

**ОГАОУ ДПО «Белгородский институт развития
образования»**

Дидактический альбом

по дисциплине «Иностранный язык»

(английский)

для обучающихся II-IV курсов колледжа

по специальностям

09.02.07 Информационные системы и программирование

09.02.03 Программирование в компьютерных системах

09.02.06 Сетевое и системное администрирование

Невзорова Н.П.,

Преподаватель иностранного языка

ОГАПОУ «Белгородский
индустриальный колледж».

Прохорова К.К.,

Преподаватель иностранного языка

ОГАПОУ «Белгородский
индустриальный колледж».

Дидактический альбом публикуется по решению методического совета ОГАПОУ Белгородский индустриальный колледж

Автор-составитель: преподаватели иностранного языка ОГАПОУ Белгородский индустриальный колледж Невзорова Н.П., Прохорова К.К.

Рецензент: преподаватель иностранного языка ОГАПОУ Белгородский индустриальный колледж Должикова Г.М.

Пояснительная записка

Данный дидактический альбом составлен в соответствии с требованиями Федерального государственного образовательного стандарта среднего профессионального образования в помощь преподавателям и обучающимся II-IV курсов ОГАПОУ Белгородский индустриальный колледж по дисциплине «Иностранный язык» по специальностям: 09.02.07 Информационные системы и программирование, 09.02.03 Программирование в компьютерных системах, 09.02.06 Сетевое и системное администрирование. Актуальность составления данного дидактического альбома обусловлена необходимостью учебно-методического обеспечения дисциплины «Иностранный язык» для специальности 09.02.07 Информационные системы и программирование, 09.02.03 Программирование в компьютерных системах, 09.02.06 Сетевое и системное администрирование, а также потребностью активного использования профессиональной лексики как основы овладения иноязычной коммуникативной компетенцией. При составлении дидактического альбома в течение учебного года проводились такие работы, как подбор теоретического материала в соответствии с программой дисциплины, использование коммуникативных приёмов обучения, ориентированных на профессиональную тематику, учитывающих необходимость развития специфических умений речевой и интеллектуальной деятельности.

Основными целями данного альбома являются развитие у обучающихся умения читать литературу по специальности, расширять свой лексический запас, совершенствовать лексические навыки, а также развитие умения монологического высказывания, формирование у обучающихся речевой, языковой и коммуникативной компетенции, уровень развития которой позволяет использовать иностранный язык, как инструмент межкультурного общения.

Основная задача представленного дидактического материала заключается в том, чтобы помочь студентам овладеть компьютерной терминологией, а также усовершенствовать свои навыки английского языка.

Дидактический альбом содержит тексты, которые снабжены послетекстовыми упражнениями, предусматривающими развитие у студентов умения читать с целью поиска нужной информации, а также с полным пониманием прочитанного, готовящими студентов к пересказу и самостоятельным высказываниям.

Материал альбома, предлагаемый для аудиторной и самостоятельной работы, имеет коммуникативную направленность. Темы учебного сборника и система упражнений обогащают словарный запас обучающихся, развивают навыки чтения, говорения, письма.

Дидактический альбом состоит из пяти частей.

Первая часть (Part I. Введение) имеет 4 раздела (Units):

1. Система образования в России и за рубежом.
2. Различные виды искусств. Мое хобби..
3. Здоровье и спорт.
4. Путешествие. Поездка за границу.

Вторая часть (Part II. Научные достижения и профессия) имеет 3 раздела:

1. Современные области науки. Наука и научные достижения.
2. В мире профессий. Моя будущая профессия. Подготовка к трудоустройству.
3. Правила телефонных переговоров. Официальная переписка.

Третья часть (Part III. Введение в специальность) имеет 3 раздела:

1. История развития ЭВМ.
2. Компьютерная грамотность. Что такое компьютер.
3. Аппаратное и программное обеспечение.

Четвертая часть (Part IV. Компьютер как средство обработки и передачи данных) имеет 2 раздела:

1. Персональные компьютеры. Применение персональных компьютеров.
2. Программирование. Языки программирования. Обработка данных компьютером.

Пятая часть (Part V. Информационные технологии) имеет 3 раздела:

1. Современные информационные технологии.
2. Интернет.
3. Компьютерные преступления.

В каждом разделе дается тематический список слов и словосочетаний. Работа над лексическим материалом проводится поэтапно: 1. Введение лексического материала. Работа с предтекстовыми упражнениями. 2. Чтение и перевод основного текста, контроль и понимание прочитанного с помощью вопросов. 3. Выполнение послетекстовых лексических упражнений. 4. Работа с диалогами (в некоторых разделах). 5. Работа с дополнительными текстами. Дидактический альбом имеет Приложение1 «Компьютерные профессии на английском» и Приложение2 «Топ-75 слов, которые должен знать каждый айтишник».

Дидактический альбом содержит практико-ориентированные задания, которые нацелены на совершенствование коммуникативной компетенции в деловой и выбранной профессиональной сфере, а также на повторение и закрепление грамматических и лексических структур, которые наиболее часто используются в деловой и профессиональной речи.

Таким образом, предлагаемое пособие можно использовать для индивидуальной работы студентов на занятиях под руководством преподавателя, а также для самостоятельной работы обучающихся.

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PART I. Introduction**Unit I****EDUCATION**

Text 1. British School

I. Read the text and translate it

All British children must stay at school from the age of 5 until they are 16. Many of them stay longer and take final examination when they are 17 or 18. Before 1965 all children had to go through special intelligence tests. There were different types of state secondary schools and at the age of 11 children went to different schools in accordance of with the results of the tests.

State schools are divided into the following types:

- Grammar schools. Children who go to grammar schools are usually those who show a preference for academic subjects, although many grammar schools now also have some technical courses.

- Technical schools. Some children go to technical schools. Most courses there are either commercial or technical.

- Modern schools. Boys and girls who are interested in working with their hands and learning in a practical way can go to a technical schools and learn some trade.

- Comprehensive schools. These schools usually combine all types of secondary education. They have physics, chemistry, biology laboratories, machine workshops for metal and woodwork and also geography, history and art departments, commercial and domestic courses.

There are also many schools which the State doesn't control. They are private schools. They charge fees for educating children and many of them are boarding schools, at which pupils live during the term time.

After leaving school many young people go to colleges or further education. Those who become students at Colleges of Technology (called "Techs") come from different schools at different ages between 15 and 17. The lectures at such colleges, each an hour long, start at 8,15 and end at 4,45 in the afternoon.

Topical Vocabulary

to stay at school – зд. учиться в школе

to take final examination – сдавать выпускные экзамены

to go through special intelligence tests – сдавать специальный тест на уровень интеллектуального развития

a secondary school – средняя школа

in accordance of with the results of the tests – в соответствии с результатами тестов

a grammar school – «грамматическая» школа

to show a preference for academic subjects – проявлять склонность к академическим дисциплинам

technical courses – технические предметы

a technical school – «техническая» школа

commercial - коммерческий

a modern school – «современная» школа

a trade – профессия, ремесло

a comprehensive school – общеобразовательная школа

a laboratory - лаборатория

a machine workshop for metal and woodwork – мастерская с металло- и деревообрабатывающими станками

a domestic course - домоведение

a private school – частная школа

to charge fees for educating sb – брать деньги за чье-либо образование

a boarding school - интернат

a term - семестр

a college or further education – колледж дальнейшего образования

a Colleges of Technology – технический колледж

a lecture - лекция

II. Answer the questions:

1. At what ages must British children stay at school?
2. What groups is state schools divided into?
3. What is a private school?
4. What do many young people do after leaving school?

III. Translate into English:

1. Британские дети должны учиться в школе с 5 до 16 лет.
2. Учащиеся государственных школ сдавали экзамены на уровень интеллектуального развития и шли в среднюю школу в соответствии с его результатами.
3. В «грамматических» школах учились дети, которые обнаруживали склонность к академическим предметам.
4. «Технические» школы предлагают (offer) коммерческие или технические курсы.
5. В «современных» школах дети получали профессию.
6. В общеобразовательных школах сочетаются все виды образования.
7. Государство не контролирует частные школы.
8. Обычные частные школы и частные школы-интернаты берут плату за обучение.
9. После школы молодые люди могут поступать в колледжи дальнейшего образования.

Text 2. Britain's Universities

I. Read the text and translate it

There are about 90 universities in Britain. They are divided into three types: the old universities, the 19th century universities such as London and Manchester universities, and the new universities. Some years ago there were also polytechnics. After graduating from a polytechnic a student got a degree, but it was not a university degree. 31 former polytechnics were given university status in 1992.

Full courses of study offer the degree of Bachelor of Arts or Science. Most degree courses at universities last 3 years, language courses 4 years. Medicine and dentistry courses are longer.

Students may receive grants from their Local Education Authority to help pay for books, accommodation, transport and food. This grant depends on the income of their parents.

Most students live away from home, in flats or halls of residence.

Students don't usually have a job during term time because the lessons, called lectures, seminars, classes or tutorials, are full time. However, many students now have to work in the evenings.

University life is considered "an experience". The exams are competitive but the social life and living away from home are also important. The social life is excellent with a lot of clubs, parties, concerts, bars.

There are not only universities in Britain but also colleges. Colleges offer courses in teacher training, courses in technology and some professions connected with medicine.

Topical Vocabulary

a polytechnic – политехнический институт

to graduate from – окончить (ВУЗ)

to get a degree – получить степень

a university degree – университетская степень

former - бывший

to be given university status – получить университетский статус

a course of study – курс обучения

to offer the degree of - предоставлять какую-либо степень

Bachelor of Arts or Science – бакалавр гуманитарных или естественных наук

a degree course – курс, заканчивающийся присвоением степени

to last – продолжаться, длиться

a medicine course – медицинский курс

a dentistry course – курс для будущих дантистов

to receive grant – получать стипендию

Local Education Authority – местный орган образования

to pay for accommodation – платить за жилье
 to depend on the income of smb – зависеть от дохода
 to live away from home – жить вне дома
 a hall of residence - общежитие
 a tutorial – практическое занятие
 competitive – конкурсный (об экзамене)
 to offer courses in teacher training – предлагать курс подготовки учителей
 a course in technology – технический курс

II. Answer the questions:

1. What are the three types of universities in Great Britain?
2. What degrees do students get after finishing full courses of study?
3. What grants do students receive?
4. Why don't students have jobs during term time?
5. What courses do colleges offer?
6. Why is the university life considered "an experience"?

III. Translate into English:

1. После окончания политехнического института или университета студент получал степень бакалавра.
2. Степень бакалавра в политехническом институте не соответствовала университетской степени.
3. Курс обучения в институте длится 4 года или больше.
4. Студенты получают стипендии для оплаты стоимости учебников, жилья и питания.
5. Поскольку занятия занимают полный день, студенты работают по вечерам.
6. Колледжи предлагают курсы подготовки учителей и технические курсы.

Text 3. Education in Russia

I. Read the text and translate it

Every citizen of our country has the right to education. This right is guaranteed by the Constitution. It is not only a right but a duty, too. Every boy or girl must get secondary education. They go to school at the age of six or seven and must stay there until they are 14-17 years old. At school pupils study academic subjects, such as Russian, Literature, Mathematics, History, Biology, a foreign language and others.

After finishing 9 forms of a secondary school young people can continue their education in the 10th and the 11th form. They can also go to a vocational or technical school, where they study academic subjects and receive a profession. A college gives general knowledge in academic subjects and a profound knowledge in one or several subjects.

After finishing a secondary, vocational, technical school or a college, young people can start working or enter an institute or a university. Institutes and universities train specialists in different fields. A course at an institute or a university usually takes 5 years. Many universities have evening and extramural departments. They give their students an opportunity to study without leaving their jobs. Institutes and universities usually have graduate courses which give candidate or doctoral degrees.

Education in our country is free at most schools. There are some private primary and secondary schools where pupils have to pay for their studies. Students of institutes and universities get scholarships. At many institutes and universities there are also departments where students have to pay for their education.

Topical Vocabulary

a citizen of - гражданин

the right to education – право на образование

to be guaranteed by the Constitution – гарантировать конституцией

a duty - обязанность

to get secondary education – получить среднее образование

an academic subject – общеобразовательный предмет

to finish...forms – закончить ... классов

to continue one's education – продолжить образование

a vocational school – училище, ПТУ

a technical school - техникум

to receive a profession – получить профессию

to give general knowledge in smth – дать общие знания в какой-либо области

to give a profound knowledge in smth – давать углубленные знания в какой-либо области

to enter an institute or a university – поступать в институт или университет

to train specialists in smth – подготовить специалиста в определенной области

a course – курс обучения

an evening department – вечернее отделение

an extramural department – заочное отделение

to give an opportunity – предоставить возможность

without leaving one's job – одновременно работая

graduate courses - аспирантура

to give candidate or doctoral degrees – присваивать степень кандидата или доктора наук

free - бесплатный

a private school – частная школа

a primary school – начальная школа

to get a scholarships – получать стипендию

to pay for one's education – платить за чье-либо образование

II. Answer the questions:

1. What does the phrase «the right to education» mean?
2. Why is education a duty, too?
3. What subjects do pupils study at school?
4. What can young people do after finishing the 9th form?
5. What subjects do young people study at technical schools and at colleges?
6. What can young people do after finishing the 11 th form?
7. What departments are there at institutes and colleges?
8. Do children and people in this country have to pay for education?

I. Translate into English:

1. Право на образование в России гарантируется конституцией.
2. В средней школе ученики изучают академические предметы
3. После окончания 9класса средней школы молодые люди могут пойти в техникум (ПТУ)
4. Там они изучают академические предметы и получают специальное образование
5. Молодые люди могут продолжить образование в 10 и 11 классе или колледже, дающим углубленные знания по одному или нескольким предметом
6. Молодые люди поступившие, в институт или в университет, учатся там 5 лет
7. Студенты вечернего и заочного отделений могут получить образование, одновременно работая
8. Начальное и среднее образования бесплатно в большинстве школ.
9. В частных школах и на некоторых отделениях институтов и университетов нужно платить за образование.

I. Choose the right answer

1. Why is education important in the modern life?
 - because world is full of technological advances.
 - because it is funny.
 - because it is guaranteed by the constitution.
1. What an alternative way of secondary education can you choose?
 - on-line education
 - extra-mural education
 - home education
1. What subjects do pupils study at school?
 - Russian, Literature, Mathematics, History, Biology, foreign languages and others
 - Russian, Literature and Mathematics.
 - Russian, Literature and foreign languages
1. How long does anyone have to study at school to continue the education at the university?
 - 9 years
 - 11 years
 - 10 years
1. What institutions does higher education include?
 - technical training schools and teachers training colleges.
 - technical training schools and universities.

- technical training schools, teachers training colleges, universities which offer master's and doctoral degrees programs.
- 1. How many universities are there in Great Britain? What are the oldest ones?
 - 80 universities, Oxford and Cambridge are the oldest ones.
 - 90 universities, Oxford and Cambridge are the oldest ones.
 - 90 universities, Oxford and Glasgow are the oldest ones.
- 1. What does an undergraduate program consist of?
 - a series of seminars, tutorials and laboratory classes
 - a series of lectures, seminars, tutorials and laboratory classes
 - a series of tutorials and laboratory classes
- 1. How are seminars and tutorials given to students?
 - Seminars and tutorials are much smaller than lecture classes and can be on a one-to-one basis.
 - Seminars and tutorials are much smaller than lecture classes and can be given to a 5 students group.
 - Seminars and tutorials are much larger than lecture classes and can be given to 50 students group at once.
- 1. How long may a lecture course last?
 - a year or a year and a half
 - only one academic term
 - one academic term or the whole year
- 1. How long one must study to get Degree of Bachelor of Arts or Science?
 - three years
 - four years
 - five years

i. Read and translate the dialogue. Act it out.

CONVERSATION ABOUT THE EDUCATION IN THE UK

- Hi, Andrew! Aren't you in a hurry? Let's revise the material for the English classes.
- Hi, Danil! With pleasure. As far as I remember we are to get information about educational system in the UK.
- You are absolutely right. First of all, we should memorize that the system of education in Britain is divided into three stages: primary, secondary and further education.
- And don't forget that there are state and private schools in the UK.
- Good for you. But you see, about 93 percent of British children go to state-assisted schools. As far as I know, both primary and secondary education between the ages of 5 and 16 is compulsory in Britain.
- Yes, I agree with you. And at the age of 15 and 16 pupils take an examination called the General Certificate of Secondary Education, abbreviated GCSE.
- Sorry for interrupting you. I want to add, that most pupils, who stay in school beyond the age of 16, prepare for the General Certificate of Education examination at Advanced level, A-level. It is abbreviated GCE. Well, and what about higher education?
- I know exactly, that British universities are not part of the public system of education.
- Right! They are independent corporations, but they are mainly supported by public funds.
- And have you heard about Open University?
- Yes, it is unique in providing degree courses by correspondence for students working in their own homes. They are supported by books and broadcasts.
- Oh, you know so much about it.
- Thanks for your assistance.
- It was no trouble at all.

I. Read the dialogue and translate sentences from Russian into English.**CONVERSATION ABOUT THE EDUCATION IN THE USA**

Alex, a Russian student, is talking with James Mitchell, an American from Las Vegas, Nevada. Their conversation is about the education in the USA.

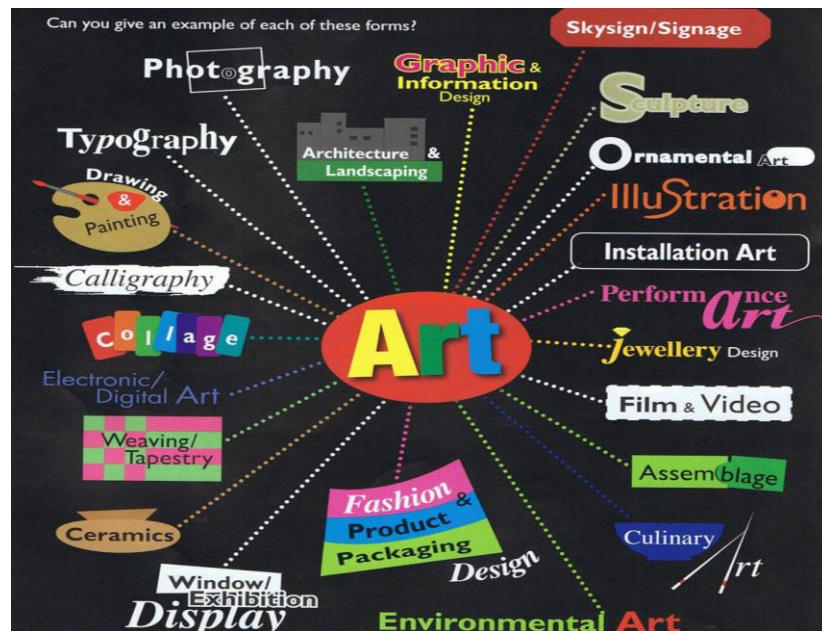
- *Мистер Митчелл, какая система образования в вашей стране?*
- You see, the US system has no national education system. Instead each state is responsible for organizing and regulating its own system of education. There are common elements in the separate state systems, however.
- *И какие же это общие черты (элементы)?*
- Well, formal education is divided into the following stages: elementary, secondary and higher education. School attendance is compulsory in every state.
- *Есть ли частные школы в США?*
- The state provides schooling at all stages of education, but parents can send their children to private schools.
- *Мистер Митчелл, у вас есть дети? Какую школу они посещают?*
- Oh, Alex, I have a daughter, a nice girl, Chelsea by name. She attends a private school.
- *Мистер Митчелл, а какая разница между «high schools» и «higher schools»?*
- A great one. High schools, junior and senior, provide secondary education. Most of them prefer both general and vocational courses of study. And higher schools provide higher learning.
- *Мистер Митчелл, извините, что перебиваю вас... А в каких образовательных заведениях можно получить высшее образование?*
- Places of higher learning include community and junior colleges, technical institutes, universities and separate professional schools.
- *Спасибо огромное. Очень хочется побывать у вас в стране.*

Unit II

DIFFERENT KINDS OF ARTS.

MY HOBBIES

I. Can you give an example of each of these forms?



II. Read the text and translate it

To suffice the term 'art' in a word, it is defined as 'time', simply because, it has been in existence for thousands of years and will always be there in the future. Right from primitive cave scrawlings to the sophisticated and contemporary varieties, we have art present around us in different forms. It is infinite yet definitive, since it takes several forms to reveal its beauty. The power of art can easily be viewed in an individual's creativity and imagination through its display. You can see artists using pastels, oil paints, pen and ink, pencils, collage, and acrylic paints to come up with impressive paintings, sculptures, drawings, ceramics, and prints. These are just a few styles of common art that we usually see in our daily life. Though this may not be an exhaustive list, we present you with some of the types of arts in the following lines. Take a look!

Different Kinds of Art**Painting**

One of the most common and familiar forms of art is painting. It is a form wherein you apply different pigment types to a medium, particularly on canvas, paper, wall, wood panel, and so on. Nonetheless, painting itself is a broad category which is further classified into different sub-categories. Depending upon the materials used, painting can be grouped into acrylic painting, watercolor painting, mural painting, etc. Also, there are various subjects that are portrayed through painting, such as nature, people, living beings, objects, events, places, and so on.

Sculpture

Monuments, statues, and carvings are not new to any one of us. All these fall under the category of sculptural art. It is a 3-dimensional kind of artwork made from different materials, like rock, wood, clay, plastic, stone, and others. In general, there are two different ways of making sculptures: carving the sculpture from a single piece and assembling different pieces to form one full sculpture. Similar to painting, sculptures, too, are segregated into different types. These include free-standing sculptures, light sculptures, sound sculptures, relief sculptures, and jewelry.

Photography

Photography is one such art form that most of us have been connected with since years. Clicking snaps and pictures are a passion for some people which is reflected through their willingness to take up this art form as a career. The best pictures are clicked using different light patterns that are emitted or reflected from various angles. Aerial photography, black and white photography, fashion photography, glamour photography, portrait photography, wedding photography, astrophotography, digital photography, fine art photography, nature photography, and still life photography are some types of photography.

Digital Art

With the development in technology, art has also undergone several changes and modifications. As such, digital art, or computer art, is a kind of modern art that is mostly used in creating websites, video games, clip arts, and templates. The latest buzzword in the field of digital art is animation, especially 3D animation. It is extensively used in making films, TV commercials, and web advertising.

Movie Making

Though movie making, or film making, is one of the modern visual art types, it is a broad category that includes several other art forms. Scriptwriting, music, lyrics, dialogues, cinematography, and others are some forms that converge into movie making. Further, by including audio and video into movie making, it offers the audience a complete picture.

