let me know how much the rent for two months is and what it includes.

I look forward to hearing from you soon.

Yours sincerely,  
Paul Limonov

**Задание 49**

30 March, 2008

Dear Mr. Limonov,

Thank you for the letter of 23 March. As far as your questions are concerned, I am pleased to send you the information you need.

My guests will be leaving on 4 June, so the house will be free since 5 June. If this time is suitable for you, I will be glad to receive you.

The house is rather big. As I mentioned in the advertisement, there are four bedrooms so each member of your family will have his own room. Besides, there is a large dining room with a kitchen, a lounge and a small study. There are all modern conveniences such as electricity, gas, running water, a telephone, cable television and the Internet. The pool is private and you may use it every day.

Brighton is an attractive town known for its many parks and handsome squares and it is a major seaside resort. As far as your children's leisure activity, there are many sports facilities; besides they may visit museums, picture galleries, and an aquarium.

As for the price, it is £ ... a day. It includes the rent and paying the bills for modern conveniences.

If you require any further questions, please do not hesitate to contact me.

Yours sincerely,  
Elisabeth Trench

### **Задание 50**

October 23, 2008

Dear Sirs,

I am writing in connection with my order for a mobile telephone (Nokia E51) which I made in your company two days ago. Today the telephone was brought to me by your messenger. On opening the parcel I found out that you had sent me the telephone of the wrong colour. I should like to point out that I had chosen the black colour, but you sent me a red telephone.

I would appreciate if you could correct your mistake and send me the telephone which I ordered as quickly as possible. I am therefore returning the item for replacement.

I look forward to hearing from you soon.

Yours faithfully,  
Limonov Peter

### **Задание 51**

April 11, 2008

Dear Sirs,

I am writing in connection with my order for the books written by Jack London. As you can see from the enclosed copy of my order, I wanted the books with hard cover and paid the higher price for them. The books which I received are soft-covered and cost less.

I hope this small misunderstanding will be settled in a short time. I would be grateful to you if you could fulfil my order as soon as possible.

I look forward to hearing from you.

Yours faithfully,  
Kate Smirnova

### **Задание 52**

17 July, 2008

Dear Sir or Madam,

I am writing to apply for the post of the guide which was advertised in yesterday's edition of your magazine. I hope I fit all the requirements you need.

Firstly, I have been studying English for five years and know it well. I visited Great Britain several times and attended English courses so I speak English quite fluently.

Secondly, I was born in Moscow and know it well. I read a lot of books about it and moreover, I won the first prize in our school competition "Moscow is my native city".

In addition to it, I am a sociable person who makes friends very easily. I have vacation now and so I am quite free.

Please do not hesitate to contact me if you need any further information. I am available for interview at your convenience.

Yours faithfully,  
Kate Smirnova

### **Задание 53**

7 October, 2009

Dear Sir or Madam,

I am writing in connection with stationery we want to buy. Our company is engaged in professional translation from different languages. We are interested in buying paper of good quality and we also need a wide range of stationery.

I would be much obliged if you could inform us of goods you offer. As we plan to make large orders, the price and discounts (if you have any) are of importance to us. As your company is located far from our office, the terms of delivery are also essential.

I look forward to hearing from you soon.

Yours faithfully,  
Peter Limonov

### **Задание 54**

13 October, 2009

Dear Mr. Limonov,

Thank you for the letter of 7 October. We appreciate your interest in our company production and I am pleased to send you the information you requested.

We can offer you paper of high quality produced in Helsinki. It includes newsprint, text paper, and computer printing paper. Price is 180 roubles a ream; with the purchase of six or more reams, the price is reduced to 120 roubles.

We also sell a wide range of stationery such as various kinds of pens, pencils, notebooks, folders, rubbers, paper clips, staplers and many others. We have enclosed for your consideration a copy of our current catalogue.

As for delivery, it is free.

Please do not hesitate to contact me if you need any further information. I look forward to hearing from you.

Yours sincerely,  
James Brook  
Sales Manager

**Задание 55**

17 October, 2008

Dear Mr. Black,

As requested, we sent you the enclosed catalog and price list last week. However, you may have some specific questions on new models since only general information is provided there.

For that reason, I suggest that we meet for a brief personal discussion. In this way I can answer all your questions and explain what is not clear to you.

I look forward to hearing from you.

Yours sincerely,  
Peter Ivanov

**Задание 56**

17 October, 2008

Dear Sir or Madam,

As discussed on the telephone, we want to book a small conference hall for 20 people for Wednesday, November 10 from 6 p.m. till 23.00.

We also want to reserve your three-course dinner (850 roubles) for every participant, as well as bar service.

Please confirm this reservation by return fax or mail.

I look forward to hearing from you.