III. Remember these world-famous museums and galleries:

1. The Tretyakov Gallery (Russia, Moscow)
2. The Pushkin Museum of Fine Arts (Russia, Moscow)
3. The Hermitage (Russia, Saint Petersburg)
4. The British Museum (Great Britain, London)
5. The National Gallery (Great Britain, London)
6. The Tate Gallery (Great Britain, London)
7. The Victoria and Albert Museum (Great Britain, London)
8. The Louvre (France, Paris)
9. Musee d`Orsay (France, Paris)

IV. Remember the famous artists (sculptors):

1. Leonardo da Vinci [də vɪntʃi]
2. Ivan Shishkin
3. Orest Kiprensky
4. Rembrandt van Rijn [væn rain]

5. Henri Matisse
6. Alexei Savrasov
7. Paul Gauguin [ˈgəʊgæn]
8. Mikhail Vrubel
9. Mark Antokolsky
10. Nikolay Roerich [ˈrə:rik]

v. Remember the famous pictures (sculptures):

1. «Portrait of A. Pushkin»
2. «The Rooks Have Come»
3. «Lilacs»
4. «Flora»
5. «Night Cafe in Arles»
6. «Madonna Benois»
7. «Rye»
8. «Artist's Studio»
9. «Remember!»
10. «Ivan the Terrible»

vi. Some information about the world famous painters and sculptors



Leonardo da Vinci (1452-1519) was an Italian Renaissance polymath: a painter, a sculptor, an architect, a musician, a mathematician, an engineer, an inventor, an anatomist, a geologist, a cartographer, a botanist and a writer. The well-know «Mona Lisa» belongs to the brush of Leonardo da Vinci.

Polymath – полимат, «универсальный человек»

Michelangelo Buonarroti (1475-1564) was an Italian sculptor, a painter, an architect, a poet and an engineer of the High Renaissance. He made frescoes for the Sistine Chapel in Vatican.



Claude Monet (1840 – 1926) was a founder of French impressionism. He was famous for his landscape paintings, for example “The Water Lily pond»

Impressionism is a style of painting developed in France between 1870 and 1900 which concentrated on showing the effects of light on things rather than on clear and exact detail.

Vincent van Gogh (1853 – 1890) was a post- impressionist painter of a Dutch origin. His pictures were notable for rough beauty and bold colors, for example “Sunflowers”.

Rembrandt van Rijn (1606 – 1669) was a Dutch painter notable for his portraits of his



contemporaries, self-portraits and illustrations of scenes from the Bible.

Ivan Ivanovich Shishkin (1832 – 1898) was a Russian landscape painter. His famous pictures are «Rye», «Grass», «Before the Storm» and others.

VII. Read Proverbs and combine with their Russian equivalents.

Tastes differ.

Делу время, а потехе час

Business before pleasure.

Сколько людей столько и пристрастий.

The busiest man finds the most pleasure.

На вкус и цвет товарища нет.

So many people, so many hobbies.

Самый занятый находит больше всего досуга.

VIII. Read the text and say what a hobby is, what hobbies are very popular and what your hobby is.

A HOBBY FOR EVERYBODY

A hobby is something that people like to do when they are not at their usual work. It is something done for pleasure.

Of course, you enjoy doing something in your free time. Perhaps it is collecting stamps, because that is one of the most popular hobbies; it can be a great help in geography, history and some other subjects.

Some people like photograph. Other hobbies are collecting coins, beautiful stones, toys, different tickets.

If you are interested in music, you may begin collecting discs.

Nowadays a great number of new hobbies have appeared. Many people are fond of hunting, but not with guns. They hunt birds and animals with a camera. Both boys and girls are fond of computer games. Collecting computer games and playing them has become one of the most widely spread hobbies.

Well, it's very difficult to describe all the hobbies known in the world. The main thing is that all of them must be useful.

Choose an interesting hobby and enjoy it!

IX. Read and translate the text

My leisure.

Tastes differ. Different people like different things, different people have different hobbies.

I go in for sports, I like to play tennis. I go to play tennis every day. Sport is very important part of our life. Many people go in for sports, they jogging, walking, swimming, skating, skiing, train themselves in clubs and different sections.

Physical training is an important subject at school. Pupils play volleyball, football, basketball. I have been playing tennis for 5 years. Tennis became very popular now. I take part in different competitions.

To be in a good shape I'm jogging every morning and do my morning exercises. Everyone should do all he can to stay healthy and choose the sport he is interested in. I do not understand people who say that they like sport, but they only watch sport on TV.

If one goes in for sports he feels much better, looks much better, sleeps much better. Your physical appearance will change too. You will be slimmer and trimmer. And what is even more important you will not get sick often.

Why do I go in for sports? Because I think that it is very important for a man to be strong and well-built. Sport is not for weak, because, you have to learn how to lose, and it's not easy. My favorite proverb says: "A healthy mind in healthy body".

<p>Questions:</p> <ol style="list-style-type: none"> 1. What is your hobby? 2. What sports do you go in for? 3. Do you like summer (winter) sports? 4. What does it mean to be healthy? 5. Why did you chose tennis? 6. Who is your favourite tennis-player? 	<p>Vocabulary:</p> <p>to jog — бегать to skating — кататься на коньках to skiing — кататься на лыжах competition — соревнование shape — форма health — здоровье slim — стройный trim — в хорошей форме weak — слабый tolose — проигрывать</p>
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X. Read it and learn by heart. The poem 'Leisure' (by W. H. Davis)

What is this life if, full of care,
We have no time to stand and stare.
No time to stand beneath the boughs
And stare as long as sheep or cows.
No time to see, when woods we pass,
Where squirrels hide their nuts in grass.
No time to see, in broad daylight,
Streams full of stars, like skies at night.
No time to turn at Beauty's glance,
And watch her feet, how they can dance.
No time to wait till her mouth can
Enrich that smile her eyes began.

A poor life this if, full of care,
We have no time to stand and stare.

XI. Read mini-essays about hobbies and write your own mini-essay about your hobby

1. Alex's Hobby

Hobby is a favorite occupation of a person in his or her free time. People are different so they have hobbies of various kinds. Somebody likes to knit or sew things, other likes to make everything with his own hands or to draw, to take pictures. Many children and grow-ups are fond of collecting. They collect old coins, postcards, toys, stamps.

Hobby helps people to relax, to forget about their troubles and to have a good time.

My hobby is learning English. Nowadays it's especially important to know foreign languages because we need it for our work, for travelling abroad. Everyone who knows foreign languages can speak to people from other countries, read foreign authors in original that makes our outlook wider.

Now English has become the world's most important language in politics, science, trade and cultural relations. English is the language of computers.

Learning English for pleasure includes listening to my favorite English songs, watching films without dubbing, chatting with friends from English-speaking countries in internet. All these things make my life exciting.

I think my hobby is very interesting and useful.

2. Max's Hobby

Hobby is a special interest that people do in their free time. Everybody has his/her own hobby.

As for me I prefer reading poems and short stories. I believe that fiction literature is one of the best ways of expressing feelings and thoughts. They usually mean more if they are raised to the level of art.

I am fond of piano playing and guitar playing too. I finished musical school two years ago. I am extremely fond of all kinds of dancing: from hip-hop to classical ballet. That is why I often attend different theatres and rap-discos.

Sports play an important part in my life. I am an amateur roller-skater. Once a week I take aerobic classes just to keep fit. Diving is the kind of sports I like best.

I belong to such kind of people who always need changes and new impressions. From this fact it follows that the range of my hobbies is wide. In the nearest future I want to take up horse-riding, parachute-jumping, and mountain skiing.

3. Mandy's Hobby

My hobby is painting and drawing. I have finished art school and now I paint and draw in my free time. I depict things that have impressed me deeply: beautiful flowers, poetic landscapes, ancient ruins. I like to paint portraits as well. It is very important to catch a person in a moment of action, feeling, perception and record that moment with unerring strokes. Only geniuses are blessed with this gift. Sometimes I create decorative compositions, large in scale and bright in colour. I paint on canvas and draw on paper. I work in oil and watercolour, pencil and pastel. For me painting is a means to understand the beauty and harmony of the surrounding world, a way to express my own emotions, feelings and perception of life.

It is important for me to study the artistic heritage of great painters. That is why I like to visit museums and art galleries. My favourite painters are Vincent Van Gogh and Victor Borisov - Musatov.

Painting is not the only hobby of mine. I read a lot of books. One of my favourite writers is R.R. Tolkien. In my free time I like to listen to music. Classical music is my favourite one.

Music	Music is a means of getting away from daily stress.
	My favorite composer/singer/music band is ...
	I love his/her/their music for ...
	My favorite composition is ...
Reading	Reading helps me to learn more and perfect myself
	My favorite writer is ...
	His/her books are deep ...
	My favorite one is ...
Sports	Sport helps me to keep fit and relax after a rough day.
	I am keen on ...
Cooking	Cooking helps me to express myself.
	I like to treat my friends and family with smth delicious
	My specialty is ...
	It is cooked like that ...
Watching TV	Watching TV is a popular hobby
	I am also fond of that
	I usually watch entertaining/news/scientific and popular programs
	I also like watching films. My favorite ones are ...
Internet browsing	The Net is an important part of our daily life.
	I can find many interesting things on yhe Internet: music/e-books/films/online games/social networks/online dating
Playing computer games	Computer games let me change the scene in me daily life
	I spend my free time in a new reality forgetting about my problems

Walking	Walking is healthy and relaxing activity
	I can breathe fresh air, keep fit and healthy and also change the scene

Unfortunately, these days I am quite busy.

So, there is very little time left for my hobbies.

But I do my best to find a time to enjoy my favorite activities

Unit III

HEALTH AND SPORT

I. Read and translate the text

Text 1. Sports in Britain

The British are a sports-loving nation. Cricket, soccer, rugby, tennis, squash, table tennis, badminton, canoeing and snooker were all invented in Britain. The first rules for such sports as boxing, golf, hockey, yachting and horse-racing also originated from Britain. The most popular sports that people take part in, rather than watching, are angling, snooker and darts.

Cricket is very much the English game. A match can take five days – and end in a draw. A form of cricket was being played 250 years ago.

Football began as a contest between neighboring villages – with no limit to the number on each side, no fixe pitch and almost no rules. The Football Association drew up the rules of the modern game in 1863 and in 1888 12 clubs joined together to form the first Football League. England won the World Cup in 1966. Rugby and football became two separate sports when the rules laid down by the Football Association said that only the goalkeeper could handle the ball. Two kinds of rugby are played in Britain. Rugby Union is played by amateurs in teams of 15 in the south of England and in Wales (where it is the national sport). Rugby League is played by professionals in teams of 13 in the north of England.

Golf was probably invented in Holland, but has been played in Scotland for at least 400 years. At first, it was played with balls made of wood, then of leather stuffed with feathers. The first rules for tennis were drawn up by the All-England Lawn Tennis and Croquet Club when it held its first tournament in the London suburb of Wimbledon in 1877. Wimbledon is still the world's most famous tennis event.

There are a lot of sports and games which are popular both among youngsters and grown-ups. 25 millions of grownup people take part in sports. Sports is one of the programme of all state and private schools and universities. Nearly of schools have sports grounds and swimming pools. Indeed, sports is a part of everyday life in Britain.

Topical Vocabulary

- a sports-loving nation - нация любителей спорта

Cricket - крокет

Soccer футбол

Rugby регби

Squash сквош

Snooker бильярд

to be invented быть изобретенным

rules for smth. правила для чего-либо

yachting гонки на яхтах

horse-racing скачки

to originate from происходить из (какой-либо страны)

to take part in smth. принимать участие в чем-либо

angling ловля рыбы

darts «дротики»

- to end in a draw закончиться вничью

- a contest between соревнование между

to draw up the rules разработать правила

Football League Лига футбола

to win the World Cup выиграть Кубок мира

to lay down the rules сформулировать правила

a goalkeeper вратарь

to handle the ball касаться мяча рукой

to be played by amateurs играть любителями

in teams of... командами в количестве...

a professional профессионал

- the All-England Lawn Tennis and Croquet Club Всеанглийский клуб тенниса и

крокета

to hold a tournament проводить турнир

- to be on the programme of входить в программу чего-либо

to be a part of everyday life быть частью повседневной жизни

II. Answer the questions:

1. How can you prove that sports play an important part in Britain?
2. What is the history of football?
3. Is cricket popular in Britain?
4. What two kinds of rugby are played in Britain?
5. Where was golf invented?
6. What was the first rules of tennis drawn by?

I. Translate into English:

1. Многие виды спорта были изобретены в Великобритании.
2. Футбольные правила были созданы Ассоциацией футбола.
3. Матч крокета, чисто английской игры, может продолжаться несколько дней.
4. Регби и футбол - две различные игры.
5. В регби играют любители и профессионалы.
6. Гольф был изобретен в Голландии. Первые правила были созданы в 18 веке.
7. Всеанглийский клуб тенниса и крокета провел первый чемпионат мира по теннису в 1877 году.

I. Read and translate dialogues:

Dialogue 1

- What kind of sports facilities have you got at institutes in Russia, Mike?

- Well, in my institute there is a large gym. There are also courts for badminton, basketball, football and tennis.

- I think sports facilities are alike in our countries. In my school We also have courts for tennis, volleyball and indoor cricket. But in many colleges in Britain you are provided with accommodation for other indoor sports activities like archery, fencing, judo or boxing.

- I find boxing rude. Fencing is much more romantic.

- Well, boxing is a national sport in England though it is criticized by some people. And in some countries there is women's boxing.

- Yes, a team of women's boxing has been recently formed in Russia. But I don't think it's a good sport for women. It contradicts women's nature.

_ I feel the same. And what do you think about that new craze - jet ski?

- Jet ski? What is it?

-They can be seen now on many beaches of Europe. They are a kind of water motorbikes.

- Are they available for teenagers?

-Yes you can begin jet ski at about fourteen years of age. In fact, teenagers have an advantage as they are smaller and lighter than adults and can go faster.

-Anyway, I would like to try it. I think it would be a fantastic experience!

Dialogue 2

- Do you like playing sports?

- No, I don't. It takes a lot of time and energy. Going in for sports only means to work and to work hard.

- I wouldn't say that. It is not necessary to become a professional sportsman. You may go in for sports when you have free time. You can swim in summer and go skiing or skating in winter. Sport is very important for our health.

- Why are you so sure? As a result of sport people have broken legs and arms and other injuries. Some kinds of sport are really dangerous, for example, rock climbing or parachuting. Besides, sport makes me unhappy when I lose.

- On the contrary, sport can be fun as well I particularly enjoy playing football with my classmates after classes. There is a sports ground outside our school and we usually go in for sports in the open air. And at our PE lessons we usually play volleyball and basketball.

- I can't stand taking part in school contests. To be a good sportsman doesn't suit everyone. If everybody takes part in competitions, who will have fun? As for me, I prefer to watch sports programmes on TV. I am a viewer rather than a participant.

- Really? Which sports do you like watching?

- I enjoy watching team sports such as football and hockey. The matches are always exciting. Sometimes I go to the stadium with my friends to support my favourite teams.

- I also like to watch sports programmes on TV. But watching sports events and going in for sports are two different things. Sport helps us to stay in good shape, to keep fit and to be

healthy. It makes us more organized and better disciplined in our daily activities. Besides, it is a good way to meet people and to make new friends.

- Do you go in for sports on a regular basis? What is your favourite sport?

- My favourite sport is swimming. I have already been swimming for 5 years and I go to the swimming pool twice a week. It helps me to keep fit and to stay healthy. I hardly ever catch a cold and I never suffer from anything.

Dialogue 3

- Hello! How are you?

- Hi! I'm fine, thanks, and you?

- I'm fine too. Did you watch a basketball match yesterday?

Who was a winner?

- Of course, the American team!

- Americans are really good at basketball! They are fond of sports, aren't they?

- Of course, they are. The most popular sports in America are football, basketball and baseball.

- Everybody knows that sport makes people more organized and better disciplined. Besides, it helps us stay in good shape and keep fit. I'm sure to be healthy we should go in for sports.

- But to be healthy we should first of all eat healthy food, for example, fruit and vegetables and dairy products.

- I completely agree with you, but today a majority of people eat fast food, which is fattening.

- You are right. More than that, a lot of people smoke and drink now.

- Well, I can't but agree that people should take care of their health. I mean they should sleep seven or eight hours, eat low-fat food, have breakfast, have regular meals and go in for sports. They mustn't smoke, drink and take drugs because bad habits shorten our lives.

- I completely agree with you.

- OK. Bye!

-Bye!

Text 2. The Olympic Games

V. Study the following words to the text

the Olympic Games (the Olympic)

Олимпийские Игры

to 'have a long history

иметь большую историю

to take place	проходить
to take part in	принимать участие в
a prize	приз
a wreath	венок
ancient	древний
a great athletic festival	большой спортивный праздник
to include different kinds of sports	включать различные виды спорта
running	бег
boxing	бокс
discus throwing	метание диска
wrestling	борьба
the pentathlon	пятиборье
the International Olympic Committee	Международный Олимпийский Комитет
to set up	организовывать
competition	соревнования
jumping	прыжки
an athletic team	спортивная команда
an event on the programme	соревнования, включенные в программу
an amateur	любитель
an athlete	спортсмен
a winner	победитель
to be attended by	посещаться (кем-либо)
a lover of sports	любитель спорта

VI Read the following text and translate the sentences with the studied words

The Olympic Games

The Olympics have a very long history. They began in 776 BBC, and took place for nearly 1 200 years at Olympia, Greece. The citizens of all the Greek states were invited to take part in the games. The prizes were wreath~ made of branches of olive trees. Ancient

Olympic Games were a great athletic festival and included many different kinds of sports: running, boxing, discus throwing, wrestling, the pentathlon (five different sports) and others. In 394 A.D. the games were stopped by the Roman Emperor Theodosius.

Only fifteen years later, in 1894, a Frenchman, Baron Pierre de Coubertin, managed to persuade people from fifteen countries to start the Olympic Games again. The International

Olympic Committee was set up in 1894, and the first of the modern series of Games took place in Athens two years later, in 1896. There were competitions in many kinds of sports: running, jumping, boxing. All the nations of the world were invited to send their athletic teams. From then on the Olympic Games have been international and the number of events on the programme have increased.

In these games only amateurs, or non-professional athletes can take part. Each country sends teams for as many different events as possible. The winners of each event are given a certain number of points. The International Olympic Committee decides where each Olympics will take place. They ask a city (not a country) to be the host.

The Olympic games are attended by thousands and thousands of people every time they are held. They provide an opportunity for lovers of sports of all nations to meet together.

I. Answer the questions:

1. How often and where did the ancient Olympic Games take place?
2. What kinds of sports did they include?
3. How did the modern Olympic Games begin?
4. What athletes can take part in the modern Olympic Games?
5. What are the winners in each event given?
6. Why are the Olympic Games so important?

II. Translate into English:

1. В течение 1200 лет Олимпийские Игры проводились в Олимпии каждые 4 года.
2. Победителям в метании диска, борьбе, пятиборье и других видах спорта вручались венки из веток оливы.
3. В 1894 году барон Пьер де Кубертен основал международный Олимпийский Комитет.
4. В первых современных Олимпийских Играх более 2 000 участников состязались в различных видах спорта.
5. В олимпийских Играх участвуют только спортсмены-любители.
6. Количество состязаний в современных Олимпийских Играх увеличилось.
7. Команда каждой страны состоит из спортсменов, принимающих участие в соревнованиях по различным видам спорта.

8. Международный Олимпийский Комитет обращается с просьбой выбранному им городу стать хозяином Олимпиады.

9. На соревнованиях Олимпиады приходят тысячи людей.

III. Work in pairs. Guess the answers to these questions.

1. Which disease kills more people in Britain: cancer or heart disease?
2. How many adults die of heart disease in Britain every hour?
3. Do women have more heart attacks than men?
4. Where do people have more heart attacks – the UK or Japan?
5. How many grams of salt is it good to eat every day?
6. How many portions of fruit and vegetables is it good to eat every day?
7. Is alcohol always bad for your heart?

I. Read the article and check your answers.

Top Tips for a Healthy Heart!

Heart disease kills more people in Britain than any other disease, including cancer. One adult dies every three minutes from heart disease and it's more common in men than women. Age is also important. 80% of people who die of heart attacks are 65 or older. And it's an amazing fact that five times more men die of heart disease in the UK than in Japan. But there are many things you can do to help your heart stay healthy. Here are our top tips for a Healthy Heart!

- Stop smoking. Everyone knows that cigarettes give you cancer, but they are also very bad for your heart. If you only do one thing to help your heart, do this!
- Do more exercise. Regular exercise (four times a week for 30 minutes) is very good to your heart.
- Don't eat a lot of fried food and only eat red meat once a week. This type of food is bad for your heart because it's high in fat.
- Eat fish twice or three times a week. It's good for your heart because it's low in fat and high in Omega-3 oils.
- Don't eat a lot of salt. We only need about 1g. of salt in a day – most people eat about 6 g.
- Eat more fruit and vegetables
- Lose some weight. Overweight people have more heart attacks.
- Don't drink a lot of alcohol – but a glass or red wine every day can be good for your heart.

Unit IV**TRAVELLING****I. Read proverbs and translate them**

Every country has its customs.
 There is no place like home.
 The wider we roam the welcomer home.
 East or West, home is best.
 To carry coals to Newcastle.
 So many countries, so many customs
 When at Rome, do as Romans do
 Travel broadens the minds

II. Read and translate the following words:

to travel; by train; by plane (air); by ship (sea); by car; on foot; to book tickets; a passenger; a railroad station; to weigh; to register; to board; a stewardess; luggage; baggage; an altitude; a flight; a long- distance train; an upper berth; a lower berth, departure, destination, room service, travel agency, arrival, cloakroom, departure, leave on time, stay at the hotel, window seat, passport, information office, return ticket, journey, a buffet car, schedule, a dining car, round-trip ticket, booking-office, timetable, ticket office, fellow-passenger, travelling companion.

III. Find the synonyms for:

- | | |
|---------------------|-------------------------|
| 1. luggage | a. trip |
| 2. return ticket | b. baggage |
| 3. journey | c. a buffet car |
| 4. cloakroom | d. schedule |
| 5. a dining car | e. round-trip ticket |
| 6. booking-office | f. left-luggage office |
| 7. timetable | g. ticket office |
| 8. fellow-passenger | h. travelling companion |

IV. Match the words and phrases in column A with those in column B:

- | | |
|------------------|-------------------------|
| 1. room service | a. остановиться в отеле |
| 2. travel agency | b. прибытие |
| 3. book tickets | c. место у окна |

- | | |
|------------------------|-------------------------------|
| 4. arrival | d. бюро путешествий |
| 5. departure | e. отправляться по расписанию |
| 6. leave on time | f. купить билеты |
| 7. stay at the hotel | g. справочное бюро |
| 8. window seat | h. бюро обслуживания |
| 9. passport | i. отправление |
| 10. information office | j. паспорт |

I. Translate the words and phrases given in brackets:

1. I hate flying and always prefer to travel (на поезде). 2. Would you like (носильщика) for your luggage, miss? 3. Unfortunately there was no (кафе-ресторана) on the train and we had to take a lot of food with us. 4. Modern planes have very comfortable (сиденья) in all cabins. 5. There are always bustle and confusion (на станции). 6. Before boarding the plane (пассажир) must register at the airport. 7. You (приземлитесь) in London at ten-fifteen p.m. 8. If you've got something to declare you come through (красный коридор).

II. Translate the sentences from Russian into English:

1. Куда я могу отнести ваш багаж, сэр?
2. Давайте поспешим, иначе мы опоздаем на поезд.
3. Вот мой билет и паспорт.
4. К сожалению, все билеты проданы на сегодня.
5. Как долго вы собираетесь оставаться в стране?
6. У вас есть вещи подлежащие декларированию?

VII. Translate the sentences from English into Russian:

1. I'm sorry I'm late. When did you arrive?
2. Excuse me, please, where's Platform six?
3. I'd like to book a single ticket.
4. Don't make a fuss, we have still a lot of time left.
5. I'd like two tickets for the 7 o'clock train to Warsaw.

VIII. Choose the word that best completes the sentences from the list below:

accommodation, abroad, visit, arrives, journey, in advance, hotel

1. It's always more convenient to book tickets ... 2. London Tourist Board is here to help you enjoy your ... to London. 3. We can provide ... in a wide range of price categories in over 900 hundred hotels and guest houses of Berlin. 4. Will you tell me about the facilities offered by your ... ? 5. Good-bye! I wish you a pleasant 6. She was as excited as a child about her first trip ... , and spent the next days buying clothes. 7. It ... at 11.00 but it may be a little late because the weather forecast is bad.

IX. Idiomatic expressions

1. beyond / over the sea(s) – за морем, в чужих краях;
2. high seas – открытое море;
3. heavy sea – большая волна;
4. sit bodkin – сидеть стиснутым между двумя пассажирами;
5. a sheet anchor – вечное прибежище, единственная надежда;
6. maiden trip (voyage) – первый рейс (нового корабля);

Useful words and phrases

1. room service – бюро обслуживания;
2. to like travelling – любить путешествовать;
3. hitch-hike – путешествовать на попутках;
4. make a journey – совершить путешествие;
5. to set off for a journey – отправиться в путешествие;
6. travel agency – бюро путешествий;
7. package tour / holiday – путешествие по туристической путевке;
8. buy a package tour – купить туристическую путевку;
9. booking office – билетная касса;
10. reserved booking – предварительный заказ, бронирование;
11. book tickets – купить билеты (заранее);
12. get tickets – достать билеты;
13. book tickets in advance – заказать билеты заранее;
14. deliver the tickets – доставить билеты;
15. a ticket for a train, a plane – билет на поезд, самолет;
16. departure – отправление;

17. arrival – прибытие;
18. leave on time / on the dot – отправляться по расписанию;
19. keep on schedule – идти по расписанию (о транспорте);
20. be behind schedule – опаздывать (о транспорте);
21. catch the train – успеть на поезд;
22. board (a train, plane, a ship) – сесть (на поезд, самолет, корабль);
23. get off (a train, a plane) – сойти с (поезда, самолета);
24. hand luggage – ручной багаж;
25. check one's luggage – сдать вещи в багаж;
26. luggage receipt – багажная квитанция;
27. suit case – чемодан;
28. left-luggage office (cloak room, check room) – камера хранения;
29. lost property office – бюро находок;
30. to produce tickets – предъявить билеты;
31. fellow-passenger – попутчик;
32. single room – одноместный номер;
33. double room – двухместный номер;
34. snack bar – буфет;
35. fill in / out the registration form – заполнить регистрационный бланк;
36. currency exchange office – пункт обмена валюты;
37. go through one's luggage – досматривать багаж;
38. go through the customs – пройти таможенный досмотр;
39. charge for excess weight – взимать дополнительную плату за излишний вес;
40. fill in / out a customs declaration – заполнить таможенную декларацию;
41. prohibited articles list – список товаров, запрещенных для ввоза и вывоза;
42. duty-free quota list – список предметов, разрешенных к беспошлинному провозу;
43. duty-free – не подлежащий обложению таможенными пошлинами;
44. Customs restrictions – таможенные ограничения;
45. Customs regulations – таможенные правила;
46. stay at the hotel – остановиться в гостинице

Travelling by air

1. passport – паспорт;
2. boarding card – посадочный талон;
3. Customs hall – таможенный зал;
4. Customs officer – офицер таможенной службы;
5. non-stop flight – беспосадочный полет;
6. make a landing – совершить посадку;
7. seat-belt – привязные ремни;
8. control tower – аэродромно-диспетчерский пункт;
9. window seat – место у окна;
10. change seats – поменяться местами
11. folding table – откидной столик;
12. air vent – вентиляция;
13. baggage compartment – место для багажа;
14. air hostess (flight attendant) – стюардесса;

Travelling by train

1. train – поезд;
2. compartment – купе;
3. inspector – контролер;
4. seat – место;
5. luggage rack – багажная полка;
6. station – станция;
7. timetable – расписание;
8. ticket collector – проводник;
9. waiting room – зал ожидания;
10. express train – экспресс;
11. fast train – скорый поезд;
12. passenger train – пассажирский поезд;
13. mail train – почтовый поезд;
14. long-distance train – поезд дальнего следования;

15. car with reserved seats – плацкартный вагон;
16. dining car – вагон-ресторан;
17. first (second, third) classcar – вагон (первого, второго, третьего) класса;
18. upper bunk – верхняя полка;
19. lower bunk – нижняя полка;
20. fare – стоимость ж-д билета;
21. single ticket – билет в один конец;
24. return ticket – билет в оба конца;
25. change trains – сделать пересадку;

Travelling by water

1. wharf – причал;
2. ship – корабль;
3. gangway – вход с трапа;
4. yacht – яхта;
5. motor boat – моторная лодка;
6. ferry – паром;
7. deck – палуба;
8. liner – пассажирский пароход;
9. captain – капитан
10. mate – помощник капитана;
11. pilot – лоцман;
12. boatswain – боцман;
13. state room – каюта-люкс;
14. lounge – салон;
15. crew – команда, экипаж;
16. steward – дежурный по каютам;
17. promenade deck – прогулочная палуба;
18. reserve a passage on board ship – заказать билет на пароход;
19. raise the gangway – поднять трап;
20. set sail for – отплыть в ...;

21. call at a port – зайти в порт;
22. up stream – вверх по течению;
23. down stream – вниз по течению;
24. tossing – качка;
25. be a poor sailor – плохо переносить морскую качку;
26. be sea sick – страдать от морской болезни.

X Read the following texts and answer the question:

Text №1 «An Opinion on Travelling on Holidays»

change — смена деятельности (что-то новое)

do nothing but — ничего не делать, только

have to do — приходится делать

I believe that holidays should be a change.

Most people like a change. If they live in the country they like to go to a big town and spend their time looking at the shop windows and visiting cinemas, theatres and museums.

If they live in the city, they like to go to some quiet place in the hills or by the sea, do nothing but walking, swimming or lying in the sun.

So, on holidays most people don't like doing things they have to do all year round.

What is your opinion on travelling on holidays?

Text №2 «An Opinion on Travelling by Car»

tiring — утомительный

tensed — в напряжении

exhausted — измученный

My friends spend most of their free time driving around the country and sightseeing. As for me, I find travelling by car very tiring. It makes no difference if I drive a car or just sit as a passenger. I will try to explain. When I drive, it usually takes too much of me — too much nerves. When I am a passenger, I always feel tensed as my legs and arms hurt. It is because I hate too much sitting. So, after driving I'm usually exhausted.

What is your opinion on travelling by car?

Text №3 «Travelling to a Small Town»

on the way — по пути

it makes no difference — не имеет значения

whichever — какой бы

the other — другой

A Londoner was going to the west of England for a holiday. He arrived at a small town by train. When he knew that there were two hotels there, he took a taxi. On the way out of the station he asked the driver: «How long have you been living here?» «Since childhood,» — was the answer. «Then which hotel could you recommend?» asked the tourist. «You see, it makes no difference — whichever hotel you'll choose you'll be sorry you didn't choose the other,» answered the driver.

What is the gist of the joke?

Text №4 «Reasons for Travelling»

curiosity — любопытство

encourage — побуждать

undertake a trip — совершить поездку

get a glimpse — ознакомиться

escape the problems — сбежать от проблем

People enjoy traveling, but what are their reasons they leave their homes? There are several of them. First comes curiosity. Films about far-off places, books and friends' stories encourage us to undertake our own trips.

Education comes next. Learning through traveling is very popular. It does not mean only visiting museums and admiring architectural ensembles. It also means to get a glimpse of another life style. You can never get that sort of knowledge from books.

And besides, there are people who just change places. Probably they have problems at home and that is their way — rather to escape than to solve. Others look for adventures. We are all different and have different motives for traveling.

What are the main reasons for traveling?

Text №5 «The Worst Holiday in my Life»

Read fragments from the text and arrange them in the correct order so as to get the story.

Remember the words: get to, arrive in, take a taxi, get on the plane, luggage, leave, plane ticket, flight, travel agent, departure

Знаменитые достопримечательности Парижа:

Paris [ˈpærɪs] — Париж

the Eiffel Tower [ˌaɪf(ə)l ˈtaʊə] — Эйфелева башня

Champs Elysees [ʃɑnz ə ˈli:zeɪ] — Елисейские поля (известная улица в Париже)

A. And this was the beginning of my problems. I woke up too late. I got to the airport and I saw that I hadn't taken my passport. I took a taxi home and then back to the airport. I was very upset.

I got on the plane. When I came to France, people at the airport told me that my luggage was in China. I didn't have my clothes. I didn't have my books. I didn't have anything.

B. That was too much for me. I decided to leave Paris and go back to England. I phoned my friends in London, asked them to send me some money and I bought a plane ticket for the next flight. Finally, I was back home. When I arrived the travel agent informed me that my luggage was in Paris.

C. When I came to the hotel, they didn't have a room for me because I hadn't arrived on time. I went to another hotel where I could spend the night. The night was really hot and the air conditioning was broken. I couldn't open the window because there was a very busy street outside and the noise was awful.

D. Next day I decided to go to see Paris. When I left the hotel I went straight to see the Eiffel Tower. Before I got there a man came to me and pulled out a gun. He took all the money I had on me.

E. It all started in the morning two months ago. I always wanted to see Paris, the cafes, the Eiffel Tower and Champs Elysees. So I bought a plane ticket to Paris and waited for the day of departure.

Text №6 «My opinion about Traveling»

broaden outlook — расширять кругозор

understand other culture — понять другую культуру

an experienced traveller — опытный путешественник

plan everything carefully — все тщательно планировать

arrange the journey — организовать путешествие

arrange for us an accommodation — организовать проживание

offer a wide range of activities — предлагать широкий выбор разных видов отдыха

remote places — отдаленные места

scenic routes — живописные маршруты

I like traveling because it broadens my outlook and helps me to understand other cultures. I think that I'm already an experienced traveler. I know that if you decide to travel, you should plan everything carefully. This year I decided to go to Britain. At first I went to a travel agency that helped us to arrange our journey. They arranged for us an accommodation in a hotel and booked us a return ticket. Then we packed our luggage and arrived at the airport. We stayed in a small hotel near London. It offered us a wide range of different activities: boating and canoeing, hiking and rafting and others. I prefer cycling because I like going to remote places and I am fond of scenic routes.

Retell this text using the new words

Dialogue №7 «At the Station»

Remember the words: tickets, to book, seat, crowded, smoker, non-smoker, engine, journey, carriage, compartment, get into the train, luggage, get the luggage through customs.

facing the engine — лицом по направлению движения

back to the engine — спиной по направлению движения

see to — позаботиться о чем-то

whichever seat – любое место

Fred.: Well, here we are at last! When I get into the train, I feel that holidays have already begun. Have you got the tickets, Jan?

Jan.: Yes, here they are. I booked seats for you and me; trains are usually crowded at this time. We have numbers A 26 and A 30; two corner-seats in a non-smoker, one seat facing the engine, one back to the engine. Is that all right?

Fred.: That's very good, Jan. I don't like going a long journey in a smoker. May I sit facing the engine?

Jan.: Of course! You can take whichever seat you like. As a matter of fact, I really prefer sitting with my back to the engine. Here's our carriage and here's our compartment. You can get into the train now.

Fred.: Lucy, won't you come into the carriage with me? You will be warmer inside.

Lucy: Thanks, I will.

Jan: I'll go and see that our luggage has been put into the guard's van, and I'll book two seats in the restaurant car for lunch. I'll get some newspapers at the bookstall and some chocolate on my way back. (He goes away.)

Lucy.: Jan is a good fellow for getting things done, isn't he?

Fred.: He is. I don't know anyone better. I'm very glad he is coming with me. I know that I will have a very comfortable journey. Jan will see to everything — find the seats on the train, see that my luggage is all right, and get it through the customs. I won't have to do anything at all except sit back and enjoy the journey.

PART II. Scientific achievements and profession**Unit I****SCIENTIFIC PROGRESS.****SCIENCE AND SCIENTISTS.****SCIENCE AND TECHNOLOGY****NECESSITY IS THE MOTHER OF INVENTION*****I. Read the text and do the activities below.*****SCIENCE AND SCIENTISTS**

The word “science” comes from the Latin word “scientia” which means “knowledge”. Science covers a broad field of knowledge that deals with facts and the relationship among these facts.

Scientists study a wide variety of subjects. Some scientists search for clues to the origin of the universe and examine the structure of the cells of living plants and animals. Other researchers investigate why we act the way we do or try to solve complicated mathematical problems.

Scientists use systematic methods of study to make observations and collect facts. They develop theories that help them order and unify facts. Scientific theories consist of general principles or laws that attempt to explain how and why something happens or has happened. A theory is considered to become a part of scientific knowledge if it has been tested experimentally and proved to be true.

Scientific study can be divided into three major groups: the natural, social and technical sciences. As scientific knowledge has grown and become more complicated, many new fields of science have appeared. At the same time, the boundaries between scientific fields have become less and less clear. Numerous areas of science overlap each other and it is often hard to tell where one science ends and another begins. All sciences are closely interconnected.

Science has great influence on our lives. It provides the basis of modern technology – the tools and machines that make our life and work easier. The discoveries and inventions of scientists also help shape our view about ourselves and the place in the universe.

II. Choose the most suitable heading below for each paragraph.

1) The Fields of Scientific Research 2) Different Groups of Sciences 3) The Importance of Science 4) What is Science? 5) Methods of Scientific research

III Answer the questions.

1. What does the word “science” come from?
2. What does science cover?
3. What do scientists study?
4. What methods do scientists use?
5. What do scientific theories consist of?
6. What major groups can scientific study be divided into?
7. What influence does science have on our lives?

I. Read the text and do the activities below.**SCIENCE AND TECHNOLOGY**

Technology means the use of people's inventions and discoveries to satisfy their needs. Since people have appeared on the earth, they have had to get food, clothes and shelter. Through the ages people have invented tools, machines and materials to make work easier.

Nowadays when people speak of technology they generally mean industrial technology. Industrial technology began about 200 year ago with the development of steam engine, the growth of factories and the mass production of goods. It influenced different aspects of people's lives. The development of the car influenced where people lived and worked. Radio and television changed their leisure time. The telephone revolutionized communication.

Science has contributed much to modern technology. Science attempts to explain how and why things happen. Technology makes things happen. But not all technology is based on science. For example, people had made different objects from iron for centuries before they learnt the structure of the metal. But some modern technologies, such as nuclear power production and space travel, depend heavily on science.

II. Read these wrong predictions (1-5). Think if they turned out to be true.

1. The atom bomb will never go off, and I speak an expert in explosives. (Admiral William Leahy, 1945).
2. Airplanes will be fast, they will be used in sport, but they will never be good for passengers (Popular Sciences Monthly, 1904).
3. We see the railway as completely impractical (Quarterly Review, 1825).
4. There is no reason anyone is going to want a computer in their home (Ken Olson, President of Digital Equipment Corp, 1977).
5. With over 50 foreign cars already on sale here, the Japanese auto industry isn't going to get a big share of the US market (Business Week, 1968).

I. Work in pairs. Decide which things will be common in the next twenty years. Write a, b, c in the "You" column in the table. Then compare predictions with another pair.

Electronic books
 Domestic robots
 Robot pets
 Solar powered cars
 Robot cars
 Holidays in space
 Intelligent houses

1. definitely
2. possibly
3. definitely not

I. Read the new words and translate them. Remember them.

calculator, camcorder, computer, digital camera, dishwasher, DVD player, electric toothbrush, fax machine, flat screen TV, food mixer, hairdryer, laptop computer, microwave oven, mobile phone, personal stereo, photocopier, radio alarm clock, scanner, vacuum cleaner, video player, washing machine, webcam

II. Which objects do you have? Which would you like to have? Choose three and tell the class.

Example: I'd like to have a mobile phone, digital camera and a flat screen TV.

IX. Which of the gadgets and machines are ...

- 1) generally used at home? 2) generally used at the college? 3) easy to carry?

X. Which of the gadgets of machines can you use for:

- 1) cleaning things; 2) cooking; 3) doing calculations; 4) listening to music
5) taking photos or videos; 6) surfing the Internet; 7) copying pictures of texts; 8) watching films

I. Read the texts and fill in the gaps with the verbs to be and to have.

People ... used calculating devices since ancient times. The first electronic digital computer ... built in 1946. The large room ... filled with the computer. Since then rapid improvement in computer technology ... led to the development of smaller, more powerful and less expensive computers. But computers ... not able to think. A use ... to tell the computer in very simple terms exactly what to do with the data it receives. A list of instructions for a computer to follow ... called a program.

All digital computers ... two basic parts: a memory and a processor. The memory ... receiving data and holding them until they ... needed. The memory .. made up of a big collection of switches. The processor ... changing data into useful information by converting numbers into other numbers. It reads numbers from the memory, performs basic calculations and puts the answer back into the memory. The processor ... performing this activity over and over again until the desired result ... achieved. Both the memory and the processor ... electronic.

II. Act as an interpreter.

Robert Brown, an American from New York, works in one of the firms in International Business Machines Corporation (IBMC). He has come on a visit to Russia, and now he is speaking with the head of one of the computer centers Sergei Volkov.

- Мистер Браун, вы работаете в корпорации IBM?
- *Yes, I do. It is one of the world's largest producers of electronic machines.*
- А какие виды электрооборудования вы производите?
- *IBM makes data-processing systems, electronic computers, electric typewriters, dictation machines, etc.*
- Мистер Браун, а как называлась ваша корпорация раньше?
- *IBMC has grown out of earlier form, the Computing-Tabulating-Recording Co (CTRC).*
- А когда ваша корпорация получила название IBMC?
- *It adopted its present name in 1924.*
- Кто возглавляет IBMC?
- *Thomas J. Watson was the firm's chief executive for 42 years. IBM's headquarters are in Armonk, New York.*
- В нашем компьютерном центре есть такие компьютеры вашей корпорации.
- *May I have a look of them?*
- Безусловно. Всегда пожалуйста.
- Thanks a lot.

I. Do the following activities. A) Look at the words. Five of them were invented by the women. In pairs decide which five you think they are.

the dishwasher, disposable nappies, nylon stockings, windscreen wipers, the biro, the washing machine, the vacuum cleaner, the bullet-proof vest, Tipp-Ex

II. Complete the text below with the correct verb in the right form. Which fact is the most surprising?

DID YOU KNOW ...?

Text-messaging was invented by the Finish company Nokia. They wanted to help Finnish teenagers who were shy. They found it easier to text their friends than to phone them.

The first bikini was ... by two Frenchmen. It was ... after Bikini Atoll, the island where the atomic bomb was first tested. The Frenchmen thought that bikini would have similar effect on men as a bomb exploding.

Light bulbs are ... specially to last only a certain number of hours. It would be possible to make light bulbs that lasted forever, but then the manufacturers wouldn't make so much money.

The first Harry Potter book was ... in a café in Edinburgh. JK Rowling was unemployed and she didn't have enough money to pay for heating, so she wrote it in the café where it was warmer.

Although penicillin was ... by Alexander Fleming, he didn't know how to make it into a medicine. It was first made into a medicine by an Australian scientist Howard Florey ten years later.

Spiders were ... as a cure for toothache in the 17th century. They were first made into a paste, and then put on the bad tooth.

Sherlock Holmes, the great detective was ... by writer Arthur Conan Doyle. Holmes was ... on a real person – Doyle's teacher at medical school, who was famous for saying to his students, "What can you tell me just by observing the patient?"

III. Read the text and do the activities below.**THE SPIRIT OF INVENTION**

By the beginning of the twentieth century, the United States was the leader in producing raw materials and food. Besides the US was a technologically and industrially developed country, which could compete with the rest of the world.

The spirit of invention grew in the county. By 1930 the US Patent office had granted 1,5 million patents for different inventions. A steam engine and sewing machine were improved. Many inventions were made in the field of electricity and industrial chemistry.

A prominent inventor, Thomas Edison, made more than one thousand inventions using electricity. He understood that gas, candles and oil lamps were not convenient for lighting buildings, especially large ones. **Electric current** could be much more useful. Edison perfected an **incandescent bulb** and worked out a system of power production and distribution. His system was much cheaper than gas, oil lamps or candles. In 1882, he built a power plant in New York.

George Westinghouse perfected Edison's system making it possible to send electric power over long distances, using **low voltage power** (with the help of **generators**).

An African-American engineer from Ohio, Granville T. Woods made more than thirty-five inventions, among them **automatic circuit breaker**, **electric incubator** and **electromagnetic brake**.

Henry Ford applied a **gasoline-burning internal-combustion engine** to automobiles. Soon mass production became possible, and many people got the chance to buy a car. The price of many Ford cars was \$490. It was not too much, but still it was very difficult to buy a car for workers who earned \$2 a day.

The Du Pont family was busy with producing **gunpowder** and **explosives**. They learnt how to use **cellulose** to make **photographic films**, rubber, **lacquer** and **textile fibers**.

The **telephone** and **typewriter** made it possible to communicate without seeing each other. **Sewing machines** gave the chance for mass production of clothes (earlier women had sewn clothes themselves). Soon new fashions for men and women appeared.

Refrigerators made it easy to **preserve** meat, fruit, vegetables, milk and other products.

Streetcars, **elevated railroads**, **subways** let people live farther from their workplaces and get to work quickly.

Indoor wash-down water closet was invented in England around 1870. In 1880s it was adopted in the United States. Earlier private bathrooms were in luxury hotels and some rich houses.

Before the 1850s Americans eat food which was in season, because it was difficult to preserve it fresh for a long time. Around 1810 a French inventor developed the process of **canning**. An American named Gail Borden invented the way **to condense** and preserve milk; and Americans began to use canned food on a large scale.

William K. Kellogg invented Corn Flakes. After the 1860s large department stores appeared. Advertising became popular.