Yours faithfully,  
Peter Ivanov

### **Задание 57**

29 October, 2008

Dear Sir or Madam,

We are carrying out research to find out how our products are used. From time to time, we seek the opinion of our customers. The enclosed survey will help us to meet your demands better. Your participation is very important to us. Please feel free when completing questionnaire to include any additional comments you may wish to make.

Yours faithfully,  
Peter Ivanov

## **Part V. Curriculum Vitae / Resume**

### **Задание 58**

**Date of Birth**

13 September, 1971

**Marital Status**

Single

**Objective**

Bilingual Kindergarten Teacher

**Education**

University of North Dakota

May 2005 M.A. Degree

May 2002 B.A. Degree

**Work Experience**

Autumn 2004 — present

Kindergarten teacher, Kindergarten, Grand Forks

Develop and conduct classroom lessons in both Spanish and English

Use cultural activities, songs, and materials to encourage learning

Introduced computer use in learning centres

Organized and created learning centres and bulletin boards

Summer 2000 — Autumn 2002

Hospital tutor, University of North Dakota Medical Centre

Developed learning stations in reading and science

Taught reading to a small group of Spanish beginners readers

**Additional Skills**

Multicultural teaching experience

Web management skills; digital audio and video

**Interests**

National cuisines, cooking

**Задание 59**

Julia Nikolayeva

Flat 76, 22 Tamanskaya street, Moscow, Russian Federation

Tel: +495 763 9912

Email: <http://www.info@junik.ru>

**Date of Birth**

19 March, 1989

**Marital Status**

Single

**Objective**

Seeking a secretarial position in the Russian branch of Ikea in Sweden

**Work Experience**

2007–2008 Swedish furniture shop Ikea

a courier

**Education**

1997–2007 Secondary school 1423

October 2007 — May 2008 Secretarial courses

**Additional Skills**

PC user

**Interests**

Classical music, gardening

**Задание 60**

Jane Smith

25-92 Queens Boulevard, New York, USA

Tel: 555-1234

**Date of Birth**  
22 October, 1990  
**Marital Status**  
Single

**Objective**  
Seeking for a position as assistant travel agent.

**Work Experience**  
2007 Loretta Travel Agency  
Practice in ticketing and reservations

**Education**  
2006–2008 Travel and Tourism College

**Interests**  
Tennis, motorcycles

## **Part VI. Report**

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### **Задание 61**

**To:** B. Ivanov  
Chief Executive  
**From:** A. Belov  
Manager  
**Re:** Symposium location  
**Date:** 2 April

### **INTRODUCTION**

As request by you, I have compared places with regard to their suitability to our company. This involved visiting and examining three different lecture and conference halls last week. My findings are presented below.

### **FINDINGS**

Here is the information on three places I visited last week:  
1. 21 Sretenka St. (32 000 roubles per day). There is a large hall for 300 people with comfortable chairs which was redecorated a

year ago. All technical facilities are available. The company will provide us with a business lunch and two coffee breaks. The underground station is within five-minute walk.

2. 17 Novobasmannaya St. (27 000 roubles per day). The hall is large (approximately for 450 people), but it needs redecoration. Though they say that all technical facilities are available, the screen is too small. The meals will include coffee and sandwiches. The building is quite close to the underground station.

3. Golytsino Centre (40 kilometres from Moscow, 60 000 roubles per day). The hall and all technical facilities are wonderful. Meals will include a business lunch and tea with sandwiches. Parking is free, but we will have to hire a few buses.

### RECOMMENDATIONS

I therefore recommend that we take 21 Sretenka St. as it is the most suitable place with the reasonable price. Though Golytsino Centre is more comfortable and is located in an ecologically clean place, the drive will take a lot of time. Moreover, the rent for the place and buses will be too high. I look forward to discussing the matter with you at our next meeting.

### Задание 62

To: B. Ivanov

Chief Executive

From: A. Belov

Manager

Re: Housing for Mr. Smith and his family

Date: 21 August

### INTRODUCTION

As request by you, I have compared houses concerning Mr. Smith's home. This involved visiting and examining three different flats last week. My findings are presented below.

### FINDINGS

Here is the information on three places I visited last week:

1. 56 Kutuzovsky Pr. (48 000 roubles a month). A three-bedroom flat with all modern conveniences. One room is very small

(7 sq. m.) and dark. The kitchen is also small (6.5 sq. m.) The underground station is within fifteen-minute walk, but the house is on a trolleybus route.

2. 19 Mnevniki St. (30 000 roubles a month). A two-bedroom flat with all modern conveniences. The rooms are comfortable and the kitchen is large, but roadworks are being held at the moment. As I have been told they will have been finished only in two years. The traffic is very heavy.

3. Kuntzevo, a townhouse (60 000 roubles a month). The house is big enough for the family of four people. Good parking. There is a school nearby. The house is on a bus route.

### RECOMMENDATIONS

I would like to recommend that we take a townhouse in Kuntzevo as it is the most comfortable place for the family of four people. I look forward to discussing the matter with you at our next meeting.

### Задание 63

To: B. Ivanov

Chief Executive

From: A. Belov

Manager

Re: Benefits to the employees

Date: 16 January

### INTRODUCTION

As request by you, I have asked the employees of our company with regard to benefits they prefer. My findings are presented below.

### FINDINGS

Here is the information on the benefits the employees think to be the most essential:

1. free company cars and expenses — 34 per cent. People say that it will save their money on traffic expenses.
2. memberships to fitness clubs — 67 per cent. The employees are sure that it will improve their health, but some people object

to it saying that it is a waste of money and may do harm to elderly people.

3. free medical care for the whole family — 78 per cent. The majority thinks that this benefit is the most essential because medical care is too expensive.

4. company-owned vacation spots (e.g. free country house for use during holidays) — 67 per cent. Many employees suppose it will be a good opportunity to have a holiday in a free country house because it will save their money and will ensure good rest and health.

5. a children day care centre in the company — 12 per cent. A group of parents asked the company to establish a children day care centre in the company, but many people think it will not be fair to spend money on facilities that will not benefit all employees equally.

### RECOMMENDATIONS

Having considered the options, I recommend that we should choose two benefits that are supported by the majority: free medical care and free country house for use during holidays. Though memberships to fitness clubs are supported by the equal number of the employees as compared to company-owned vacation spots, a free country house may be used by all the employees, both young and elderly, whereas fitness clubs may be attended only by the young. I look forward to discussing the matter with you at our next meeting.

### Задание 64

To: B. Ivanov

Chief Executive

From: A. Belov

Manager

Re: Necessary criteria for promotion

Date: 9 October

### INTRODUCTION

As requested, I have asked the managers with regard to promotion criteria. My findings are presented below.

## **FINDINGS**

We have drawn up a list of the following criteria for the promotion of the employees. The manager can choose the worker who

1. has the most seniority
2. is the most popular with the other employees
3. is recommended by the supervisor
4. is the most intelligent
5. is a natural leader in informal activities
6. has the best education
7. has the best productivity record

## **RECOMMENDATIONS**

We recommend that the worker who is to be promoted should have the best education and the best productivity record, besides he should be intelligent because all these three criteria fit a good professional. I look forward to discussing the matter with you at our next meeting.

## **Задание 65**

**To:** B. Ivanov

Chief Executive

**From:** A. Belov

Manager

**Re:** New supplier for stationery

**Date:** 19 February

## **INTRODUCTION**

As request by you, I have compared different stationery firms with regard to their suitability to our company. This involved visiting companies and speaking to their sales managers. My findings are presented below.

## **FINDINGS**

Here is the information on three places I visited last week:

1. "Stationery". They offer a wide range of stationery, but the quality of paper is not good. No discounts. Prices are rather high.

2. "Paper World". The company specializes in paper. The choice of stationery is poor. Discounts depend on the quantity of goods you order. Prices are reasonably cheap. The delivery is free.

3. "3P". A wide range of good stationery. The quality of paper is high. Though prices are rather high, they offer a number of generous discounts with free delivery.

## RECOMMENDATIONS

I recommend that we work with "3P". I look forward to discussing the matter with you at our next meeting.

## Задание 66

To: B. Ivanov  
Chief Executive  
From: A. Belov  
Manager

Subject: Restaurant with a three-course lunch

Date: 7 September

## INTRODUCTION

As request by you, I have compared different restaurants with three-course business lunch. This involved visiting restaurants and speaking to their managers. My findings are presented below.

## FINDINGS

Here is the information on three places I visited last week:

1. "Cosmos". A three-course business lunch (950 roubles). The restaurant is recently redecorated. Russian and Italian cuisine. The service will take 30 minutes. The restaurant is on our bus route.

2. "Natalie". A three-course business lunch (870 roubles). They have a snack bar and provide take-out food. Russian cuisine. The service will take 25-30 minutes. The restaurant is not on our bus route. It will take 10 minutes to get there.

3. "Three Kittens". A three-course business lunch (850 roubles). They may also cook dishes for vegetarians. The service will take 30 minutes. The restaurant is on our bus route.

## RECOMMENDATIONS

I recommend that we work with "Three Kittens". Though "Natalie" looks attractive because of their snack bar and takes out, "Three Kittens" provides more various kinds of food. More than that, we'll lose time getting to "Natalie". I look forward to discussing the matter with you at our next meeting.