1. *Make a list of inventions which facilitated the life of Americans in the 19th century. Do you imagine your life without these things? Prove that it is possible / impossible.*
2. *Agree or disagree with the following statement. Explain your opinion to the class. "Nowadays few inventions are made. Most of useful things were invented in the 19th-20th centuries. There is nothing left to invent".*
3. *After 1900 the life expectancy in America rose by 6 years, the death rate dropped by 24 percent. The number of people dying from typhoid, diphtheria, influenza and tuberculosis had decreased. At the same time more people began to die from cancer, diabetics and heart disease. Why was it so? Share your opinion with the group.*

Unit II
THE WORLD OF PROFESSIONS
MY FUTURE PROFESSION
PREPARATION FOR EMPLOYMENT

1. **There are many various professions. Read some of them using transcription:**

Автомеханик	Motor mechanic ['məʊtə mi'kænik]
Адвокат	Lawyer ['lɔːjə]; attorney [ə'tɜːni]
Администратор	Administrator [əd'ministreitə]; manager ['mænidʒə]
Актер, артист	Actor ['æktə]
Аниматор	Animator ['ænimeitə]
Арт-директор	Art director [a:t di'rektə]
Архитектор	Architect ['a:kitekt]
Банкир	Banker ['bæŋkə]
Бариста	Barista ['bæristə]
Бармен	Barman ['ba:mən], bartender ['ba:tendə]
Библиотекарь	Librarian [lai'brɛəriən]
Бизнесмен	Businessman ['biznəsmæn]
Бухгалтер	Bookkeeper ['bukki:pə]; accountant [ə'kauntənt]
Веб-дизайнер	Web designer [web di'zainə]
Ветеринар	Veterinarian [vetəri'nɛəriən]; vet [vet]
Визажист	Visagiste ['vizidʒist], makeup artist ['meikʌp 'a:tist]
Водитель	Driver ['draivə]
Воспитатель	Teacher ['ti:tʃə]; educator ['edju:keitə]
Врач	Doctor ['dɒktə], physician [fi'ziʃn]
Грузчик	Loader ['ləʊdə]

Дворник	Janitor ['dʒænitə], street sweeper [stri:t 'swi:pər], yardman [ja:dmæn]
Дизайнер	Designer [di'zainə]
Диджей	DJ [dʒ]
Диспетчер	Controller [kən'trəulə]
Дистрибьютор	Distributor [dis'tribjutə]
Журналист	Journalist ['dʒɜ:nəlist]
Заведующий	Manager ['mænidʒə]
Заместитель	Deputy ['depjuti]
Звукорежиссер	Sound producer [saund prə'dju:sə], sound engineer ['saundendʒi'niə]
Имиджмейкер	Image maker ['imidʒ 'meikə]
Инженер	Engineer [endʒi'niə]
Инкассатор	Collector [kə'lektə]
Инспектор	Inspector [in'spektə]
Каменщик	Mason [meɪsn], bricklayer ['brikleiə]
Кассир	Cashier [kæ'ʃiə]
Кинолог	Cynologist [si'nələdʒist], dog handler [dɒg 'hændlər]
Кинооператор	Cameraman ['kæmərəmæn]
Кинорежиссёр	Film director [film di'rektə]
Композитор	Composer [kəm'pəuzə], songwriter ['sɒŋgraitər]
Кондитер	Confectioner [kən'fekʃnə]
Консультант	Consultant [kən'sʌltənt], adviser [əd'vaizə]
Косметолог	Cosmetologist [kɒzmi'tələdʒist]
Космонавт	Astronaut ['æstrənɔ:t], spaceman ['speɪsmæn], cosmonaut ['kɒzmənɔ:t]
Крановщик	Crane operator [kreɪn 'ɒpəreɪtə]
Кузнец	Smith [smiθ]
Курьер	Messenger ['mesɪndʒə], courier ['kuriə]
Лаборант	Laboratory assistant [lə'bɒrətəri ə'sistənt]
Лётчик	Pilot ['pailət]
Логист	Logistician [lə'dʒɪstɪʃn]
Маляр	Painter ['peɪntə]
Манекенщица	Model [mɒdl]
Массажист	Masseur [mæ'sɜ:]
Мастер	Foreman ['fɔ:mən]
Математик	Mathematician [mæθimə'tɪʃn]
Медсестра	Nurse [nɜ:s]
Менеджер	Manager ['mænidʒə]
Мерчендайзер	Merchandiser ['mɜ:tʃəndaɪzər]
Металлург	Metallurgist [me'tælədʒɪst], steelmaker ['sti:meɪkər]
Монтажник	Fitter ['fɪtə], rigger ['rɪgə], erector [i'rektə]
Монтер	Adjuster [ədʒʌstə], assembler [ə'semblər], mounter ['mauntər]
Музыкант	Musician [mju:'zɪʃn]
Начальник	Chief [tʃi:f], head [hed], boss [bɒs], superior [sju:'piəriə]
Няня	Nanny ['næni], nursemaid ['nɜ:smeɪd], baby-sitter ['beɪbi 'sɪtə]
Оператор	Operator ['ɒpəreɪtə]

Официант, официантка	Waiter ['weɪtə]
Охранник	Guard [gɑ:d]
Парикмахер	Hairdresser ['heədresə], barber ['bɑ:bə]
Певец	Singer ['sɪŋə]
Пекарь	Baker ['beɪkə]
Переводчик	Interpreter [ɪn'tɜ:pɪtə]
Писатель	Writer ['raɪtə], author ['ɔ:θə]
Плотник	Carpenter ['kɑ:pɪntə]
Повар	Cook [kʊk], chef [ʃef]
Пожарный	Fireman ['faɪəməŋ], firefighter ['faɪəfaɪtə]
Политик	Politician [pə'lɪtʃɪn]
Полицейский	Policeman [pə'li:smən], police officer [pə'li:s 'ɔfɪsə]
Портной	Tailor ['teɪlə]
Портье	Receptionist [ri'sepʃənɪst]
Посудомойщик	Dishwasher ['dɪʃwəʃə]
Почтальон	Postman ['pəʊstmən], mailman ['meɪlmən], mail carrier [meɪl 'kæriə]
Предприниматель	Entrepreneur [ɒntɹəprə'nɜ:]; business owner ['bɪznɪs 'əʊnə]
Преподаватель, учитель	Teacher ['ti:tʃə]
Программист	Programmer ['prəʊgræmə]
Продавец	Shop assistant [ʃɒp ə'sɪstənt] брит.; salesman ['seɪlzmən] амер.
Продюсер	Producer [prə'dju:sə]
Прокурор	Prosecutor ['prɒsɪkjʊ:tə], public prosecutor ['pʌblɪk 'prɒsɪkjʊ:tə]
Промоутер	Promoter [prə'məʊtə]
Разнорабочий	Unskilled labourer ['ʌn'skɪld 'leɪbərə]; odd-job man [ɒd dʒɒb mæn]
Редактор	Editor ['editə]
Репетитор	Tutor ['tju:tə]
Риелтор	Realtor ['riəl tə], real estate agent [riəl is'teɪt 'eɪdʒənt]
Сантехник	Plumber ['plʌmə]
Сапожник	Shoemaker ['ʃu:meɪkə], cobbler ['kɒblə]
Сварщик	Welder ['weldə]
Священнослужитель	Priest [pri:st]
Секретарь	Secretary ['sekrətri]
Системный администратор	System administrator ['sɪstɪm əd'mɪnɪstreɪtə]
Следователь	Investigator [ɪn'vestɪgeɪtə], inspector [ɪn'spektə]
Слесарь	Metalworker ['metlɜ:kə]
Спасатель	Rescuer ['reskjʊə], lifeguard ['laɪfgɑ:d]
Столяр	Joiner ['dʒɔɪnə], carpenter ['kɑ:pɪntə]
Страховой агент	Insurance agent [ɪn'ʃʊərəns 'eɪdʒənt], insurance salesman [ɪn'ʃʊərəns 'seɪlzmən]
Строитель	Builder ['bɪldə]
Стюардесса	Flight attendant [flaɪt ə'tendənt]; stewardess ['stjuədɪs]
Судья	Judge [dʒʌdʒ]
Супервайзер	Supervisor ['sju:pəvaɪzə]
Таксист	Taxi driver ['tæksi 'draɪvə]; cab driver [kæb 'draɪvə], cabbie ['kæbi]
Телохранитель	Bodyguard ['bɒdɪgɑ:d], personal guard [pɜ:snl gɑ:d]

Токарь	Turner ['tʊ:nə]
Тренер	Trainer ['treinə], coach [kəʊtʃ]
Уборщица	Cleaner ['kli:nə]; janitor ['dʒænitə]; cleaning lady ['kli:niŋ 'leidi]
Учёный	Scientist ['saiəntist]
Фермер	Farmer ['fɑ:mə]
Финансист	Financier [fai'nænsiə], financial expert [fai'nænfəl 'ekspɜ:t]
Фотограф	Photographer [fə'tɒgrəfə]
Фрезеровщик	Milling machine operator ['miliŋ mə'ʃi:n 'ɔpəreitə]
Фрилансер	Freelancer ['fri:lɑ:nsər]
Химик	Chemist ['kemist]
Хирург	Surgeon ['sɜ:dʒən]
Художник	Artist ['ɑ:tist]; painter ['peintə]
Шахтёр	Miner ['mainə]
Швея	Seamstress ['simstris]
Штукатур	Plasterer ['plɑ:stərə]
Экономист	Economist [i:'kɒnəmist]
Электрик	Electrician [ilek'triʃn], electrical engineer [i'lektrikəl endʒi'niə]
Ювелир	Jeweller ['dʒu:ələ]
Юрист	Lawyer ['lɔ:jə], jurist ['dʒuərist]
Языковед	Linguist ['liŋgwist], philologist [fi'lɒlədʒist]

II. Match the words and their translations:

Job	библиотекарь
Nurse	работа
Librarian	зубной врач
Lawyer	адвокат, юрист
Dentist	медсестра
Engineer	программист
Computer programmer	инженер
Farmer	водитель
Housewife	писатель
Driver	домохозяйка
Actor	спортсмен
Writer	фермер
Sportsman	актер
Actress	актриса
Artist	художник
Doctor	повар
Waiter	доктор

Невзорова Наталья Петровна

Прохорова Ксения Константиновна

Cooker

продавец

Politician

переводчик

Shop-assistant

политик

Translator

певец

Coach

официант

Singer

тренер

III. Match the professions and their definitions:

1) an architect

a) works with the computer

2) a teacher

b) designs buildings

3) a dentist

c) plays football

4) a vet

d) teaches children at school

5) a doctor

e) looks after peoples teeth

6) a photographer

f) looks after sick people

7) a secretary

g) plays a musical instrument

8) a lawyer

h) takes photos

i) looks after sick animals

j) does projects

k) knows laws

l) works with papers

IV. Try to choose an appropriate profession:

Possibilities: *doctor, driver, artist, stewardess, director, singer*

1. She speaks foreign languages. She works very long hours, but she doesn't work every day. She likes people and travel, and she travels a lot in her work.. She is a ...

2. She doesn't work in an office. She is not a teacher. She works very long hours, and she often works at night – it's a hard job. She likes people and she helps them. She loves her job. She is ...

3. He gets up at half past seven every day, has breakfast at eight o'clock, and starts work at half past nine. He works in an office. He has two secretaries and two telephones. He does not work on Sundays. He likes people. He is a ...

4. He usually gets up at eleven o'clock, and has breakfast at 12. He works at home. Sometimes he may work outside. He works in the afternoons, but not every day. Sometimes he works long hours, sometimes he does not work at all. He loves his job. He is an ...

5. She lives in a big city. She gets up late and has a late breakfast. She works late in the evening. She goes to and from work by taxi. People like to listen to her and sometimes they send her flowers. She is a ...

6. He gets up at five o'clock in the morning. He has breakfast and lunch in motorway restaurants. He works sitting down and travels a lot in his work. He likes his job. He is a ...

V. Name the profession:

- 1) I work outside and I love flowers. I'm a
- 2) I look after sick people in a hospital, but I'm not a doctor. I'm a
- 3) I work in a small restaurant. I prepare food for out quests. I'm a
- 4) I love animals. Some people call me an animal doctor. I'm a
- 5) I'm an artist and my job is taking photographs. I'm a
- 6) I'm interested in fashion. I make clothes for women. I'm a

VI Match the professions and their definitions (unknown words are given before the exercise)

plans new buildings – планирует новые здания

one of the fine arts – одно из искусств

wooden objects – изделия из дерева

cooks food – готовит еду

treat the teeth – лечит зубы

roads, bridges – дороги, мосты

language - язык

advise people about laws – даёт советы относительно закона

mine - шахта

ship - корабль

repairs shoes – чинит туфли

a ship or plane – корабль или самолёт

garments - мужская одежда

changes writing from one language into another – меняет письменную речь с одного языка на другой

weave cloth - шьёт одежду

shoemaker - обувщик

artist - художник

tailor - портной

physician - врач

smith - кузнец

interpreter – устный переводчик

VII. Task: choose the suitable words.

1. A person whose job is to keep and examine the money accounts of business or people is called ...
2. A person who plans new buildings and sees that they are built properly is called ...
3. A person who practices or works in one of the fine arts is called ...

4. A person who is skilled at making and repairing wooden objects is called
5. A scientist who specializes in chemistry is called
6. A person who prepares and cooks food is called
7. A person professionally trained to treat the teeth is called
8. A person who works at a dock is called
9. A person who drives a car is called
10. A person who plans and understands the making of machines, roads, bridges is called
11. A person who owns or plans the work on a farm is called
12. A person who changes speech from one language into another is called
13. A person whose profession journalism is called
14. A person whose business is to advise people about laws and to represent them in court is called
15. A worker in a mine is called
16. A person who performs on a musical instrument, or who writes music is called
17. A person qualified to practise both medicine and surgery is called
18. A person who studies physics is called
19. A person who flies an aircraft is called
20. A member of a navy, or sailor on a ship, who is not an officer is called
21. A person who makes or repairs shoes is called
22. A worker in iron or other metals is called
23. A man who serves passengers on a ship or plane is called
24. A person who makes garments (одежда) for men is called
25. A person who changes writing from one language into another is called
26. A person whose job is to weave cloth is called

For help:

a) dentist, b) shoemaker, c) artist, d) tailor, e) accountant, f) driver, g) seaman, h) architect, I) physician, j) chemist, k) smith, l) docker, m) translator, n) farmer, o) carpenter, p) lawyer, g) steward, r) weaver, s) journalist, t) cook, u) physicist, v) interpreter, w) pilot, x) miner, y) musician, z) engineer.

VIII. Read the text and translate it

My Future Profession (Computer Programmer)

I want to become a computer programmer. I am interested in computers. It is a whole new world.

Many people continue careers of their parents or grandparents but it is not the case with me. My mother is a teacher and my father is a doctor. But I don't want to be neither a teacher nor a doctor.

My favourite subjects in school are mathematics, physics, and, of course, computer science. I am not interested in such subjects as geography, biology or chemistry. My hobby is computer games and computer programming.

I have a computer at home and can spend hours working at it. It is much easier to do things on computer, for example to write a composition. You can change the text as many times as you want and you don't need to rewrite everything if you changed something.

I think that the profession of programmer can give many opportunities. Computers are the most rapidly changing sphere of modern technology. We are living in the age of information. And I think that the future is just filled with computers.

Today, in England or in the US people can work, go shopping or even go on dates sitting at their computers. In our country, computers have been used just for a short time.

So after I finish school I want to enter the university and study computer science.

I. Read the following words and try to learn them:

Employment – занятость

Unemployment – безработица

Employee – устраивающийся на работу

Employer – работодатель

Hunt for – искать

Apply for – устраиваться

An application form – заявление о приеме на работу

CV/resume – резюме

A follow-up letter – письмо-ответ

To respond – отвечать

Advertisement – реклама

Strengths – сильные стороны характера

Weaknesses – слабые стороны характера

Application process – процесс (стадии) приема на работу

A post – должность

Negotiable – по договоренности, предмет переговоров

Research – поиск

A proposal – предложение

Require – требовать

Job satisfaction – удовлетворение от работы

Give up – бросать, сдаваться

You should – вам следует

You have to – вам приходится

To stand out – выделяться

Concise – краткий, сжатый

Competing – конкурирующий

Applicants – кандидат

Justify – оправдывать

What are your strong sides? – Какие сильные стороны вашего характера?

What are your weak sides? – Какие слабые стороны вашего характера?

Sorry to keep you waiting – Извините, что заставил вас ждать.

It looks very impressive – Впечатляет.

It will enable me to – Это даст мне возможность ...

Everyone made me feel very welcome – Все были очень любезны.

I used to forget my friends' birthdays – Бывало я забывал дни рождения моих друзей.

I'm very keen to work for – У меня очень большое желание работать в ...

To pick up things easily – Я легко учусь.

When it comes to – Когда дело доходит до ...

II. Discuss in pair:

Most of us spend between 60-80% of waking hours working, so it's important to find a job that brings true satisfaction. If you haven't found it yet, don't give up. Keep looking until you find a job that you love doing.

III. Обсудите с партнером:

What do you think are the stages in the job application process?

Preparation for employment.

1. To begin your job search, you must identify the kind of job you want, where the jobs are, and what employers expect.
2. If you are a student or a graduate of a vocational, technical, or professional (university) training programme and you have the same interests, you already know the kind of job you want.
3. Begin by thinking about the work you can do. Include the work you have been trained to do, the work you have actually done, and the work you enjoy doing.
4. Next, talk to as many people as possible about your job interests and concerns.
5. Thinking and talking help you build a network of people interested in helping you.
6. This network will lead to specific job contacts.
7. However, job counselling is also useful.
8. Job counselling is a professional service that may include vocational interest and aptitude testing; informing and advising about particular jobs; and providing training and guidance in the various steps at a job search.
9. Employers want to select employees who have or who can learn the skills necessary to do the job.
10. Most employers will not hire people who are not dependable or who cannot get along with others.
11. Thus, they want to learn as much as possible about the skills, dependability and personal characteristics of prospective employees.
12. Depending on the job you are applying for, you might have to complete an application form, participate in one or more employment
13. interviews, submit a resume, take a test, have a physical examination, or submit references, samples of your work, and copies of your school records.
14. Each of these steps in the employment process provides the employer with important information about you

I. Find in the text the English equivalents of the following words and word combinations:

Поиски работы; профессиональное учебное заведение; профессиональные контакты; служба трудоустройства; проверка профессиональной пригодности и интересов; обучение и руководство, предприниматели; работники; навыки; отбор работника (надежность работника), личные качества; претендовать на (работу); сдать экзамен; пройти медицинское обследование, представить резюме и рекомендации.

II. Answer the following questions:

1. What must you do to begin your job search?
2. What must you include when thinking about the work you can do?
3. How can you build a network of people interested in helping you?
4. What is job counselling?
5. Does it provide training and guidance?

XIV. Which statements are correct?

1. Employers want to select only such employees who already have the necessary skills.
2. Most employers will hire only dependable people.
3. The employers want to learn all except your personal characteristics.
4. You might have to take a test when applying for a job.
5. You are never requested to submit references or school records.

Resume

Personal information	Name: Viktoria Savina Address: 33716, Saint-Petersburg, Russia Bogatyrskiy avenue 53/3, app. 160 Phone: +8-812-100-38-94 E-mail: savina_vik@gmail.com Date of birth: 16 August 1994 Age: 20 Marital status: Single Nationality: Russian
Objective	To provide advanced administrative services for your company, carry out office management and information management tasks as an Executive Secretary
Education	2012 — present time Teacher of History and Social Studies, Historical Department, 2nd year study, Moscow State University, Russia 2002 — 2012 Secondary school № 1, Saint-Petersburg, Russia
Work Experience	May 2013 – September 2013 Receptionist (LLC) “Tradecontact”, Moscow, Russia Responsibilities: answer calls; negotiations arrangement; office work; business documentary; advertising.
Skills	Computer skills: Microsoft Office (Word, Excel), 1C, Outlook Express Languages: Russian — native English — working knowledge French — basic knowledge Driving Licence: Category B
References	Letter of Reference is available upon request from: Irina A. Morozova, Executive Director (LLC) “Tradecontact”, Chkalov st., 7/2b, Moscow, Russia Phone: +7(495)934-56-31 E-mail: tele_most@mail.ru

Unit III

TELEPHONING

OFFICIAL CORRESPONDENCE

Speak for you:

Do you like speaking on phone? Why? Why not?

- 1. Study the following instruction of using the phone:
Telephone Etiquette**

Telephone communication

Answering the phone

- Hello?
- Thank you for calling Business English Courses "english4real". Maxim speaking. How can I help you?
- Good morning/afternoon/evening, Persha Studia, Denis speaking.
- Who's calling, please?

Introducing yourself

- This is Ken.
- Ken speaking
- Hey George. It's Lisa calling. (informal)
- Hello, this is Julie Madison calling.
- Hi, it's Gerry from the dentist's office here.

Asking who is on the telephone

- Excuse me, who is this?
- Can / Could I ask who is calling, please?

Asking for Someone

- Can I have extension 123? (internal numbers at a company)
- Could / Can / May I speak to...?
- Is Jack in? (in the office)
- May I speak with Mr. Ivanov, please?
- Would the financial manager be in / available?

Connecting Someone

- I'll put you through (connect)
- Can you hold the line?
- Can you hold on a moment?
- Please hold and I'll put you through to his office.
- One moment please.

How to reply when someone is not available

- I'm afraid ... is not available at the moment
- The line is busy...

- Mr Levin isn't in / available ...
- Mr Chernous is out at the moment...

Taking a Message

- Could / Can / May I take a message?
- Could / Can / May I tell him who is calling?
- Would you like to leave a message?
- I'm sorry, Vika's not here at the moment. Can I ask who's calling?
- I'm afraid he's stepped out. Would you like to leave a message?
- He's on lunch right now. Who's calling, please?
- He's busy right now. Can you call again later?
- I'll let him know you called.
- I'll make sure she gets the message.

Leaving a message with someone

- Yes, can you tell him his wife called, please.
- No, that's okay, I'll call back later.
- Yes, it's Alexander from Alpha Bank here. When do you expect her back in the office?
- Thanks, could you ask him to call me back when he gets in?
- Do you have a pen. His number is 050 - ...
- Thanks. My number is 067-602-11-69.

Confirming information

- Okay, I've got it all down.
- Let me repeat that just to make sure I got it right.
- Did you say pr. Moskovskiy, 6?
- You said your name was Tatyana, right?

Making special requests

- Could you please repeat that?
- Would you mind spelling that for me?
- Could you speak up a little, please? (говорить погромче)
- Can you speak a little slower, please. My English isn't very strong.
- Can you call me back? I think we have a bad connection.
- Can you, please, hold for a moment? I have another call.

Finishing a conversation

- Well, I guess I better get going now. Talk to you soon.
- Well, I won't keep you. I've also got some things to do.
- Thanks for calling. Bye for now.
- I have to let you go now.
- I have another call coming through. I better run.
- I'm afraid that's my other line.

- I'll talk to you again soon. Bye.

Friendly (informal) beginning

- How are you?
- How are things going?
- How was your weekend?
- Have the things been going well?
- What have you been up to?
- How are things coming along?
- Where are you with your project?