## Задание 67

**To:** B. Ivanov  
Chief Executive  
**From:** A. Belov  
Manager  
**Subject:** Fitness centre  
**Date:** 23 December

## INTRODUCTION

As request by you, I have compared different fitness centres last week. This involved visiting sports clubs and speaking to their managers. My findings are presented below.

## FINDINGS

Here is the information on three places I visited last week:

1. "Gold's Gym". It was opened a year ago. They have got a large gym with various sports facilities, a swimming pool and two tennis courts. All facilities are well maintained, but it is rather difficult to park.
2. "Sports Land". It has been working for three months. There is a large gym, a swimming pool and a sauna. The fitness centre is in excellent condition and has already attracted many people from nearby districts. There is good parking.
3. "City Fitness". A small gym without a swimming pool. There is also a seasonal skating rink.

## RECOMMENDATIONS

I recommend that we take "Sports Land". I look forward to discussing the matter with you at our next meeting.

# Part VII. Filling in Forms

Задание 68

## Задание 68

2007-2008



TOEFL® CBT Voucher Request Form

Mail Only to ETS

Please clearly print all information in English letters for the person who will be testing.

Date: \_\_\_\_\_

### I. IDENTIFICATION

Omit spaces, hyphens, apostrophes, J, or I, etc.

1. First/Given Name - first 13 letters

Last/Family Name - first 17 letters

I V A N I V A N O V

2. Home Phone Number (includes country and city codes)

8 4 9 5 1 2 3 4 4 5 5

Fax Number: 84951234455

Daytime Number: 84951234455

Email Address: www.info.ivan33.ru

3. Date of Birth: 

Month	Day	Year
12	15	1980

4. Mailing Address (Enter your street address, include house or apartment number, if applicable, or P.O. box/bag and number.)

2 4 a p . 2 2 S v e t l a y a s t .

City

State/Province Zip/Postal Code

M O S C O W R U S S I A 1 2 3 3 2 4

Country Code for This Mailing Address

(See Bulletin)

### II. FEES AND REMITTANCE

5. If paying by credit card, enter credit card number (American Express, Discover, JCB, MasterCard, or VISA)

Credit Card Account Number: 3 4 5 6 7 9 9 0 2

Expiration Date: 

M	M	Y	Y
0	2	1	2

Signature of Card Holder: \_\_\_\_\_

6. Test Fee

US\$110

In Canada, add GST/HST (Reg. # 13141 4408 RT)

### Задание 69

#### TRANSFER CERTIFICATE SAMPLE

Please use your School Letter Head or Type your school name here

1. Name of the Student Ivanov Ivan
2. Nationality Russian
3. Date of Birth (dd/mm/yy): 12.15.1980
4. Grade/Class to which he/she was admitted . Year 10
5. The present Grade/Class 10 Year: 10
6. Last date of attendance in the School 12 February
7. Result at the end of the Academic Year Promoted to Grade/Class 10
  - a) Passed and Promoted to Grade/Class . For the academic Year: 10
  - b) Detained in Grade/Class not applicable; for the Academic Year -not applicable

HEADMASTER/PRINCIPAL/DIRECTOR/REGISTAR

Name Pavel Smirnov

Signature .....

SCHOOL STAMP

**РАЗДЕЛ C2**  
**ESSAY**

### Задание 71

Computers came into wide use about 20 years ago and they are playing an important role in our life. Will it be possible to live without a computer now?

Computers are installed everywhere: in most companies, hotels, railway stations, airports, hospitals, schools. They perform a wide variety of activities reliably, accurately, and quickly. People use computers in many ways. In business, for example, computers may check the credit status of customers, and transfer money electronically. In homes, computers in most appliances control the temperature, operate home security systems, tell the time, and turn TV on and off. Computers are widely used in scientific research to solve mathematical problems or investigate complicated data. Computers help us to study. They also entertain: we can play electronic games, listen to music, and see films. The Internet helps to communicate with the world and provides us with information about everything.

But the introduction of the computer brought into existence a lot of problems. Firstly, the computer tells on our health: eyesight, sleep, mood and so on. People spending hours at the computer see worse, often feel exhausted and sleep less. Secondly, a lot of people, especially young ones, have become dependent on the computer. They cannot imagine their lives without games or chats in the Internet. And finally, the computer brought into our lives other forms of crime. Hackers can break your security system and steal databases or even money from your bank account.

To sum it up, I can agree that the computer is an important invention. But as any other sophisticated device, it should be handled with care.

### **Задание 72**

Many people say that generation gap is an eternal problem and most parents have to deal with it when their children become teenagers. Is it really so? Let's see the problem from the parents' and teenagers' point of view.

As for parents, many of them are sure that there is a period when their children do not pay attention to what adults say. Children want to do only what they like. They often do not obey their parents, begin to study worse, spend more time out-of-doors, and make friends with boys and girls who influence them badly. They

are fond of awful music and wear terrible clothes they consider fashionable. They don't follow their parents' advice.