Replies

- I am not bad, thanks!
- The things are going pretty and smoothly, thanks. And you?

Reason of the call

- The reason I am calling is ...
- The main purpose of my call is to discuss what the ...
- If you don't mind, let us go through some of the details of our project.
- I think we have clarified the main aspects of the project, so let's get down to nitty-gritty, how soon do you want us to deliver and in what ways do you want us to do that?
- The overall purpose is clear so far, let's move on to details ...
- We have understood it in general (terms), could you, please, provide us with some details about ...?

Speaking about problems

- We have got some difficulties...
- We have run into some problems...
- There have been some concerns with the project...
- There are some things to be solved / clarified in the project. These are ...
- The thing is that we ...
- The problem is that we ...
- The trouble is that we ...
- The main concern is that we ...
- What worries me most is that we can't...

Clarifying difficulties

- We got a crash / corruption / black screen ... when were rebuilding / after we had put new / rebuild the resources.
- Could you tell us ...
- Do you think you could ...
- I wonder if you have any ideas of why it happened
- Are there any possible ways for us to deal with this?

- We tried to work it out ourselves, but ... nothing seems to be working / changing.
Figure out // Sort out // Work out
- Could you tell us, if you had anything like that before? And how you dealt with that?
- Could you advise us on what we should do with that?

Speaking about attachments

- Have you had a chance to read the letter I sent you last week?
- I sent you a letter last Monday, have you looked *at / through* the description of the problem?
- What about the letter I sent you? Did you have an opportunity to study it (to get familiar with the issues I listed)?
- And what about the issue I mentioned in the letter?
- Could you tell me if we can talk through the concerns I described in the letter?
- I think it will be better for me to send you ... in the attachment.
- I guess it will be worth sending this materials via email with an attachment.
- I reckon it would be much better if we speak about this again after you have read the complete description, which I will send you in the letter straight after the call.

Welcoming questions

- If you have any questions / issues / difficulties / troubles, what so ever, please, do not hesitate to contact me / get in touch with me / to speak to me!
- If there are some problems, please, call me immediately.
- In case there are some questions, please, let me know about them.

Business correspondence.

Text1. What is a business letter?

Most people who have an occupation have to write business letters. But the term "business letter" makes people nervous. Many people with English as a second language worry that their writing is not advanced enough for business writing. This is not the case. An effective letter in business uses short, simple sentences and straightforward vocabulary. The easier a letter is to read, the better. A business letter should be short and to the point. The content used in the letter should be clear and it should describe the objective of writing the letter. The letter should not have any typographical and grammatical error.

Business letters are formal paper communications usually sent through the Post Office or sometimes by courier. Business letters are sometimes called "snail-mail" (in contrast to email which is faster). Business letters also includes: letter, memo, fax, email.

Letters are written from a person/group, known as the sender to a person/group, known in business as the recipient. A business letter is written in formal language. The style of the business letter depends on the relationship that is shared between the two parties. Here are some examples of senders and recipients. The letter is written for official correspondence between two organizations, organizations and customers, clients, by job applicant to the company, between citizens and government, employer and employee, between staff members, etc.

A business letter is used for various purposes like offering a business deal to other organization, accepting an offer, rejecting an offer, applying for a job, extending the contract with a client, persuading, informing, requesting something, reminding about payment or delivery, recommending something, expressing thanks, introducing a person or a policy, inviting or welcoming people, etc.

Text 2. How to write a business letter?

There are certain standards for formatting a business letter.

- Use A4 (European) or 8.5 x 11 inch (North American) paper or letterhead
- Use 2.5 cm or 1 inch margins on all four sides
- Use a simple font such as Times New Roman or Arial
- Use 10 to 12 point font
- Use a comma after the salutation. Sometimes a colon is used. It is also possible to use no punctuation mark at all.
- Single space within paragraphs
- Double space between paragraphs
- Double space between last sentence and closing (Sincerely, Best wishes)
- cc: (meaning "copies to") comes after the typed name (if necessary)
- enc: (meaning "enclosure") comes next (if necessary)
- Block format is the most common format used in business today. With this format, nothing is centred. The sender's address, the recipient's address, the date and all new paragraphs begin at the left margin

Follow **the following steps** at writing a business letter:

1. **The heading.** Always use a letterhead to write a formal letter. If you don't have it, then type your name, designation and address at the top of the page.

2. Mentioning the date in a letter is a must as it serves the purpose of reference in further letter regarding the same topic. After the date, you need to write the full name, designation and full address of the recipient.

3. **The salutation** in a business letter is always formal. First make sure that you spell the recipient's name correctly. You should also confirm the gender and proper title. Use Ms. for women and Mr. for men. Use Mrs. if you are 100% sure that a woman is married. Under less formal circumstances, or after a long period of correspondence it may be acceptable to address a person by his or her first name. When you don't know the name of a person and cannot find this information out you may write, "To Whom It May Concern". Here are some common ways to address the recipient:

Dear Mr Powell,

Dear Ms Mackenzie,

Dear Frederick Hanson:

Dear Editor-in-Chief:

Dear Valued Customer

Dear Sir or Madam:

Dear Madam

Dear Sir,

Dear Sirs

Gentlemen:

4. **The body** is written as text. A business letter is never hand written.

I. In most types of business letter it is common to use a friendly greeting in the first sentence of the letter. Here are some examples:

Thank you for your kind letter of January 5th.

I came across an ad for your company in The Star today.

It was a pleasure meeting you at the conference this month.

I appreciate your patience in waiting for a response.

II. After your short opening, state the main point of your letter in one or two sentences:

I'm writing to enquire about...

I'm interested in the job opening posted on your company website.

We'd like to invite you to a members only luncheon on April 5th.

III. Use a few short paragraphs (or one if you don't need more) to go into greater detail about your main point. Here are some common ways to express unpleasant facts:

We regret to inform you...

It is with great sadness that we...

After careful consideration we have decided...

IV. Your last paragraph should include requests, reminders, and notes on enclosures. If necessary, your contact information should also be in this paragraph. Here are some common phrases used when closing a business letter:

I look forward to...

Please respond at your earliest convenience.

For further details...

If you require more information...

Thank you for taking this into consideration.

Feel free to contact me by phone or email.

5. The Closing. Use a comma between the short, polite closing and your handwritten name (or typed in an email). It is usually at the left margin. The signature line may include a second line for a title, if appropriate. The term "By direction" in the second line means that a superior is authorizing the signer.

Yours truly,

Yours sincerely,

Sincerely,

Sincerely yours,

Thank you,

Best wishes,

All the best,

6. Business letters should not contain postscripts.

7. "**Proofread**" means to read a text carefully to check it for errors and general tone. You should always proofread a business letter before sending it. The most important thing when proofreading any document is to read the text out loud. Print the letter rather than read it on your computer screen. Make notes where your letter sounds awkward. If possible allow one day between writing and sending your letter. You can correct errors with a fresh eye. If possible, ask

another person to double-check your letter. You could offer to return the favour for your colleague and become proofreading partners.

Ms, Miss or Mrs?

Mrs – to address a married woman

Miss – to address an unmarried woman (rarely used now)

Ms – to address a woman whose marital status you don't know; also used to address an unmarried woman

Text 3. E-mails.

When using email in business, most of the guidelines for standard formatting in business letters apply. Here are a few differences:

- Choose a subject line that is simple and straightforward. Don't use key words that might cause an email to go into another person's trash box.
- Repeat the subject line in the body of the email, beneath the salutation (as with a letter).
- Use the "cc" address line to copy more than one person with your correspondence.
- You can request a receipt for important letters. The system will automatically let you know when someone has opened your email.
- Instead of a signature, include your typed name, and below it include your email address, business name and address, phone and fax number, and website if appropriate.

1. Read and memorize the following words and word-combinations. Be sure you understand the meaning of the words.

Attachment - extra document or image that is added to an email

block format - most common business letter format, single spaced, all paragraphs begin at the left margin

body - the content of the letter; between the salutation and signature

certified mail - important letters that sender pays extra postage for in order to receive a notice of receipt

coherent - logical; easy to understand

concise - gets to the point quickly

confidential, personal - Private

diplomacy, diplomatic - demonstrating consideration and kindness

direct mail, junk mail - marketing letters addressed to a large audience

double space - format where one blank line is left between lines of text

enclosure - extra document or image included with a letter

formal - uses set formatting and business language, opposite of casual

format - the set up or organization of a document

heading - a word or phrase that indicates what the text below will be about

informal - casual

inside address - recipient's mailing information

letterhead - specialized paper with a (company) logo or name printed at the top

logo - symbol or image that identifies a specific organization

margin - a blank space that borders the edge of the text

memorandum (memo) - document sent within a company (internal), presented in short form

modified block format - left justified as block format, but date and closing are centered
on arrival notation - notice to recipient that appears on an envelope (e.g. "confidential")

postage - the cost of sending a letter through the Post Office

proofread - read through a finished document to check for mistakes

punctuation - marks used within or after sentences and phrases (e.g. periods, commas)

recipient - the person who receives the letter

salutation - greeting in a letter (e.g. "Dear Mr Jones")

sincerely - term used before a name when formally closing a letter

single spaced - format where no blank lines are left in-between lines of text

spacing - blank area between words or lines of text

tone - the feeling of the language (e.g. serious, enthusiastic)

II. State if the following sentences are true or false.

1. In business letters a salutation is generally followed by a comma or a colon. 2. Business letters should be simple and easy to read.

3. It is advisable to wait a day between writing and sending an important letter. 4. The date on a business letter should appear after the salutation.

5. An "Enclosure" note should appear below the typed name of the sender at the end of the letter.

6. The first paragraph of a business letter should be comprised entirely of "small talk". 7. Contact information generally appears in the closing paragraph of the letter. 8. It is considered standard formatting to include the recipient's address before the salutation in a business letter.

III. Make the following sentences negative.

1. The term "business letter" makes people nervous.

2. Business letters are sometimes called "snail-mail".

3. Business letters also includes: letter, memo, fax, email.

4. In emails instead of a signature the typed name is included.

5. "Proofread" means to read a text carefully.

IV. Choose the correct answer.

1. Before you seal and send your letter, make sure to _____ .

A) punctuation B) proofread C) sensitive D) transition

2. As soon as your certified letter reaches the _____ , you will be notified.

A) recipient B) margin C) logo D) salutation

3. The envelope indicated that there was _____ , but in fact there was only a letter inside.

A) an enclosure B) a sender C) a solution D) an indent

4. The _____ of the first paragraph was optimistic, so I wasn't expecting the bad news in the middle.

A) tone B) active voice C) direct mail D) punctuation

5. I decided not to interview her, because her cover letter contained very poor _____ .

A) on arrival notation B) block format C) single spacing D) grammar

6. The _____ about the meeting was posted on the bulletin board for everyone to read.

A) memo B) heading C) sender D) junk mail

7. Our address and phone number are shown on our _____ .

A) letterhead B) snail mail C) postage D) salutation

8. The first goal in writing a business letter is to get the recipient's _____ .

A) address B) attention C) services D) trade

v. Once you have learnt a standard way of organizing and wording a letter, you will be able to write any letter and to negotiate in written form. Read the following letter and point out an introduction, a body of the letter and a conclusion in it.

Maison d'Antiquites

29, rue Gavin Paris,

XIVeme France

Mr. Jan Van May 25, 2010

Estate Specialist Associates

Harlem

The Netherlands

Dear Mr. Van,

I'm writing to introduce myself and my company. My name is Robert Tomford and I am with an antiques company in Paris.

Our company would like to establish ties with you for a mutually beneficial relationship. We buy and sell antiques. It is our understanding that you, as estate appraisers and consultants, are involved in the deposition of antique furnishings.

I am enclosing my card and our company brochure. It would be a great pleasure to meet with you personally. I will be calling you next week to see what we can arrange.

Yours truly,

Robert Tomford

Executive Director

Enclosures: brochure, business card.

vi. Read and translate the following letters:

Letter of Congratulation (Письмо-поздравление)

Mr John Lewis
General Manager

Невзорова Наталья Петровна

Прохорова Ксения Константиновна

Hovernly Ltd
4567 Snake street
Oakland, California
Howard Stanley
9034 Canyon Street
San Francisco, California
USA, 90345

October 01, 2015

Dear Mr Stanley,

October, 02 will be a remarkable day of your 10th anniversary as a member of Hovernly Ltd. During these years of work you proved to be a loyal and qualified worker with great potential. We recognize the contribution you make in our company success and wish to congratulate you upon your 10th anniversary.

With respect,
John Lewis,
General Manager

Письмо-приглашение (Letter of Invitation)

Dear Charles Milton,

I would like to invite you to a seminar that I'm confident will interest you.

The 3D Technologies Seminar held at the Moscow Crocus Congress Centre on June 13 will feature lectures by several key programmers and designers in the field of 3D modeling, with topics including trilinear filtering, anti-aliasing and mipmapping.

I am enclosing 3 tickets for you. I hope that you decide to attend and I am looking forward to seeing you there.

Best regards,
Igor Petrov ,
Managing Director Ltd. The company "Center"
Tel: +7 912 XXXXXXXX

Письмо о приеме на работу (Letter of Acceptance)

Mrs Jane Tumin
HR Manager
Sommertim
7834 Irving Street
Denver, Colorado
Mrs Lean
9034 Cody Street
Denver, Colorado
USA, 90345

February 15, 2016

Dear Mrs Lean

With reference to our telephone conversation yesterday I am glad to tell you that we offer you the position of Senior Lawyer in our company. You will be provided with company car according to the corporate policy and full medical insurance. Your salary will be \$100 000 per year according to your request. You may learn about job conditions in job offer attached to this letter.

With respect,
Jane Tumin,
HR Manager

Письмо-заявление (Application letter)

Kira Stan
7834 East street
Chicago, Illinois
Trend&Fashion
9034 Groom Street
Chicago, Illinois
USA, 90345

July 12, 2017

Dear Sirs

With reference to your vacancy for Office Manager I am sending you my CV attached to this letter. I have an experience of working as a secretary for 2 years in a small company where I had no career prospects. I am the Bachelor of Business Administration and so I think my education would allow me to make a significant contribution to your company. I would be very grateful if you consider my application.

With respect,
Kira Stan

Письмо-предложение (Commercial Offer)

Mr Dean Hipp
General Director
Roses For You
4567 Camino Street
San Diego, CA
Mrs Olga Linnet
Perfect Wedding
9034 South Street
San Diego, CA
USA, 90345

March 10, 2016

Dear Mrs Linnet

Your wedding agency is becoming more and more popular in our city. I would like to help you make it more attractive to the customers. I am the owner of rose gardens, we grow fine roses all the year round. Roses would become a very good decoration for all wedding ceremonies. The

prices are reasonable and include the designer service. More information you may find in the brochure attached.

Yours sincerely,
Mr Dean Hipp
General Director

Письмо-жалоба (Letter of Complaint)

Mr Jack Lupin
7834 17th Street
Detroit, Michigan
Electronics Ltd
9034 Commerce Street
Detroit, Michigan
USA, 90345

April 25, 2017

Dear Sirs,

I am writing to inform you that yesterday I got my new TV set which was delivered by your delivery service. The package was undamaged so I signed all documents and paid the rest of the sum. But when I unpacked it I found several scratches on the front panel. I would like you to replace the item or give me back my money. Please let me know your decision within 2 days.

Yours faithfully,
Jack Lupin

Письмо-извинение (Letter of Apology)

Mr Dereck Smith
General Manager
Electronics Ltd
9034 Commerce Street
Detroit, Michigan
USA, 90345
Mr Jack Lupin
7834 17th Street
Detroit, Michigan

April 28, 2017

Dear Mr Lupin,

It was distressing to learn that the TV set that we delivered to you on April 24 was scratched. We do not have any idea how it may have happened that is why we are very sorry that this unfortunate incident occurred and ready to exchange your scratched TV for another one.

Yours sincerely,
Mr Derek Smith
General Manager

Письмо для выражения сожаления и соболезнования (Letter of Sympathy)

Dear Mr Smith,

Today morning we heard the sad news of your wife's death... All the employees of our department have sent their support and condolences. Please don't worry about the upcoming projects and meetings which are coming up next month. If there is any report that is required I will get it from other team members. If there is anything that we can help you with please feel free to call us at 12345678.

Sincerely,
Ben Jones

Письмо-просьба (Request letter/Enquiry Letter)

Mr Ken Smith
9034 Commerce Street
Detroit, Michigan
USA, 90345
ParkInn Hotel
7834 17th Street
Tampa, Florida

June 28, 2016

Dear Sir or Madam

I'd like to book a single room in your hotel from August 1 till August 10. Could you please tell me the price per night including breakfast and dinner if possible? Do you have airport transfer and car rent service?

I am looking forward to your reply,

Mr Ken Smith

Письмо-ответ на запрос информации (Reply to Information Inquiry /Reply Quotation)

Ms Jennifer Watson

Sales Manager

ParkInn Hotel

7834 17th Street

Tampa, Florida

Mr Ken Smith

9034 Commerce Street

Detroit, Michigan

USA, 90345

June 30, 2016

Dear Mr Smith

Thank you for your enquiry about the staying in our hotel. We have a single room available at the period you stated. The price is \$85 per night. Breakfast and other meals are not included as we do not have such service. But there is a buffet in our hotel where you can have meals at any time of the day and night. We have airport transfer service, it's free for our guests, as well as Wi-Fi. It is also possible to rent a car in our hotel in advance together with reserving a room. If you have any more questions we are ready to answer.

Yours sincerely,
Jennifer Watson
Sales Manager

PART III. Introduction to the speciality**Unit I****THE HISTORY OF COMPUTER DEVELOPMENT**

I. Look up in the dictionary how to pronounce the following words. Write them down in the dictionary.

to calculate	ten-toothed gear wheels	a chip
an abacus	to aim guns	rectangular
a bead frame	responsible	a layer
to devise	to figure out	attached
a slide rule	a generation	to encapsulate
to reduce	a predecessor	dependable

II. Read the text and do the exercises that follow it.

Text 1. History of Computers

Let us take a look at the history of the computers that we know today. The very first calculating device used was the ten fingers of a man's hands. This, in fact, is why today we count in tens and multiply of tens.

Then the abacus was invented, a bead frame in which the beads are moved from left to right. People went on using some form of abacus well into the 16th century, it is being used in some parts of the world because it can be understood without knowing how to read.

During the 17th and 18th centuries many people tried to find easy ways of calculating. J. Napier, a Scotsman, devised a mechanical way of multiplying and dividing, which is how the modern slide rule works. Henry Briggs used Napier's ideas to produce logarithm which all mathematicians used today.

Calculus, another branch of mathematics, was independently invented by both Sir Isaac Newton, an Englishman, and Leibnitz, a German mathematician. The first real calculating machine appeared in 1820 as the result of several people's experiments. This type of machine, which saves a great deal of time and reduces the possibility of making mistakes, depends on a ten-toothed gear wheels.

In 1830 Charles Babbage, an Englishman, designed a machine that was called 'The Analytical Engine'. This machine, which Babbage showed at the Paris Exhibition in 1855, was an attempt to cut out the human being altogether, expert for providing the machine with the necessary facts the problem to be solved. He never finished this work, but many of his ideas were the basis for building today's computers.

In 1930, the first analog computer was built by American named Vannevar Bush. The device was used in World War II to help aim guns. Mark I, the name given to the first digital computer, was completed in 1944. The men responsible for this invention were Professor Howard Aiken and some people from IBM. This was the first machine that could figure out long of mathematical problems all at a very fast speed.

In 1946 two engineers at the University of Pennsylvania, J. Eckert and J. Mayshly, built the first digital computer using parts called vacuum tubes. They named their new invention UNIAAC. The first generation of computers, which used vacuum tubes, came out in 1950. UNIAAC I was an example of these computers which could perform thousand of calculations per second.

In 1960, the second generation of computers was developed and could perform work ten times faster than their predecessors. The reason for this extra speed was the use of transistors instead of vacuum tubes. Second generation computers were smaller, faster and more dependable than first generation computers.

The third-generation computers appeared on the market in 1965. These computers could do a million calculations a second, which is 1000 times faster than the first generation computers.

Unlike second-generation computers, these are controlled by tiny integrated circuits and are consequently smaller and more dependable.

Fourth-generation computers have now arrived, and the integrated circuits that are being developed have been greatly reduced in size. This is due to microminuturization, which means that the circuits are much smaller than before; as many as 1000 tiny circuits now fit onto a single chip. A chip is a square or rectangular piece of silicon, usually from 1/10 to 1/4 inch, upon which several layers of an integrated circuit are attached or imprinted, after which the circuit is encapsulated in plastic metal. Fourth generation computers are 50 times faster than third-generation computers and can complete approximately 1.000.000 instructions per second.

III. Translate from English into Russian:

- | | |
|--------------------------------------|------------------------------|
| 1. the very first calculating device | 7. first digital computer |
| 2. to count in tens | 8. to figure out |
| 3. to multiply of tens | 9. ten times faster |
| 4. without knowing | 10. extra speed |
| 5. to be independently invented | 11. tiny integrated circuits |
| 6. to save a great deal of time | 12. keeping instruction |

IV. Translate from Russian into English:

- | | |
|---|------------------------------|
| 1. знать сегодня | 7. попытка |
| 2. 10 пальцев руки человека | 8. аналоговый компьютер |
| 3. кости на счетах двигают слева на право | 9. скорость |
| 4. продолжать использовать | 10. вакуумные лампы (трубки) |
| 5. счеты | 11. транзистор |
| 6. настоящая счетно-
вычислительная машина | 12. интегрированные схемы |

V. Fill in each blank with a word chosen from the list below to complete the meaning of the sentence:

chip, speed, figure out, calculating, reduces, microminuturization,
analog, logarithm, abacus, machine, vacuum tubes,
tiny, dependable, devised

1. The very first device used was 10 fingers of a man's hand.
2. Then, the was invented.
3. J. Napier a mechanical way of multiplying and dividing.
4. Henry Briggs used J.Napier's ideas to produce
5. The first real calculating appeared in 1820.
6. This type of machine the possibility of making mistakes.
7. In 1930 the first computer was built.
8. This was the first machine that could mathematical problems at a very fast speed.
9. In 1946 was built the first digital computer using parts called
10. The reason for this extra was the use of transistors instead of vacuum tubes.
11. The second generation computers were smaller, faster and more than first-generation computers.
12. The third-generation computers are controlled by integrated circuits.
13. This is due to, which means that the circuits are much smaller than before.
14. A is a square or rectangular piece of silicon, usually from 1/10 to 1/4 inch.

VI. Fill in the preposition:

1. Let us take a look the history of computers.

2. That is why we count tens and multiply tens.
3. The beads are moved left right.
4. Abacus is still being used some parts the world.
5. Calculus was independently invented both Sir Isaac Newton and Leibnitz.
6. This type of machine depends a ten-toothed gear wheels.
7. «The Analytical Engine» was shown the Paris Exhibition 1855.
8. The men responsible this invention were Professor Howard Aiken and some people IBM.
9. The first generation of computers came in 1950.
10. Due to microminuturization 1000 tiny circuits fit a single chip.

VII. Finish the following sentences:

1. The first generation of computers came out in
2. The second generation of computers could perform work ten times faster than their
3. The third-generation computers appeared on the market in
4. The fourth-generation computers have been greatly
5. The fourth-generation computers are 50 times faster and can

VIII. Find the synonyms to the following words in the text:

simple, to carry out, up to date, quick, to try, small

IX. Find the antonyms to the following words in the text:

Like, short, to increase, sole, dependently

X. Arrange the items of the plan in a logical order according to the text:

1. J. Napier devised a mechanical way of multiplying and dividing.
2. The very first calculating device was the ten fingers of a man's hands.
3. Babbage showed his analytical engine at Paris Exhibition.
4. The first real calculating machine appeared in 1820.
5. The first analog computer was used in World War II.

XI. Answer the questions on the text:

1. What was the very first calculating device?
2. What is abacus? When did people begin to use them?
3. When did a lot of people try to find easy ways of calculating?
4. Who used Napier's ideas to produce logarithm?
5. What was invented by Sir Isaac Newton and Leibnitz?
6. What did Charles Babbage design?
7. When was the first analog computer built? How did people use it?
8. Who built the first digital computer?
9. How did the first generation of computers work?
10. What are the differences between the first and the second computer generations?
11. When did the third-generation computers appear?

Text I. THE FIRST CALCULATING DEVICES

1. Read the text and tell us about the first computing devices described in it.

Let us take a look at the history of computers that we know today. The very first calculating device used was the ten fingers of a man's hands. This, in fact, is why today we still count in tens and multiples of tens.

Then the abacus was invented. People went on using some form of abacus well into the 16th century, and it is still being used in some parts of the world because it can be understood without knowing how to read.

During the 17th and 18th centuries many people tried to find easy ways of calculating. J.Napier, a Scotsman, invented a mechanical way of multiplying and dividing, which is now the modern slide rule works. Henry Briggs used Napier's ideas to produce logarithm tables which all mathematicians use today.

Calculus, another branch of mathematics, was independently invented by both Sir Isaak Newton, an Englishman, and Leibnitz, a German mathematician. The first real calculating machine appeared in 1820 as the result of several people's experiments.

In 1830 Charles Babbage, a gifted English mathematician, proposed to build a general-purpose problem-solving machine that he called "the analytical engine". This machine, which Babbage showed at the Paris Exhibition in 1855, was an attempt to cut out the human being altogether, except for providing the machine with the necessary facts about the problem to be solved. He never finished this work, but many of his ideas were the basis for building today's computers.

By the early part of the twentieth century electromechanical machines had been developed and were used for business data processing. Dr. Herman Hollerith, a young statistician from the US Census Bureau successfully tabulated the 1890 census. Hollerith invented a means of coding the data by punching holes into cards. He built one machine to punch the holes and others to tabulate the collected data. Later Hollerith left the Census

Bureau and established his own tabulating machine company. Through a series of merges the company eventually became the IBM Corporation.

Until the middle of the twentieth century machines designed to manipulate punched card data were widely used for business data processing. These early electromechanical data processors were called unit record machines because each punched card contained a unit of data.

In the mid—1940s electronic computers were developed to perform calculations for military and scientific purposes. By the end of the 1960s commercial models of these computers were widely used for both scientific computation and business data processing. Initially these computers accepted their input data from punched cards. By the late 1970s punched cards had been almost universally replaced by keyboard terminals. Since that time advances in science have led to the proliferation of computers throughout our society, and the past is but the prologue that gives us a glimpse of the future.

Vocabulary:

calculating device — вычислительное устройство

multiple — кратный

abacus — счеты

slide rule — логарифмическая линейка

logarithm table — логарифмическая таблица

calculus — исчисление; математический анализ

general-purpose — общего назначения, универсальный

to cut out the human being altogether — полностью исключить человека

to manipulate — обрабатывать, преобразовывать; управлять

data processing — обработка данных (информации)

tabulate the census — занести данные по переписи (населения) в таблицу

means of coding — средства кодирования (шифровки)

to punch the holes— пробивать отверстия

punched card — перфокарта

to perform — выполнять, производить (действие); осуществлять;

unit of data — единица информации

keyboard terminals — терминал (вывод) с клавишным управлением

proliferation — размножение, быстрое увеличение

II. Read the text again. Answer the questions using the text information.

1. What was the very first calculating device? 2. What is the abacus? 3. What is the modern slide rule? 4. Who gave the ideas for producing logarithm tables? 5. How did Newton and Leibnitz contribute to the problem of calculation? 6. When did the first calculating machine appear? 7. What was the main idea of Ch.Babbage's machine? 8. How did electromechanical machines appear and what were they used for? 9. What means of coding the data did Hollerith devise? 10. How were those electromechanical machines called and why? 11. What kind of computers appeared later? 12. What new had the computers of 1970s?

III. Find the following words and word combinations in the text:

Вычислительное устройство; легкий способ вычисления; поэтому (вот почему); кратное десяти; изобрести механический способ умножения и деления; логарифмическая линейка; составить таблицы логарифмов; математический анализ; изобрести независимо (друг от друга); в результате; полностью исключить человека; кроме (за исключением); обработка деловой информации; средство кодирования информации; перфокарты; пробивать отверстия; оформить собранные данные в таблицу; работать с данными на перфокарте; устройство, записывающее информацию блоками; единица информации; выполнять вычисления; для научных целей; клавишный терминал

IV. Remember the following verbs and pick them derivatives. For example: to calculate — calculating, calculator, calculation.

To compute, to invent, to know, to multiply, to divide, to depend, to solve, to provide, to process, to code, to punch, to collect, to design, to store, to contribute, to use, to manipulate, to assemble, to connect, to consume, to rely, to divide, to multiply, to inform, to instruct, to discover, to operate.

Text 3. COMPUTER DEVELOPMENT IN RUSSIA

1. Read the text and choose the correct answers to the questions below to the text.

As it is well known, Russian scientists made great contribution into the development of computers. Russian mathematician P. Chebyshev who lived in the 19th century was interested in calculators. Among many other mechanisms invented by him there was an arithmometer designed in 1876. It was one of the most unique calculating machines of the time. At the beginning of the 20th century Academic A.Krylov constructed a mechanical integrator for solving differential equations.

The first Soviet computer, a small-size computing machine (MESM) was tested in 1950 under Academician S.Lebedev. Next year it was put into operation. In a year MESM was followed by BESM, a large-size electronic computing machine, with 8000 operations per second.

Serial production of computers in the USSR has been started since 1953. That year U. Basilevsky headed the design and manufacture of computer STRELA. 1958 witnessed the production of БИ-20, computers of the first generation under the guidance of S. Lebedev. The first generation of electron tube computers was followed by the second generation of foto transistor computers, using magnetic logic elements.

Starting with 1964 semiconductor computers — URAL, BESM-4 and M-220 were produced. Under Academician Glushkov small-size computers MIR, MIR-2 and DNEPR were designed and tested at the Institute of Cybernetics.

In the late 60s together with other members of the Council of Mutual Economic Assistance the Soviet Union started on the program of Unified Computer System, the program concerned with the third generation of computers with high-speed performance and program compatibility (совместимость).

Answer the questions and learn these answers:

1. What was one of the first achievements in the sphere of calculating in Russia?
a) calculator; b) arithmometer; c) mechanical integrator
2. When was the first Soviet computer put into operation?
a) in 1950; b) in 1951; c) in 1952
3. Who headed the serial production of computers in the USSR?
a) A. Krylov; b) S. Lebedev; c) U. Basilevsky
4. Which machine was the first in the development of the first generation computers?
a) MESM; b) STRELA; c) M-20
5. When did the production of the third generation computers begin?
a) late 60s; b) early 70s; c) late 70

Unit II COMPUTER LITERACY WHAT IS A COMPUTER

- II. ***Read the text and tell us how you understand the terms "information society" and "computer literacy"***

Text 1. COMPUTER LITERACY

Informed citizens of our information-dependent society should be computer-literate, which means that they should be able to use computers as everyday problem-solving devices. They should be aware of the potential of computers to influence the quality of life.

There was a time when only privileged people had an opportunity to learn the basics, called the three R's: reading, writing, and arithmetic. Now, as we are quickly becoming an information-becoming society, it is time to restate this right as the right to learn reading, writing and *computing*. There is little doubt that computers and their many applications are among the most significant technical achievements of the century. They bring with them both economic and social changes. "Computing" is a concept that embraces not only the old third R, arithmetics, but also a new idea — computer literacy.

In an information society a person who is computer-literate need not be an expert on the design of computers. He needn't even know much about how to prepare *programs* which are the instructions that direct the operations of computers. All of us are already on the way to becoming computer-literate. Just think of your everyday life. If you receive a subscription magazine in the post-office, it is probably addressed to you by a computer. If you buy something with a bank credit card or pay a bill by check, computers help you process the information. When you check out at the counter of your store, a computer assists the checkout clerk and the store manager. When you visit your doctor, your schedules and bills and special services, such as laboratory

tests, are prepared by computer. Many actions that you have taken or observed have much in common. Each relates to some aspect of a data processing system.

Vocabulary

computer literacy — компьютерная грамотность

problem-solving device — устройство, обеспечивающее решение задачи

be aware of — понимать, сознавать

opportunity — возможность

basics — основы

application — применение; использование

to restate — пересмотреть, переосмыслить

significant — значительный

achievements — достижения

computing — вычисление; счет; работа на компьютере

to embrace — охватывать

dimension — измерение

instruction — команда, инструкция, указание

to direct the operation — направлять работу

to process — обрабатывать

subscription magazine — журнал по подписке

data processing system — система обработки данных

store manager — директор магазина

to have much in common — иметь много общего

II. Answer the questions

1. What does "a computer-literate person" mean? 2. Are you aware of the potential of computers to influence your life? 3. What do the people mean by "the basics"? 4. What is the role of computers in our society? 5. What is "computing"? 6. What is a program? 7. Prove that we all are on the way to becoming computer-literate. 8. Give examples of using computers in everyday life.

III. Translate and remember the following words and word combinations:

An information-dependent society; a computer-literate citizen; an everyday problem-solving device; to be aware; to influence the quality of life; to have an opportunity; to learn the basics; to learn computing; the most significant technical achievements; to embrace computer literacy; to prepare programs; to direct the operations of a computer; to be on the way of becoming computer-literate; to process information; to have much in common; a data processing system.

IV. Read the text and translate it

Text 2. WHAT IS A COMPUTER?

The term **computer** is used to describe a device made up of a combination of electronic and electromechanical (part electronic and part mechanical) components. Computer has no intelligence by itself and is **referred to** as **hardware**. A computer system is a combination of five elements:

- Hardware
- Software
- People
- Procedures
- Data/information

When one computer system is set up to communicate with another computer system, **connectivity** becomes the sixth system element. In other words, the manner in which the various individual systems are connected — for example, by phone lines, microwave transmission, or satellite — is an element of the total computer system.

Software is the term used to describe the instructions that tell the hardware how to perform a task. Without software instructions, the hardware doesn't know what to do. **People**, however, are the most Important component of the computer system: they create the computer software instructions and respond to the procedures that those instructions present.

The basic job of the computer is the processing of information. Computers accept information in the form of **instruction** called a program and characters called data to perform mathematical and logical operations, and then give the results. The data is **raw** material while information is organized, processed, refined and useful for decision making. Computer is used to convert data into information. Computer is also used to store information in the digital form.

Vocabulary:

characters — *символы*

data — *данные*

decision — *решение*

device — *устройство*

hardware — *оборудование*

instruction — *команда*

intelligence — *разум*

manner — *манера, способ*

microwave — *микроволновая*

procedures — *процедуры, операции*

purpose — *цель*

raw — *необработанный, сырой*

to come to life — *оживать*

to connect — *соединять*

to convert — *превращать, преобразовывать*

to create — *создавать*

to evaluate — *оценивать*

to refer to as — *называть что-либо*

to refine — *очищать*

to respond — отвечать

transmission — передача

various — различные

General understanding:

1. What does the term “computer” describe?
2. Is computer intelligent?
3. What are five components of computer system?
4. What is connectivity?
5. What is software? What's the difference between hardware and software?
6. Why people are the most important component of a computer system?
7. In what way terms «data» and «information» differ?
8. How does computer convert data into information?

I. Which of the listed below terms have Russian equivalents:

computer, diskette, metal, processor, scanner, information, data, microphones, printer, modem, Internet.

II. Which of the listed above statements are true/false. Specify your answer using the text.

1. Computer is made of electronic components so it is referred to as electronic device.
2. Computer has no intelligence until software is loaded.
3. There are five elements of computer system: hardware, software, people, diskettes and data.
4. The manner in which computers are connected is the connectivity.
5. Without software instructions hardware doesn't know what to do.
6. The software is the most important component because it is made by people.
7. The user inputs data into computer to get information as an output.
8. Computer is used to help people in decision making process.

I. Match the following.

1. ... doesn't come to life until it is connected to other parts of a system.
2. ... is the term used to describe the instructions that tell the hardware how to perform a task.
3. ... create the computer software instructions and respond to the procedures that those instructions present
4. Information in the form of instruction is called a...
5. The manner in which the various individual systems are connected is...
6. ... is organized, processed and useful for decision making
7. The basic job of the computer is the...
 - a. program
 - b. information

- c. processing of information
- d. software
- e. connectivity
- f. computer
- g. people

IV. Translate the text. Retell the text, using the vocabulary.

V. Read the text and tell us what a computer is and what its main functions are

Text II. WHAT IS A COMPUTER?

A computer is a machine with an intricate network of electronic circuit! tjiat operate switches or magnetize tiny metal ' cores. The switches, like the cores, are capable of being in one or two possible states, that is, on or off; magnetized or demagnetized. The machine is capable of storing and manipulating numbers, letters, and characters (symbols).

The basic idea of a computer is that we can make the machine do what we want by inputting signals that turn certain switches on and turn others off, or magnetize or do not magnetize the cores.

The basic job of computers is processing of information. For this reason computers can be defined as devices which accept information in the form of instructions, called a program, and characters, called data, perform mathematical and / or logical operations on the information, and then supply results of these operations. The program, or part of it, which tells the computers what to do and the data, which provide the information needed to solve the problem, are kept inside the computer in a place called memory.

It is considered that computers have many remarkable powers. However most computers, whether large or small, have three basic capabilities.

First, computers have circuits for performing arithmetic operations, such as: addition, subtraction, division, multiplication and exponentiation.

Second, computers have a means of communicating with the user. After all, if we couldn't feed information in and get results ' back, these machines wouldn't be of much use. Some of the most common methods of inputting information are to use terminals, diskettes, disks and magnetic tapes. The computer's input device (a disk drive or tape drive) reads the information into the computer. For outputting information two common devices used are: a printer, printing the new information on paper, and a cathode-ray-tube display, which shows the results on a TV-like screen.

Third, computers have circuits which can make decisions. The kinds of decisions which computer circuits can make are not of the type: "Who would win the war between two countries?" or "Who is the richest person in the world?" Unfortunately, the computer can only decide three things, namely: Is one number less than another? Are two numbers equal? and, Is one number greater than another?

A computer can solve a series of problems and make thousands of logical decisions without becoming tired. It can find the solution to a problem in a fraction of the time it takes a human being to do the job.

A computer can replace people in dull, routine tasks, but it works according to the instructions given to it. There are times when a computer seems to operate like a mechanical 'brain', but its achievements are limited by the minds of human beings. A computer cannot do anything unless a person tells it what to do and gives it the necessary information; but because electric pulses can move at the speed of light, a computer can carry out great numbers of arithmetic-logical operations almost instantaneously. A person can do the same, but in many cases that person would be dead long before the job was finished.

Vocabulary:

Intricate — сложный, запутанный.
 electronic circuit — электронная цепь, схема
 to operate switches — приводить в действие переключатели
 to store numbers — запоминать числа
 to manipulate — управлять; обращаться; преобразовывать
 to input / to feed in — вводить (информацию)
 to turn on = to switch on — включать
 to turn off = to switch off — выключать
 to process data — обрабатывать данные
 to supply — подавать, вводить, снабжать, обеспечивать
 addition — сложение
 subtraction — вычитание
 division — деление
 multiplication — умножение
 exponentiation — возведение в степень
 user — пользователь
 input device — устройство ввода
 disk drive — дисковое запоминающее устройство, дисковод
 tape drive — запоминающее устройство на магнитной ленте
 cathode-ray tube — электроннолучевая трубка
 to make decisions — принимать решения
 instantaneously — мгновенно, немедленно

VI. Answer the questions:

1. What is a computer? 2. What are the two possible states of the switches? 3. What are the main functions of a computer? 4. In what way can we make the computer do what we want? 5. What is the basic task of a computer? 6. In what form does a computer accept information? 7. What is a program? 8. What are data? 9. What is memory? 10. What three basic capabilities have computers? 11. What are the ways of inputting information into the computer? 12. What is the function of an input device? 13. What devices are used for outputting information? 14. What decisions can the computer make? 15. What are the computer's achievements limited by?

VII. Find the following words and word combinations in the text:

Сложная сеть электронных цепей; управлять (приводить в действие) переключателями; возможные состояния; хранить (запоминать) числа; обрабатывать символы; посредством ввода сигналов; включать; выключать; размагничивать сердечники; обработка информации; информация в виде команд; символы, называемые данными; выполнять математические операции; выдавать результаты; обеспечивать необходимую информацию; иметь замечательные возможности; основные свойства; сложение, вычитание, деление, умножение; возведение в степень; средства для общения с пользователем; устройство ввода; дисковод; считывать информацию; вывод информации;

катодолучевая трубка; принимать решения; выполнять тысячи логических операций; без усталости; находить решение задачи; значительно меньший промежуток времени; человек; нудная рутинная работа; в соответствии с введенной программой; вырабатывать свои суждения; возможности ограничены программой, заложенной в него человеком; дать требуемую информацию; электрические импульсы; со скоростью света; мгновенно производить огромное количество математических операций; человеку может не хватить всей жизни, чтобы закончить работу.

Unit III HARDWARE. SOFTWARE

1. *Read the text 1 "What is hardware?"*

What is hardware? Webster's dictionary gives us the following definition of the hardware — the mechanical, magnetic, electronic, and electrical devices composing a computer system.

Computer hardware can be divided into four categories:

- 1) input hardware
- 2) processing hardware

- 3) storage hardware
- 4) output hardware.

Input hardware

The purpose of the input hardware is to collect data and convert it into a form suitable for computer processing. The most common input device is a keyboard. It looks very much like a typewriter. The mouse is a hand held device connected to the computer by small cable. As the mouse is rolled across the mouse pad, the cursor moves across the screen. When the cursor reaches the desired location, the user usually pushes a button on the mouse once or twice to signal a menu selection or a command to the computer.

The light pen uses a light sensitive photoelectric cell to signal screen position to the computer. Another type of input hardware is optic-electronic scanner that is used to input graphics as well as typeset characters. Microphone and video camera can be also used to input data into the computer. Electronic cameras are becoming very popular among the consumers for their relatively low price and convenience.

Processing hardware

The purpose of processing hardware is retrieve, interpret and direct the execution of software instructions provided to the computer. The most common components of processing hardware are the Central Processing Unit and main memory.

The Central Processing Unit (CPU) is the brain of the computer. It reads and interprets software instructions and coordinates the processing activities that must take place. The design of the CPU affects the processing power and the speed of the computer, as well as the amount of main memory it can use effectively. With a well-designed CPU in your computer, you can perform highly sophisticated tasks in a very short time.

Memory is the system of component of the computer in which information is stored. There are two types of computer memory: RAM and ROM.

RAM (random access memory) is the volatile computer memory, used for creating loading, and running programs and for manipulating and temporarily storing data;

ROM (read only memory) is nonvolatile, non-modifiable computer memory, used to hold programmed instructions to the system.

The more memory you have in your computer, the more operations you can perform.

Storage hardware

The purpose of storage hardware is to store computer instructions and data in a form that is relatively permanent and retrieve when needed for processing. Storage hardware serves the same

basic functions as do office filing systems except that it stores data as electromagnetic signals. The most common ways of storing data are Hard disk, floppy disk and CD-ROM.

Hard disk is a rigid disk coated with magnetic material, for storing programs and relatively large amounts of data.

Floppy disk (diskette) - thin, usually flexible plastic disk coated with magnetic material, for storing computer data and programs. There are two formats for floppy disks: 5.25" and 3.5". 5.25" is not used in modern computer systems because of its relatively large size flexibility and small capacity. 3.5" disks are formatted 1.4 megabytes and are widely used.

CD-ROM (compact disc read only memory) is a compact disc on which a large amount of digitized read-only data can be stored. CD-ROMs are very popular now because of the growing speed which CD-ROM drives can provide nowadays. Output hardware

The purpose of output hardware is to provide the user with the means to view information produced by the computer system. Information is output in either hardcopy or softcopy form. Hardcopy output can be held in your hand, such as paper with text (word or numbers) or graphics printed on it. Softcopy output is displayed on a monitor.

Monitor is a component with a display screen for viewing computer data, television programs, etc.

Printer is a computer output device that produces a paper copy of data or graphics.

Modem is an example of communication hardware — an electronic device that makes possible the transmission of data to or from computer via telephone or other communication lines.

Hardware comes in many configurations, depending on what the computer system is designed to do. Hardware can fill several floors of a large office building or can fit on your lap.

Vocabulary:

amount — количество

capacity — вместительность

circuitry — эл. цепи

CPU, microprocessor — микропроцессор

hard disk — жесткий диск, «винчестер»

input hardware — устройства ввода данных

keyboard — клавиатура

lap — колени

modem — модем

mouse — устройство для перемещения объектов на экране, «мышь»

output hardware — выходные устройства отображения информации

printer — принтер

processing hardware — устройства обработки данных

RAM — ОЗУ (оперативное запоминающее устройство)

ROM — ПЗУ (постоянное запоминающее устройство)

CD-ROM — накопитель на компакт-дисках (CD)

scanner — сканер

sensitive — чувствительный

sophisticated — сложный

storage hardware — устройства хранения данных

temporarily — временно

temporary — временный

the purpose — цель

tier — ярус

to affect — влиять

to connect — соединять

to convert — преобразовывать
 to direct — управлять
 to execute — выполнять
 to interpret — переводить
 to provide — обеспечивать
 to reach — достигать
 to retrieve — извлекать
 to roll — катать, перекатывать
 volatile — летучий, нестойкий, временный

General understanding:

1. What is the Webster's dictionary definition of the hardware?
2. What groups of hardware could be defined?
3. What is input hardware? What are the examples of input hardware?
4. What is mouse designed for? What is a light pen?
5. What is processing hardware? What are the basic types of memory used in a PC?
6. Can a PC-user change the ROM? Who records the information in ROM?
7. What is storage hardware? What is CD-ROM used for? Can a user record his or her data on a CD? What kind of storage hardware can contain more information: CD-ROM, RAM or ROM?
8. What is modem used for? Can PC-user communicate with other people without a modem?