As far as teenagers say, their parents do not want to understand them. They don't approve of youth's clothes and dislike their tastes in music because theirs are old-fashioned. Parents want their children to follow their model of life and forget that every generation is different from another and has its own values. They do not notice that a teenager is not a child and has his own ideas of future life.

I think it is possible to solve this problem. Of course, parents have better life experience and do not want their children to repeat their own mistakes, but both parents and their children should understand and respect each other. Parents should have confidence in their children and a lot of patience. Children should not forget that parents are the people who will always support them.

To sum up, in families where there is comprehension and love between their members there is no generation gap.

### **Задание 73**

It is impossible to be a successful person now if you do not know English. English is an international language which is spoken all over the world. It is a language of commerce, trade, science, communication, music, sports and many other spheres of life.

How can a person learn English? Of course, you can go abroad and take English courses. Skilled English teachers will give you lessons in grammar and lexis; they will show you how to communicate in English properly. Your pronunciation will improve. You will acquaint with English culture, see a lot of sights, meet English people and speak English to them.

But what to do if you have no money to study abroad? I think it is quite possible to learn good English in your country. Millions of people do it and everything will depend on you. First of all, you should study well and do all your teacher says to you. Secondly, you may help yourself by reading books in English. It will enlarge your vocabulary. You may also watch TV programmes in

English, especially if you have cable TV or see English or American films. It will help you to understand English speech better and you will pronounce words more properly. And finally, don't forget that thanks to the Internet you may make friends with English people and chat or exchange e-mails with them. It is also very useful because your English friends can learn you true English expressions and new words.

In conclusion, I'd like to say: English can be learned everywhere if you want to know it well.

### **Задание 74**

In English you can come across a proverb "Tastes differ." People are different and of course they have various likes and dislikes.

What are the advantages of living in a big city? First of all, the city may offer you a wonderful possibility of a comfortable home. You will have all modern conveniences: gas, electricity, running water, a telephone and a lift and many others. Then, you can choose from a great number of cultural opportunities. You can visit theatres, museums, art galleries and see a lot of historical sights. And finally, in a large city it is much easier to find a job.

As for living in a small town, there is one important preference: the air there is much cleaner than in a big city. Living in the country is much healthier and quieter than living, for example, in Moscow. There are no big crowds, traffic jams, overcrowded public transport, and you don't meet a lot of cars that pollute the air. People don't hurry anywhere and are friendlier, to my mind. No wonder that some people who have cars and who work in a city prefer to live in a comfortable cottage in the country.

But life in the country is rather dull. You meet the same people everyday, your daily routine is monotonous and you don't have a chance of going to the theatre or art gallery every weekend.

So it's up to you to choose. As for me, I am young and want to meet people, see sights, visit museums and get a well paid job. I'd like to live in a big city.

### **Задание 75**

Cities are expanding now and building new houses or facilities is a common practice. But how do they influence our lives?

The advantages of a large shopping centre near your house are evident. You don't need to go shopping by car or public transport. A large store usually offers you a wide range of goods as it is a combination of various kinds of shops. For example, you may buy bread, meat, books, clothes, electrical goods or toys in one place. Also a big shopping centre provides many services. You may go to a dressing saloon to have your hair done or may drop in a small shop to buy a telephone card. If you are a flower fan, you may visit the florist's shop or may go the newsagent's to buy a fresh newspaper or magazine. If you are tired or hungry you may have a snack at some fast food restaurants. And one of the most important positive things of a big shopping centre is a usual practice of discounts.

But if there is a big shopping centre in your neighbourhood there are large crowds of people especially at weekends and during rush hour. There are long queues to the cashier desks and the streets are packed with cars. Certainly it is more difficult to buy something.

But nevertheless I am for a large shopping centre. It is more convenient because it saves time. Also it saves money.

### **Задание 76**

Famous people belong to different classes of society. They are celebrities such as movie or theatre stars, artists, musicians, scientists; public figures — politicians, diplomats or even members of the royal family. They are always in the focus of people's attention. Why is it so interesting for most people?

People want to know everything about their stars. Famous people often become idols especially for youth. Young people want to know what they wear and eat, what music they prefer, who they go out with, if they are married or divorced. They want to imitate their style of clothes and hair dressing; they gather all information about them and often set up fan clubs.

Do famous people want to be in the centre of everything? Some of them like it, and they try to do their best to be on magazine covers or in TV reports. They think it's the best advertising though intimate details about their lives may be published. But is it decent to spy on a person? Sometimes photos or newspaper reports may ruin somebody's life and career or even kill. Let's remember Princess Diana who died in a traffic accident trying to escape from journalists who followed her day and night.