II. *Which of the listed below statements are true/false. Specify your answer using the text.*

- 1) Computer is an electronic device therefore hardware is a system of electronic devices.
- 2) The purpose of the input hardware is to collect data and convert it into a form suitable for computer processing.
- 3) Scanner is used to input graphics only.
- 4) The purpose of processing hardware is to retrieve, interpret and direct the execution of software instructions provided to the computer.
- 5) CPU reads and interprets software and prints the results on paper.
- 6) User is unable to change the contents of ROM.
- 7) 5.25" floppy disks are used more often because they are flexible and have more capacity than 3.5" disks.
- 5) Printer is a processing hardware because its purpose is to show the information produced by the system.
- 6) Modem is an electronic device that makes possible the transmission of data from one computer to another via telephone or other communication lines.
- 7) The purpose of storage hardware is to store computer instructions and data in a form that is relatively permanent and retrieve them when needed for processing.

III. *Give definitions to the following using the text:*

- 1) CPU
- 2) ROM
- 3) Floppy-disk
- 4) CD-ROM
- 5) Printer
- 6) Modem

- 7) Motherboard
- 8) Hard disk
- 9) Keyboard
- 10) Sound-card

IV. ***Which of the following is Hardware:***

- 1) program
- 2) mouse
- 3) CPU
- 4) printer
- 5) modem
- 6) command
- 7) port
- 8) cursor or the pointer
- 9) keyboard
- 10) character

V. ***Match the following:***

- 1) процессор
- 2) клавиатура
- 3) мышь
- 4) дискета
- 5) «винчестер»
- 6) модем
- 7) экран
- 8) ПЗУ
- 9) ОЗУ

a) nonvolatile, non-modifiable computer memory, used to hold programmed instructions to the system.

b) the part of a television or computer on which a picture is formed or information is displayed.

c) rigid disk coated with magnetic material, for storing computer programs and relatively large amounts of data.

d) an electronic device that makes possible the transmission of data to or from computer via telephone or other communication lines.

e) a set of keys, usually arranged in tiers, for operating a typewriter, typesetting machine, computer terminal, or the like.

f) volatile computer memory, used for creating, loading, and running programs and for manipulating and temporarily storing data; main memory.

g) central processing unit: the key component of a computer system, containing the circuitry necessary to interpret and execute program instructions.

h) a palm-sized device equipped with one or more buttons, used to point at and select items on a computer display screen and for controlling the cursor by means of analogous movement on a nearby surface.

i) a thin, usually flexible plastic disk coated with magnetic material, for storing computer data and program.

Questions for group discussion:

- 1) Without what parts computer is unable to work?
- 2) What is the most expensive part of the hardware?
- 3) What other hardware devices do you know? What are they for? Do you know how to use them?

Text 2. HARDWARE, SOFTWARE, AND FIRMWARE

1. Read the text and explain how you understand the terms "hardware" and "software". Translate the text.

The units that are visible in any computer are the physical components of a data processing system, or hardware. Thus, the input, storage, processing and control devices are hardware. Not visible is the software — the set of computer programs, procedures, and associated documentation that make possible the effective operation of the computer system. Software programs are of two types: systems software and applications software.

Systems software are the programs designed to control the operation of a computer system. They do not solve specific problems. They are written to assist people in the use of the computer system by performing tasks, such as controlling all of the operations required, to move data into and out of a computer and all of the steps in executing an application program. The person who prepares systems software is referred to as a systems programmer. Systems programmers are highly trained specialists and important members of the architectural team.

Applications software are the programs written to solve specific problems (applications), such as payroll, inventory control, and investment analysis. The word program usually refers to an application program, and the word programmer is usually a person who prepares applications software.

Often programs, particularly systems software, are stored in an area of memory not used for applications software. These protected programs are stored in an area of memory called read-only memory (ROM), which can be read from but not written on.

Firmware is a term that is commonly used to describe certain programs that are stored in ROM. Firmware often refers to a sequence of instructions (software) that is substituted for hardware. For example, in an instance where cost is more important than performance, the computer system architect might decide not to use special electronic circuits (hardware) to multiply two numbers, but instead write instructions (software) to cause the machine to accomplish the same function by repeated use of circuits already designed to perform addition.

II. Answer the questions using the text information

1. What is hardware?
2. Give the definition of software.
3. What are the types of software?
4. What are systems software?
5. What kind of tasks do systems software perform?
6. Who prepares systems software?
7. What are applications software?
8. What problems do applications software solve?
9. What is firmware?
10. How can a computer system architect use firmware?

III Find the following words and word combinations in the text:

Видимые устройства; система обработки данных; аппаратное обеспечение; набор компьютерных программ; соответствующая документация; эффективная работа; системное программное обеспечение; прикладное программное обеспечение; системный программист; платежная ведомость; переучет; анализ инвестиций; прикладная программа; работающий только в режиме чтения; постоянное запоминающее устройство;; последовательность команд; в случае; производительность; электронная цепь; умножать числа; заставить машину выполнять ту же функцию; выполнять сложение.

- 1. Remember the new words and try to translate the following phrases used with these words.***

Architecture: communication architecture; computer architecture; disk architecture; microprocessor architecture; network architecture; security architecture; system architecture; virtual architecture.

Software: system software; application software; database software; disk software; educational software; game software; management software; simulation software.

Hardware: computer hardware; device hardware; display hardware; memory hardware; mouse hardware; network hardware; system hardware; video hardware.

Procedure: accounting procedure; computational procedure; control procedure; data-processing procedure; decision procedure; error-correcting procedure; formatting procedure; installation procedure; management procedure; solution procedure.

Protection: computer protection; data protection; device protection; display protection; error protection; hardware protection; software protection; resource protection; security protection; system -protection; virus protection.

Text 3 “Types of software”

A computer to complete a job requires more than just the actual equipment or hardware we see and touch. It requires Software — programs for directing the operation of a computer or electronic data.

Software is the final computer system component. These computer programs instruct the hardware how to conduct processing. The computer is merely a general-purpose machine which requires specific software to perform a given task. Computers can input, calculate, compare, and output data as information. Software determines the order in which these operations are performed.

Programs usually fall in one of two categories: system software and applications software.

System software controls standard internal computer activities. An operating system, for example, is a collection of system programs that aid in the operation of a computer regardless of the application software being used. When a computer is first turned on, one of the systems programs is booted or loaded into the computers memory. This software contains information about memory capacity, the model of the processor, the disk drives to be used, and more. Once the system software is loaded, the applications software can be brought in.

System programs are designed for the specific pieces of hardware. These programs are called drivers and coordinate peripheral hardware and computer activities. User needs to install a specific driver in order to activate a peripheral device. For example, if you intend to buy a printer or a scanner you need to worry in advance about the driver program which, though, commonly goes along with your device. By installing the driver you «teach» your mainboard to «understand» the newly attached part.

Applications software satisfies your specific need. The developers of application software rely mostly on marketing research strategies trying to do their best to attract more users (buyers) to their software. As the productivity of the hardware has increased greatly in recent years, the programmers nowadays tend to include as much as possible in one program to make software interface look more attractive to the user. These class of programs is the most numerous and perspective from the marketing point of view.

Data communication within and between computers systems is handled by system software. Communications software transfers data from one computer system to another. These programs usually provide users with data security and error checking along with physically transferring data between the two computer's memories. During the past five years the developing electronic network communication has stimulated more and more companies to produce various communication software, such as Web-Browsers for Internet.

Vocabulary:

aid — помощь
 to attach — присоединять
 control — управление
 developer — разработчик
 equipment — оборудование
 general-purpose — общего назначения
 internal — внутренний
 mainboard — материнская плата
 memory capacity — вместимость памяти
 peripheral — периферийный
 regard — отношение
 regardless — несмотря на, безотносительно,
 security — безопасность
 specific — конкретный, определенный
 to boot — загружать

to check — проверять
 to complete — совершать, завершать
 to conduct — проводить
 to develop — развивать, проявлять
 to direct — управлять, руководить
 to handle — управлять, обращаться с
 to install — устанавливать, встраивать, инсталлировать
 to provide with — обеспечивать чем-либо
 to require — требовать
 to secure — обеспечивать безопасность
 to transfer — переводить, переносить

Web-browser — «браузер» (программа, позволяющая пользователю искать и считывать информацию с глобальной электронной сети Internet)

General understanding

1. What is software?
2. In what two basic groups software (programs) could be divided?
3. What is system software for?
4. What is an operating system — a system software or application software?
5. What is a «driver»?
6. What is application software?
7. What is application software used for?
8. What is the tendency in application software market in the recent years?
9. What is the application of the communication software?

II. Which of the following is Software:

1. Program
2. Mouse
3. CPU
4. Word processor
5. Modem

6. Web-browser
7. Operating system
8. Scanner
9. Printer
10. Display

III. Which of the listed below statements are true/false. Specify your answer using the text:

- 1) Computer programs only instruct hardware how to handle data storage.
- 2) System software controls internal computer activities.
- 3) System software is very dependable on the type of application software being used.
- 4) The information about memory capacity, the model of the processor and disk drives are unavailable for system software.
- 5) The driver is a special device usually used by car drivers for Floppy-disk driving.
- 6) It is very reasonable to ask for a driver when you buy a new piece of hardware.
- 7) Software developers tend to make their products very small and with poor interface to save computer resources.
- 8) Communication software is in great demand now because of the new advances in communication technologies.
- 9) Application software is merely a general-purpose instrument.
- 10) Web-browsers is the class of software for electronic communication through the network.

IV. Find English equivalents in the text:

- 1) Программное обеспечение определяет порядок выполнения операций.
- 2) Прикладные программы выполняют поставленную вами конкретную задачу (удовлетворяют вашу потребность).
- 3) Этот класс программ — самый многочисленный и перспективный с точки зрения маркетинга.
- 4) Системные программы предназначены для конкретных устройств компьютерной системы.
- 5) Устанавливая драйвер, вы «учите» систему «понимать» вновь присоединенное устройство.
- 6) Когда компьютер впервые включается, одна из системных программ должна быть загружена в его память.
- 7) Развитие систем электронной коммуникации за последние пять лет стимулировало производство соответствующих программных продуктов возрастающим числом компаний-разработчиков.

V. Give definitions to the following using the vocabulary:

- 1) Software
- 2) Driver
- 3) Application software
- 4) Operating system
- 5) Communication software
- 6) Computer
- 7) Peripheral device
- 8) Operating system

Questions for group discussion:

- 1) What do you think is more expensive — hardware or software?
- 2) Has anyone in your group ever purchased software? Why do you think piracy (audio, video, computer software) still exists?

PART IV Computer as a means of data processing
and transmission of data

Unit I Personal Computers
Application of PC

Vocabulary:

personal computers — персональные компьютеры
 competitive operating systems — конкурирующая операционная система
 IBM (International Business Machine) — фирма по производству компьютеров

to enter the fray — ввязаться в драку
 computer of choice — лучший компьютер
 to fall by the wayside — остаться в стороне; уступить дорогу
 to survive onslaught — выдержать конкуренцию
 word size — размер слова; разрядность двоичного слова
 soft-copy output — вывод электронной, программно-управляемой копии
 hard-copy output — вывод «твердой» печатной копии
 online storage — неавтономное хранение данных в ЗУ
 offline storage — автономное хранение данных отдельно от компьютера
 input media — носитель для входных данных
 output media — носитель для выходных данных
 general-purpose — универсальный; общего назначения
 stand-alone — автономный
 to plug in — подключать; подсоединять
 leisure activities — досуговая деятельность

1. **Read the text. Are there differences between personal computers and large computers and what are they?**

Text 1. PERSONAL COMPUTERS

Personal computers are supposed to appear in the late 1970s. One of the first and most popular personal computers was the

Apple II, introduced in 1977 by Apple Computer. During the late 1970s and early 1980s, new models and competitive operating systems seemed to appear daily. Then, in 1981, IBM entered the fray with its first personal computer, known as the IBM PC. The IBM PC quickly became the personal computer of choice, and most other personal computer manufacturers fell by the way-side. One of the few companies to survive IBM's onslaught was Apple Computer, which is sure to remain a major" player in the personal computer marketplace. In less than a decade the microcomputer has been transformed from a calculator and hobbyist's toy into a personal computer for almost everyone.

What is a personal computer? How can this device be characterized?

— First, a personal computer being microprocessor-based, its central processing unit, called a microprocessor unit, or MPU, is concentrated on a single silicon chip.

— Second, a PC has a memory and word size that are smaller than those of minicomputers and large computers. Typical word sizes are 8 or 16 bits, and main memories range in size from 16 K to 512 K.

— Third, a personal computer uses smaller, less expensive, and less powerful input, output and storage components than do large computer systems. Most often, input is by means of a keyboard, soft-copy output being displayed on a cathode-ray tube screen. Hard-copy output is produced on a low-speed character printer.

— A PC employs floppy disks as the principal online and offline storage devices and also as input and output media.

— Finally, a PC is a general-purpose, stand-alone system that can begin to work when plugged in and be moved from place to place.

Probably the most distinguishing feature of a personal computer is that it is used by an individual, usually in an interactive mode. Regardless of the purpose for which it is used, either for leisure activities in the home or for business applications in the office, we can consider it to be a personal computer.

II. Answer the questions:

1. When did the first personal computer appear? 2. What was one of the first PC model? 3. What is a personal computer? 4. What are the four main characteristics of a PC? 5. What does the term "microprocessor-based" mean? 6. What are the typical word sizes of a PC? 7. How is input carried out in personal computers? 8. What principle storage devices do PC use? 9. What kind of a system is a PC? 10. What differs personal computers from large computer systems?

III. Find English equivalents in the text:

Конкурирующая операционная система; появляться ежедневно; ввязаться в драку; лучший компьютер; остаться в стороне; выдержать конкуренцию; главный поставщик на компьютерном рынке; игрушка для любителя; микропроцессорный; цельный кристалл (микросхема) из кремния; размер слова; компоненты меньшей мощности; посредством; вывести на экран; низкоскоростной принтер с посимвольной печатью; использовать гибкие диски; приборы (не) автономного хранения данных; универсальный; автономная система; отличительная черта; интерактивный режим; независимо от цели; досуговая деятельность.

Text 2. APPLICATION OF PERSONAL COMPUTERS

Vocabulary:

word processing — обработка текста
 telephone dialing ['tebfoun 'daiahrj] — набор номера телефона
 security [sa'kjuanti] — безопасность; охрана
 appliance [ap'laians] — устройство; прибор
 maintenance ['memtanans] — поддержание; сохранение; эксплуатация
 application software — прикладные программы
 to delete [di'li:t] — удалять; стирать; очищать память
 to move paragraphs around — менять местами абзацы
 accountant [s'kauntant] — бухгалтер
 accounting [a'kauntin] — бухгалтерский учет
 income tax ['tklt 'tasks] — подоходный налог
 stock market forecasting — биржевые прогнозы
 worksheet ['wakfLt] — электронная таблица
 scheduling ['Jedjilm] — составление расписания, графика
 computer-assisted instructions — компьютерные команды
 to meet the demands — удовлетворять потребности
 record keeping — регистрация; ведение записей

grading ['greɪdɪn] — оценивание; классификация

1. Read the text and specify the areas of activity where personal computers are used

Personal computers have a lot of applications, however, there are some major categories of applications: home and hobby, word processing, professional, educational, small business and engineering and scientific.

Home and hobby. Personal computers enjoy great popularity among experimenters and hobbyists. They are an exciting hobby. All hobbyists need not be engineers or programmers. There are many games that use the full capabilities of a computer to provide many hours of exciting leisure-time adventure.

The list of other home and hobby applications of PCs is almost endless, including: checking account management, budgeting, personal finance, planning, investment analyses, telephone answering and dialing, home security, home environment and climate control, appliance control, calendar management, maintenance of address and mailing lists and what not.

Word processing. At home or at work, applications software, called a word processing program, enables you to correct or modify any document in any manner you wish before printing it. Using the CRT monitor as a display screen, you are able to view what you have typed to correct mistakes in spelling or grammar, add or delete sentences, move paragraphs around, and replace words. The letter or document can be stored on a diskette for future use.

Professional. The category of professional includes persons making extensive use of word processing, whose occupations are particularly suited to the desk-top use of PCs. Examples of other occupations are accountants, financial advisors, stock brokers, consultants, lawyers, architects, engineers, educators and all levels of managers. Applications programs that are popular with persons in these occupations include accounting, income tax preparation, statistical analysis, graphics, stock market forecasting and computer modeling. The electronic worksheet is, by far, the computer modeling program most widely used by professionals. It can be used for scheduling, planning, and the examination of "what if situations.

Educational. Personal computers are having and will continue to have a profound influence upon the classroom, affecting both the learner and the teacher. Microcomputers are making their way into classrooms to an ever-increasing extent, giving impetus to the design of programmed learning materials that can meet the demands of student and teacher.

Two important types of uses for personal computers in education are computer-managed instruction (CMI), and computer-assisted instruction (CAI). CMI software is used to assist the instructor in the management of all classroom-related activities, such as record keeping, work assignments, testing, and grading. Applications of CAI include mathematics, reading, typing, computer literacy, programming languages, and simulations of real-world situations

II. Answer the questions:

1. What are the main spheres of PC application? 2. Do you enjoy computer games? 3. Is it necessary for a person to be an analyst or a programmer to play computer games? 4. What other home and hobby applications, except computer games, can you name? 5. What is "a word processing program"? 6. What possibilities can it give you? 7. Can you correct mistakes while typing any material and how? 8. What other changes in the typed text can you make using a display? 9. Which professions are in great need of computers? 10. How can computers be used in education?

III. Find English equivalents in the text:

Много областей применения; тем не менее; обработка текстов; пользоваться популярностью; любители; способности компьютера; бесконечный перечень; анализ инвестиций; набор номера телефона; автоответчик; ведение календаря; хранение адресов и почты; и так далее; прикладные программы; исправлять ошибки в написании; стирать предложения; переставлять абзацы; бухгалтер; биржевые брокеры; консультант по

налогам; юристы; работники образования; управленцы; бухгалтерский учет; подоходный налог; компьютерное моделирование; электронные таблицы; составление расписания; оказывать огромное влияние; прокладывать путь; дать толчок; удовлетворять потребности; учебная деятельность; компьютерная грамотность; моделирование реально-жизненных ситуаций.

IV. Find in text1 and text 2

a) близкие по значению следующим словам: Verbs: to print; to produce; to convert; to keep; to found; to erase; to name; to change; to use; to start; to switch on; to supply; to give possibility; to involve.

Nouns: rate; analyst; possibilities; use; plays; control; post; mode; profession; consultant; teacher; director; book-keeper; fight; producer; attack; amateur; device; crystal; error; storage; primary (memory); monitor; characteristic; aim.

Adjectives: flexible; thrilling; main; little; general;

b) противоположные по значению следующим словам: Verbs: to finish; to switch on; to take; to delete. **Nouns;** online; input; work.

Adjectives: cheep; weak; common; general; large; soft; high; easy.

V. Decipher the following abbreviations and translate them

Pc; pu; cu; alu; cpu; mpu; ibm; dos; crt; rom; ram; 1c; ssi; msi; lsi; vlsi; mp; cd; I/o; iop; cmi; cai.

VI Read the texts

1) The use of computers

Just as television has extended human sight across the barriers of time and distance, so the computers extend the power of the human mind across the existing barriers.

They save a lot of time. They seldom make mistakes. It's much faster and easier to surf the Internet than to go to the library.

In the last 10 years or so, most large businesses have become completely depended on computers for storing and looking an information, for writing and calculating financial and mathematical information.

Computers within a single office or building may be connected, and they there fore form a network. Users of computers on a network can send messages to each other utilizing the same collections of data or information. In many offices and organizations computer message have replaced messages written on paper, and they are now called e-mail or electronic mail.

E-mail is a great invention, too. It's faster than sending a letter and cheaper than sending a telegram.

E-mail saves paper and the work of moving paper from one place to another. Workers can send and receive e-mail without leaving their desks and their desktop computers. But computers have some disadvantages. Computers can get viruses. Sometimes the wrong people can make use of the information available in the wrong way. Computers become out of date very quickly, they need to be replaced.

Words and word combinations:

to extend-продлевать, расширять

existing-существование

within-в пределах

to utilize-использовать, перерабатывать

to replace-ставить, заменять

Give the English equivalents for:

Расширять способности человеческого мозга, существующие барьеры, экономить время, делать ошибки, полностью зависит от компьютера, просматривать информацию, посылать сообщения, заменять сообщения, великое изобретение, не покидая своего места, посылать и получать электронную почту, использовать информацию неправильно, устаревать, нуждаться в замене.

Answer the questions:

1. What advantages of computer do you know?
2. Why have most large businesses become completely depended on computers?
3. How do we use the e-mail?
4. What disadvantages of computers do you know?

2) *Computers at school*

Information science with the ideas and message of processing and storing information is of great importance today. That's why computer technology must be told in secondary school. The new subject "basic information science", and "computing machine" was introduced for the first forms at schools. The pupils teach computers to resolve school problems. Contact with the machine increases the interest in learning, makes them more serious about studying new subject. School computers are used not only for studying information science, but also examinations purposes. Young people who finish the school must be trained to operate computers.

Words and word combinations:

a message of processing-средство обработки

a storing of information-собрание информации

to introduce-вводить

to use-использовать

to increase-увеличивать

a purpose-намерение, цель

to train-обучать

Give the English equivalents for:

Информационная наука, средство развития, компьютерная технология, стимулировать интерес к обучению, делать более серьезным обучение новым предметам, для изучения информатики.

Answer the questions:

1. Why is information science very important today?
2. Why do the pupils teach the computers at school?

3. What increases the interest of learning?
4. Where are school computers used?

3) *Computers in medicine*

Computers are one of great importance in modern hospital. The chief use of computers is the storing and sorting the medical knowledge which has been enquired in the last 50 years. No doctor can possible keep up with all discoveries. The only solution of the problem is store medical knowledge in a computer. Today there are medical computer centers where all existing knowledge of symptoms of various diseases and of their treatment is stored. Doctors feed data on symptoms in the computer and get the necessary information on correct diagnostics and treatment.

Words and word combinations:

a chief use – основная цель использования

to discovery – открытие

a solution – решение

an existing knowledge – существующие решения

a symptom – симптом

the various diseases – различные болезни

a treatment – лечение

to feed – подавать, нагнетать

diagnostic – диагностический

Give the English equivalents for:

в современной больнице, накопление медицинских знаний, хранить открытия, решение проблемы, существующие знания о симптомах различных болезней, лечение болезней, подавать данные о симптомах в компьютер, получить необходимую информацию, правильная диагностика и лечение.

Answer the questions:

1. What is the chief use of computers in modern hospital?
2. What is the only solution of the medical problem?
3. What are there in the medical computer centers today?
4. Why do doctors feed data on symptoms in the computer?