To sum it up, I'd like to say that famous people are public figures and certainly we are eager to know them. But there should be a limit on their personal life. Let's try not to forget that they are people with their private lives and secrets which they don't give away to everybody.

### **Задание 77**

Once I heard a phrase: "Television is the most terrible invention of the 20th century." Is it so? What did TV give us for the past 50 years?

Television dramatically changed life in every place it was introduced and now it is impossible to imagine life without TV. Most stations broadcast series, feature films, documentaries and world and national news. Television programs include comedies, dramas, soap operas, talk shows, sports coverage, children's programmes, and game shows. Television entertains and educates. It provides us with breaking news: if something happens on the other side of the globe we learn it within a short period of time. It helps us to be in the centre of everything.

But on the other hand, TV may influence people in a negative way. Many people now are fond of series and soap operas. They prefer to sit at home staring at the screen. They don't have time to phone their friends or postpone meeting with them so we can say that TV destroys friendship. As for family, there may be quarrels about what to see on TV: father wants to watch a football match, mother is looking forward to a soap opera and daughter insists on watching MTV.

To sum it up, I wouldn't agree with the statement that TV is a curse of the 20th century. There have always been people who preferred to stay at home rather than go out or communicate with others. Long before the introduction of television there were arguments in the family what to do and where to go at leisure time. So TV did not change much in relationships among people. But it gives us so much useful information, joy, knowledge and fun.

### **Задание 78**

Where to live depends on a person and as the proverb says "Tastes differ", so different people choose various places to live.

The town differs from the village. The quick pace of the town makes people live in a hurry, while in the countryside you may relax. The town is a source of pollution. The village is ecologically a clean place.

Where should a person live if he wants to do his best for his children? I think in the country. Life in the country provides a lot of benefits if you have a cottage with all modern conveniences. Children may spend most of the time in the fresh air and as a result they don't often get colds and feel healthy. They eat ecologically clean products and learn nature.

To sum it up, it is a good place for a child to live in.

### **Задание 79**

What is better — to eat at a restaurant or at home? Which food is tastier, at home or in a restaurant? Let's see both options.

First of all, why do people eat out? There are different kinds of restaurants. In a fast food restaurant people can eat quickly and cheaply. During day time many people go there to have a business lunch. Some people work too much and have no time or skills to prepare meals at home. So they have to go to a cafe or a restaurant to eat. But in the evening people want to relax and may go to a more expensive restaurant to celebrate a holiday or meet with their friends. The meal will be more expensive but it is

tasty and besides you will have a pleasant atmosphere of rest and comfort.

Eating at home is a more common practice. It is usually tasty, nutritious and traditional. And of course, it is cheaper than eating out. But cooking meals is tiring, especially in large families, let alone going shopping to buy products.

To sum it up, eating at home is more preferable to my mind because I have meals which I like and in addition to it, home meals save money. But in some cases when I want to feel a holiday atmosphere or celebrate some event with my friends I'll certainly eat out.

### **Задание 80**

The 1900s can be called the age of the automobile because since that time automobiles have come into wide use, particularly in the United States and other industrialized nations.

Automobiles changed the world during the 20th century. With the help of this vehicle people could cover greater distances within less time. They could see and visit a great number of new places. The introduction of the automobile led to the development of road and highway systems which changed the landscape. The manufacture, sale, and servicing of automobiles have become key elements of industrial economies.

But along with greater mobility and job creation, the automobile has influenced our life in a negative way. It brought noise and air pollution, thus having creating an important environmental problem. More than that, the automobile is a dangerous means of transport: automobile accidents rank among the leading causes of death and injury throughout the world.

These disadvantages may be overcome, to my mind. Engineers are working now on improving cars to make them safer and ecologically cleaner. People will never give up automobiles because they have brought a lot of good into our lives. Cars will no doubt continue to form our culture and economy in the 21st century.

### **Задание 81**

Progress means development, growth, advancement, improvement, evolution, steps forward, or movement. People must make progress to live. They have produced an incredible number and variety of scientific and technological discoveries and inventions. What did progress bring into our life?

Firstly, our life has become more comfortable and easier. Such inventions as the compass, the mechanical clock, the glass lens, the printing press, the steam engine, the telegraph, electric power, wireless communications, and many others contributed to it. Secondly, our life has become healthier. The discovery of new medicines especially antibiotics led to the elimination of dreadful diseases which killed a lot of people. Thirdly, such inventions as the airplane, telephone, automobile, and computer have brought the whole world closer. People can travel wherever they want and communicate with each other easily.

But on the other hand, progress as people say may do a lot of harm. The discovery of nuclear energy led to the invention of nuclear weapons and death of millions of people. The tragedy of Chernobyl shook the whole world. Progress created the most important environmental problems: overpopulation, air, water and soil pollution, greenhouse effect and many others.

Does it mean that we must stop making progress? Of course not. Progress and life are interrelated. People should be more careful investigating new phenomena and take better care of our earth. I hope that new technologies will help us to solve the problem.

### **Задание 82**

People say that television now is playing an increasing role and it's no use going to the theatre or stadium when you can see the same on TV. Is it so?

Nowadays television provides us with various programmes. Besides films and news programmes you may see a theatrical performance or watch an interesting football match sitting comfortably in the armchair with a cup of tea or coffee. The football match will be commented by an experienced professional who will

tell you everything about the players and the game. When you see a performance you will be able to notice all the details of the actors' play, clothes and make up. In addition to it, you won't pay any money for this.

Then why do people go to the theatre or the stadium, stand in a queue to buy a ticket and pay money for these entertainments? As for me, going out is always an event. If I go to the theatre, I choose the play myself. I put on my best dress because the theatre is the place where you want to be beautiful as the theatrical atmosphere is a particular one. The whole theatre behaves as one person: people laugh, applaud, and express their sympathy or anger. The similar atmosphere occurs during football or hockey matches when you see them live.

So I can make a conclusion: if you want to have a holiday, it's better for you to attend a live performance. If you stay at home watching TV, then you avoid yourself of the feeling of festivity.

### **Задание 83**

Soon I will begin to work. Work is an important aspect of people's lives. Why do people work? Do they work for money or for anything else?

Of course one of the most essential reasons why people work is money. The more money you earn, the better you will live. Without money you won't be able to buy anything. A rich person may afford everything he wants: a comfortable house with all modern conveniences, travelling to different places, fashionable clothes and expensive cars, good meals.

But money is not the only factor that makes people work to my mind. To stay at home doing nothing is not a good idea and most people want something to be engaged in. More than that, people want to enjoy satisfaction from what they do. I think this is the driving force that gets people to work. If a person makes a right choice and works in the area he is interested in, he likes his work and does it with pleasure. While working people create different products, make inventions, or do research into various problems. And if they receive good money for their work it encourages them to work better.

So the powerful stimulus for people is work itself. To develop people should work, otherwise our civilization will die. Do you remember the words "it is labour that created man"? I fully agree with it.

#### **Задание 84**

Before the 20th century people could communicate either by meeting each other or by writing letters when they departed. The 20th century added to this list telephone calls and email.

Nowadays telephone calls and email are among the most frequent means of communication. The 21st century has a fast pace and there is less time for people to meet. So they exchange email or phone each other. As for letters, this genre is dying out now and most often is used in firms and companies for business correspondence. Post cards are frequently sent through the Internet where one can choose any according to the occasion.

As for face-to face communication, it may occur only when people meet. Of course, it's the best way of communication. When people meet, they may see each other and speak longer than they do it in telephone conversations or email. Besides people see each other's faces and their expressions, hear intonations better and watch people's gestures and mimics. In some way it may contribute to the talk and people's communication.

To sum it up, people should meet more often. During their meetings they communicate closer and more intimate. Email, letters and phone calls are brief kinds of communication which cannot substitute meetings with friends. If a person wants to have friendly relations with other people, he should try to do his best to meet them as often as possible because face-to face communication strengthens friendship.

#### **Задание 85**

Friendship is a wonderful thing. Since ancient time people have had friends with whom they could share their trouble and success.

What are the best qualities a friend should have? It's good if your friend is a strong person. He may defend you in some critical situations; besides strength is an attractive physical feature. It's interesting to communicate with a person who has a sense of

humour. He may always tell you an amusing story or joke. As for intelligence, it's an important feature of any person. It will be quite boring to deal with a person who is dull or who cannot say anything worth listening to.

But one of the essential features of a friend is reliability. A friend is a person you may rely on and trust. You may tell him your own secrets and he will never give them away. Of course you know the proverb: a friend in need is a friend indeed. If you have trouble, a reliable friend will always give you good advice and help you to find the right way out.

To sum it up, I'd say that a friend is a person who has a number of good qualities, but the most important of them is reliability, to my mind. In comparison with such features as strength or a sense of humour reliability is the main one because though a reliable person may not be strong or may not have a sense of humour he will never let you down and will do his best to help you. I think it's the most important in friendship.

### **Задание 86**

Life is changing now and a lot of people are moving into cities to live in. They hope to find a well-paid job, get a good education or live a better life than they had before. Cities have to expand to give place to newcomers. How should this expansion take place?

City authorities can choose a simple way out: all old buildings should be destroyed and instead of them new comfortable buildings should be erected. A lot of new flats and shopping centres may be provided to people who need them. Plenty of new working places will be created and thus the problem of the city's expansion will be solved.

But every city is unique and has its own features that are characteristic only for it. There are old and even ancient cities such as, for example, Rome. A lot of tourists from the whole world come here to see its sights. Is it possible to pull down its historic places? Of course not, otherwise we'll see a featureless city. Or let's imagine Paris without its Louvre or Moscow without Kremlin. Historic buildings should be preserved because they tell us about our history and culture; they are our heritage.

What is the way out? Historic buildings are sure to be preserved. Modern buildings should be built instead of old houses of no historic or cultural value. Otherwise we risk losing our history and culture.

### **Задание 87**

People have been going in for sports for thousands of years. The Olympic Games were born in ancient Greece and were held with a lot of participants and spectators. There were no professionals at that time and people came to Olympia to compete and win. Professional sports appeared later.

What is the difference between professional and amateur sports? Professional sports, as the name implies, is a profession and a job for which athletes get money. Life of a professional sportsman is hard. Every day he must train for several hours; he must keep to a strict diet; he may have bad injuries. All his life should be subordinated to sports. But what benefits will he have? Recognition and adoration of his fans for whom he may become an idol and of course good money. Winners of tennis or chess tournaments or automobiles rallies are very rich people who are known all over the world.

Amateur sports may be done by all people regardless of age and professions. If a person wants to be healthy, he may start doing sports. He may train himself or go to sports clubs or fitting centres. A person may not train very hard and he should not avoid some kind of food because he goes in for sports for himself, either for health or for fun.

To sum it up, professional sports is for people who are physically gifted, that's why they choose sports as their profession. Amateur sport is more widespread because most people want to be healthy and have a health-life style.

### **Задание 88**

When a person starts learning he gets marks. Marks show his progress: if he studies well, he usually has good marks, if he fails in his studies, his marks are bad.

Some people think that marks should be abolished because they don't show the true picture of students' progress. For example,

there are students who are good only at being drilled. He doesn't understand the subject properly; nevertheless he usually has good marks. Or there are students who feel embarrassed answering before the whole class. Though he knows the subject well, he fails to answer well and doesn't get good marks he deserves. There are students who cannot do tests well; they do other exercises much better. If he has a test task he usually cannot do it well and in time.

Other people's point of view is that marks make students learn better. Marks are signals that show a student which area he is good at and what he should study better. Some schools even give students tests every week or month to see if they are making progress. Besides, marks arouse students' competition and encourage them to learn better. In many schools and universities students are ranked according to their marks. Students who have the highest marks in his diploma have no difficulty finding a good job: companies are interested in students with good knowledge.

To my mind, though people are gifted in a different way, marks are necessary because they are an index of students' knowledge. They are a good stimulus to study better and be ahead of others.

### **Задание 89**

To bring up a child properly is a difficult task. The family, school and friends make a deep influence on children. Which influence is the deepest?

From the very birth the family plays a great role in bringing up children. Parents give their children an idea of a family, teach them the first social skills and explain both the good and the bad. The more time parents spend with their children, the closer are the ties that join the family. Small children try to imitate their parents in their behaviour and manners because parents at this stage are the most influential people for them.

As children grow, their environment expands too. They start going to school and make friends with children from other families. They begin to function independently of their parents. In their

turn school and friends affect children a lot. Friends may influence their clothes, tastes in music or reading or even their behaviour. It becomes common for most young people to spend their free time outdoors because street life is important for them.

To my mind, the family is the key element in influence on children because parents affect their children's personalities in many important ways: in the examples they provide, in their warmth and style of discipline, and in the security they ensure. Many abilities and characteristics developed in childhood last a lifetime.

### **Задание 90**

It's difficult to imagine our life without the family because it is the first thing people face up when they are born. The family provides its members with protection, companionship, and security. Families may be small — wife and husband or parents and their only child. Sometimes people have big families where several generations may live together or where parents have many children.

There are several advantages of big families. Responsibilities are divided among members of the family because mother can't cope with problems by herself. So children are brought up to do part of housework. Brothers and sisters are more closely united in large families because they help and take after each other since their birth. But on the other hand, life in big families is harder, to my mind. There is hardly enough money to support each member of the family properly and father has to work much.

When there is one child in the family, he usually has everything: good meal, nice clothes, his parents' love and care. But very seldom children grow selfish because they consider themselves the centre of the family to whom everybody should obey. Besides, it is rather dull to be alone and to have no sisters or brothers.

To sum up, large and small families have their pros and cons. I think the families with two children are the best because you will have your parents' protection, support and love; besides you'll have the best and dearest person — your sister or brother.

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- ☑ Широкий выбор тестовых заданий в помощь учителю для целенаправленной подготовки учащихся с учетом их уровня языковой подготовленности.
- ☑ Проверка уровня сформированности умений использовать письменную речь для решения коммуникативно-ориентированных задач.
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