VII. Look up in the dictionary how to pronounce the following words. Write them down in the dictionary.

to adjust

to check in

to maintain

advanced

to enable

a marvel

to amend

to execute

random

to assist

to guide

to rely on

to conjure

an image

a relative ease

to contribute

huge

to resemble

conversing

launching

a terminal

VIII. Read the text and do the exercises that follow it.

Computer Applications

Many people have or will have had some experience of ‘conversing’ with computers. They may have their own micro-computer, they may use a terminal from the main company at work or they may have a television set with a view data facility. Those who do not have this experience may observe the staff at, for example, an airline check-in or a local bank branch office sitting at their desks, pressing keys on a typewriter like a keyboard and reading information presented on a television type screen. In such a situation the check-in clerk or the branch cashier is using the computer to obtain information (e.g. to find out if a seat is booked) or to amend information (e.g. to change a customer’s name and address).

The word computer conjures up different images and thoughts in people’s mind depending upon their experiences. Some view computers as powerful, intelligent machines that can maintain a ‘big brother’ watch over everyone. Others are staggered and fascinated by the marvels achieved by the space programs of the superpowers, where computers play an important part.

Numerous factories use computers to control machines that make products. A computer turns the machines on and off and adjusts their operations when necessary. Without computers, it would be impossible for engineers to perform the enormous number of calculations needed to solve many advanced technological problems. Computers help in the building of spacecraft, and they assist flight engineers in launching, controlling and tracking the vehicles. Computers also are used to develop equipment for exploring the moon and planets. They enable architectural and civil engineers to design complicated bridges and other structures with relative ease.

Computers have been of tremendous help to researchers in the biological, physical and social sciences. Chemists and physicists rely on computers to control and check sensitive laboratory instruments and to analyze experimental data. Astronomers use computers to guide telescopes and to process photographic images of planets and other objects in space.

Computers can be used to compose music, write poems and produce drawings and paintings. A work generated by a computer may resemble that of a certain artist in birth style and form, or it may appear abstract or random. Computers are also used in the study of the fine arts, particularly, literature. They have also been programmed to help scholars identify paintings and sculptures from ancient civilizations.

But computers do not have intelligence in the way humans do. They cannot think for themselves. What they are good at is carrying out arithmetical operations and making logical decisions at phenomenally fast speed. But they only do what humans program gives them to do.

Apart from the speed at which computers execute instruction, two developments in particular have contributed to the growth in the use of computers – efficient storage of large amounts of data and diminishing cost. Today, computers can store huge amount of information on magnetic media and any item of this information can be obtained in a few milliseconds and displayed or printed for the user.

IX. Translate these into your own language:

- | | |
|------------------------------------|-----------------------------------|
| 1. some experience of conversing | 8. advanced technological problem |
| 2. view data facility | 9. to guide telescopes |
| 3. to obtain information | 10. ancient civilization |
| 4. powerful, intelligent machine | 11. arithmetical operations |
| 5. to be straggled and fascinated | 12. logical decisions |
| 6. to adjust operations | 13. to execute instructions |
| 7. enormous number of calculations | 14. efficient storage |

X. Translate these into English:

1. использовать терминал главной компании
2. нажимать кнопки на клавиатуре
3. получить информацию
4. различные образы
5. компьютер включает и выключает машины
6. разработать оборудование для исследования Луны и других планет
7. чувствительное оборудование
8. анализировать экспериментальные данные
9. могут быть использованы для сочинения музыки
10. работа, управляемая компьютером
11. помочь ученым определить
12. не могут думать сами
13. хорошо справляться с выполнением
14. вносить вклад

XI. Give the situation from the text in which the following words and expressions are used:

- | | |
|--------------------------------|--------------------------------------|
| 1. people have some experience | 6. to process photographic images of |
|--------------------------------|--------------------------------------|

- | | |
|---------------------------|--------------------|
| 2. different images | 7. to resemble |
| 3. it would be impossible | 8. intelligence |
| 4. spacecraft | 9. fast speed |
| 5. enable to design | 10. magnetic media |

XII. Fill in the gaps necessary prepositions:

1. People may use a terminal the main company work.
2. A clerk can press keys a typewriter.
3. The word computer conjures a different images.
4. A computer turns the machine and
5. Computers help building of spacecraft.
6. They are used to develop equipment exploring the moon and planets.
7. Chemists and physicists rely computers to control sensitive instruments.
8. Computers don't have intelligence the way humans do.
9. Computers are good arithmetical operations.
10. Computers can store huge amounts of information magnetic media.

XIII. Ask questions to which the following statements might be the answers:

1. People may use a terminal from the main company at work.
2. In such a situation the check-in clerk is using the computer to obtain information.
3. The word computer conjures up different images and thoughts in people's mind.
4. Numerous factories use computers to control machines that make products.
5. A computer turns the machine on and off and adjust their operations.
6. Computers help in the building of spacecraft and assist flight engineers in launching.
7. Chemist and physicists rely on computers.
8. A work generated by a computer may resemble that a certain artist in a birth style and form.
9. Computers do only what humans program them to do.
10. Computers obtain huge amounts of information in a few milliseconds.

XIV. Agree or disagree with the following statements:

1. Only a few people have or will have had some experience of «conversing» with computers.
2. The word computer conjures up the same images and thoughts in computer's brain depending upon the structure of the computer.
3. Without computers it would be impossible for engineers to perform the enormous number of calculations.
4. Architects and civil engineers can't design complicated bridges and other structures with the help of computers.
5. Computers haven't been of tremendous help to researchers in the biological, physical and social sciences.
6. Poets and physicists rely on computers to control and check sensitive laboratory equipments.
7. Computers can be used to compose music, write poems and produce drawings and paintings.
8. Computers have intelligence in the way humans do.
9. Today, computers are very big, slow and can store little information on magnetic media.

XV. Write the plan of the text to retell it in English.

XVI. Points for discussion: advantages and disadvantages of computers.

Unit 2**COMPUTER PROGRAMMING
PROGRAMMING LANGUAGES
DATA PROCESSING CONCEPTS***Vocabulary:*

equation — уравнение, приравнивание

list of instructions — перечень команд

guard — защищать; предохранять; завершать; заканчивать

appropriate sequence — необходимая (требуемая) последовательность

program logic — логическая последовательность выполнения программы

flowchart — блок-схема; составлять блок-схему

flowcharting — построение блок-схемы

pictorial representation — наглядное представление

predefined symbols — заранее заданные символы

specifics [spa'sifiks] — специальные черты; характерные особенности

emplate [im'pleit] — шаблон; маска; образец; эталон

pseudocode ['psju:doukoud] — псевдокод; псевдопрограмма

burden — издержки; затраты

programming rules — правила программирования

consume [kan'sju:m] — потреблять; расходовать

emphasize ['emfasaiz] — выделять; подчеркивать

top-down approach — принцип нисходящей разработки

looping logic — логическая схема выполнения (операций) в цикле

1. *Read the text and explain how you understand the term "computer programming"*

Text I. COMPUTER PROGRAMMING

Programming is the process of preparing a set of coded instructions which enables the computer to solve specific problems or to perform specific functions. The essence of computer programming is the encoding of the program for the computer by means of algorithms. The thing is that any problem is expressed in mathematical terms, it contains formulae, equations and calculations. But the computer cannot manipulate formulae, equations and calculations. Any problem must be specially processed for the computer to understand it, that is — coded or programmed.

The phase in which the system's computer programs are written is called the development phase. The programs are lists of instructions that will be followed by the control unit of the central processing unit (CPU). The instructions of the program must be complete and in the appropriate sequence, or else the wrong answers will result. To guard against these errors in logic and to document the program's logical approach, logic plans should be developed.

There are two common techniques for planning the logic of a program. The first technique is flowcharting. A flowchart is a plan in the form of a graphic or pictorial representation that uses predefined symbols to illustrate the program logic. It is, therefore, a "picture" of the logical steps to be performed by the computer. Each of the predefined symbol shapes stands for a general operation. The symbol shape communicates the nature of the general operation, and the specifics are written within the symbol. A plastic or metal guide called a template is used to make drawing the symbols easier.

The second technique for planning program logic is called pseudocode. Pseudocode is an imitation of actual program instructions. It allows a program-like structure without the burden of programming rules to follow. Pseudocode is less time-consuming for the professional programmer than is flowcharting. It also emphasizes a top-down approach to program structure.

Pseudocode has three basic structures: sequence, decision, and looping logic. With these three structures, any required logic can be expressed.

II. Answer the questions:

1. What is programming? 2. What is the essence of programming? 3. What should be done with the problem before processing by the computer? 4. What is a program? 5. What are instructions? 6. What are the main techniques for planning the program logic? 7. What is a flowchart? 8. What is a template and what is it used for? 9. What do you understand by "pseudocode"? 10. What are the basic structures of pseudocode?

III. Give the English equivalents for:

Совокупность закодированных команд; суть компьютерного программирования; кодирование посредством алгоритма; формулы, уравнения, вычисления; обработать особым образом; перечень команд; необходимая последовательность; защищать от ошибок; составлять план логической последовательности; общепринятая методика; логическая последовательность выполнения программы; построение блок-схемы; наглядное представление; заранее заданные символы; шаблон; псевдопрограмма; без издержек; выделять принцип нисходящей обработки; расходовать меньше времени; логическая схема выполнения операций в цикле; необходимая последовательность операций.

IV. Подберите из предложенных ниже русских словосочетаний значения следующих терминов на английском языке:

Program: access program; application program; archived program; binary program; common program; compatible / incompatible program; control / management program; database program; debugging program; educational / teaching / training program; free program; general-purpose program; high-performance program; off-line program; on-line program; operating (-system) program; processing program; protected-mode program; remote program; running program; self-loading program; simulation program; support program; utility program; virus-detection program; watch-dog program.

Программа в двоичном коде; прикладная программа; (не) совместимая программа; бесплатная программа; программа отладки; сторожевая программа; дистанционная программа; программа моделирования; сервисная программа; вспомогательная программа; программа для доступа (к данным); заархивированная программа; программа, работающая с базой данных; обучающая программа; программа, выполняемая с большой скоростью; универсальная программа; программа, выполняемая в защищенном режиме; программа обработки данных; программа операционной системы (системная программа); выполняемая программа; сетевая /несетевая программа; самозагружающаяся программа; часто используемая (распространенная) программа; программа управления; программа обнаружения вирусов.

1. Read the text and explain what programming languages are.

Vocabulary:

programming language — язык программирования

coded form — кодированный вид; кодированное представление

to convey — передавать; сообщать

to improve — улучшать, совершенствовать

machine-oriented language — машинно-ориентированный язык

business-oriented language — язык для (программирования) экономических задач

problem-oriented language — проблемно-ориентированный язык

string of binary — строка двоичного представления

data handling — обработка данных; работа с данными

field-name length — длина имени поля

incorporate features — включать свойства, особенности

versatile — многофункциональный; разносторонний; универсальный

generous — большой, значительный (о количестве)

mathematical relationship — математическая связь (соотношение)

Text 2. PROGRAMMING LANGUAGES

Let's assume that we have studied the problem, designed a logical plan (our flowchart or pseudocode), and are now ready to write the program instructions. The process of writing program instructions is called coding. The instructions will be written on a form called a coding form. The instructions we write will be recorded in a machine-readable form using a keypunch, key-to-tape, or key-to-disk, or entered directly into computer memory through a terminal keyboard.

The computer cannot understand instructions written in just any old way. The instructions must be written according to a set -of rules. These rules are the foundation of a programming language. A programming language must convey the logical steps of the program plan in such a way that the control unit of the CPU can interpret and follow the instructions. Programming languages have improved throughout the years, just as computer hardware has improved. They have progressed from machine-oriented languages that use strings of binary 1s and 0s to problem-oriented languages that use common mathematical and/or English terms.

There are over 200 problem-oriented languages. The most common of them are COBOL, FORTRAN, PL/I, RPG, BASIC, PASCAL.

COBOL

COBOL was the most widely used business-oriented programming language. Its name is an acronym for Common Business-Oriented language. COBOL was designed to solve problems that are oriented toward data handling and input-output operations. Of course, COBOL can perform arithmetic operations as well, but its greatest flexibility is in data handling. COBOL also was designed as a self-documenting language. Self-documenting languages are those that do not require a great deal of explanation in order to be understood by someone reading the program instructions. The self-documenting aspect of COBOL is made possible by its sentencelike structure and the very generous maximum symbolic field-name length of 30 characters. With a field-name length of up to 30 characters, the name can clearly identify the field and its purpose.

FORTRAN IV

The FORTRAN IV language is oriented toward solving problems of a mathematical nature. The name FORTRAN comes from the combination of the words formula translation. The version of FORTRAN IV has been designed as algebra-based programming language. Any formula or those mathematical relationships that can be expressed algebraically can easily be expressed as a FORTRAN instruction. FORTRAN is the most commonly used language for scientific applications.

PL/I

PL/I stands for programming language I. It was designed as a general-purpose language incorporating features similar to COBOL for data handling instructions and features similar to FORTRAN for mathematical instructions. PL/I is much more than a combination of the good features of both COBOL and FORTRAN, as it has many capabilities that are unique. Yet, although PL/I is one of the most versatile and the most powerful of the programming languages, it is not the most commonly used. COBOL and FORTRAN have been available for a longer period of time than PL/I, and many more users work with those languages.

II. Answer the questions:

1. What is the process of writing instructions called? 2. What is a code? 3. How must instructions be written? 4. What is the foundation of any programming language? 5. How was the development of programming languages progressing throughout the years? 6. What are the most common problem-oriented languages? 7. What is COBOL? 8. What functions was COBOL designed for? 9. What does FORTRAN serve for? 10. What capabilities has PL/I?

III. Give the English equivalents for:

Языки программирования; блок-схема; кодированная форма; вид, удобочитаемый для компьютера; в соответствии с набором правил; представить логические шаги программы; таким образом; совершенствовать языки программирования; машинно-ориентированные языки; проблемно-ориентированные языки; обычный термин; язык для программирования экономических задач; обработка информации; операции по вводу-выводу данных; гибкость; идентифицировать поле и его цели; решение проблем математического характера; сферы научного применения; универсальный язык; включать свойства; уникальные возможности; многофункциональный и самый мощный из языков программирования.

IV. Find the texts 1 and 2 words similar in meaning to the following:

Nouns: command; line; characteristic; form; evolution; enumeration; mistake; method; character; manual (instruction); consumption; storage; basics; abbreviation; interpretation; correlation; possibility.

Verbs: include; inform; process; protect; apply; permit; stress; suppose; learn; make up; write; key; explain; define; perfect; advance; decide; execute; demand.

Adjectives: full; incorrect; usual; necessary; accessible; required; considerable; floppy; possible.

I. Translate the following texts in writing form.**1. RPG II Programming language**

RPG II is a business-oriented language. The name stands for report program generator. RPG is considerably different from other programming languages. RPG is, in effect, a large prewritten program. The programmer simply indicates the options within the master program that are to be used and, through a set of indicators, when they are to be used.

RPG was originally referred to as a "quick-and-dirty" programming language. That is, it is quick for the programmer to write and relatively inefficient in its use of main storage and processing speed. The latest version of RPG, called RPG II, greatly improved the language and gave it additional capabilities. RPG has an advantage over COBOL in that it requires less training for a programmer to become proficient in it. For this reason, RPG is commonly used on many smaller computers and in small business.

2. BASIC

BASIC is the acronym for beginner's all-purpose symbolic instruction code. It was developed in Dartmouth College as an easy-to-learn programming language for students and inexperienced programmers. Its key design goal is simplicity. BASIC has become a very popular language in systems where many users share the use of a computer through terminals and it has become a universal language for personal computers.

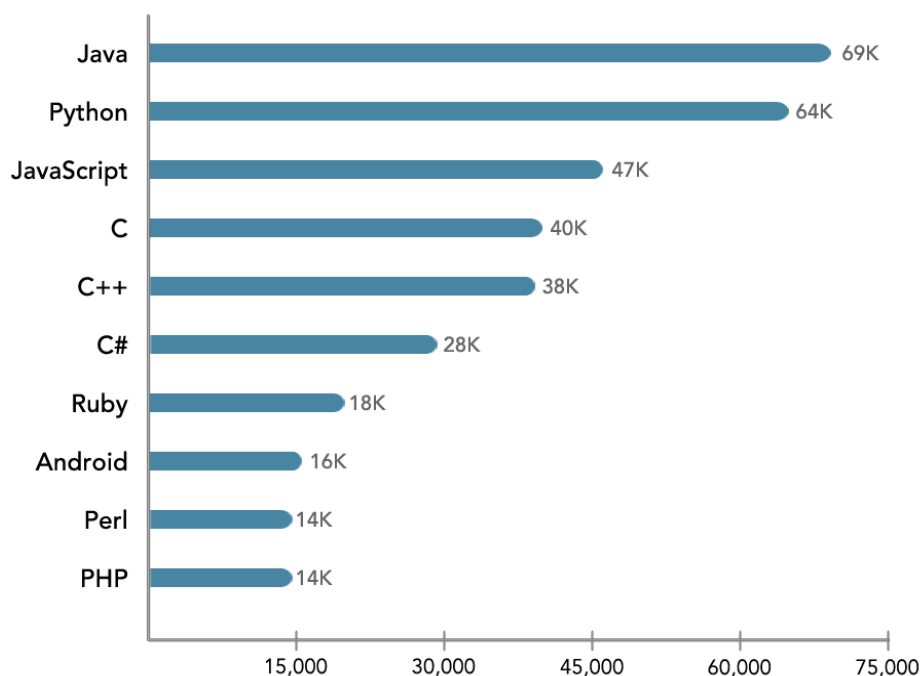
The language BASIC is mathematically oriented, that is, its typical use is to solve problems of a mathematical nature. Because BASIC programs are usually executed from a terminal or microcomputer where input is entered through a keyboard and printed output is relatively slow, problems of a business nature requiring large volumes of input-output data are usually not practical.

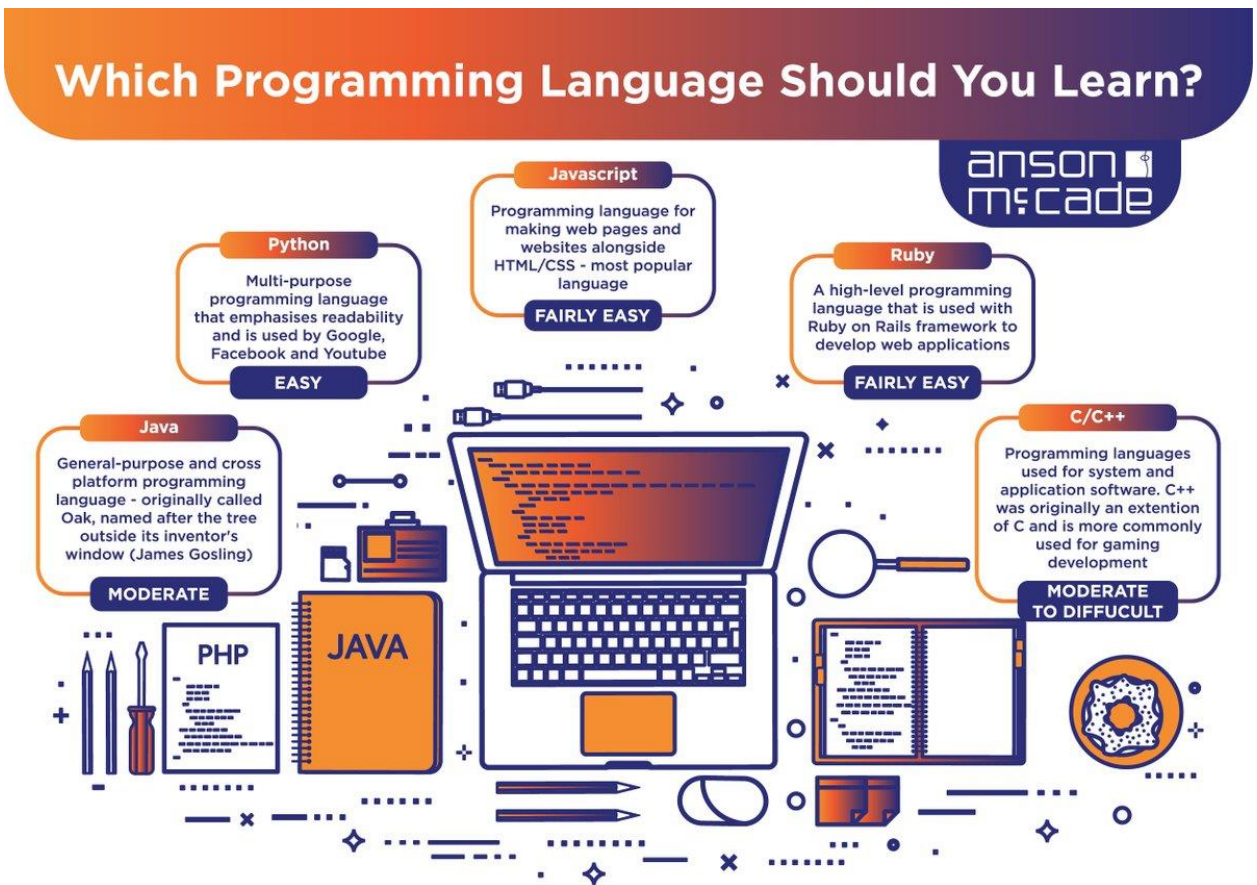
3. PASCAL

PASCAL was invented in 1970 by Professor Niklaus Wirth of Zurich, Switzerland. It was named after the mathematician Blaise Pascal, who invented one of the earliest practical calculators. PASCAL is a mathematically oriented programming language and, as such, is most commonly used in mathematics, engineering, and computer science departments of colleges and universities. This language is somewhat unusual in that it was designed to be a structured language. This means that the program must be written in logical modules which are in turn called by a main controlling module. Much of PASCAL'S popularity is due to work done at the University of California at San Diego, where PASCAL has been implemented on several different computers including microcomputers.

Most in-demand programming languages of 2019

Based on Indeed.com job postings in the USA - Feb 1, 2019





Text 3. Programming Languages

I. Look up in the dictionary how to pronounce the following words. Write them down in the dictionary.

flipping toggle	to comprise	a notation	to issue	ambiguity
awkward	to declare	a source	a compiler	to retrieve

II. Read the text and do the exercises that follow it.

Programming Languages

Programming has been with us for over 40 years but it wasn't born at the time as the first computers. When the first early computers were built, there were no programming languages. First machines were initially programmed by flipping toggle switches and changing cables. Needless to say, this was a slow, awkward process. People began quickly searching for a better, faster way to issue instructions to the computer.

The result was what we call Programming Languages. The programming languages fall into three general categories. They are comprised of ones and zeros, and are directly understood or executed by hardware. Electronic circuitry turns these 0s and 1s into the operations the computer performs.

Assembly Languages are powerful programming tools because they allow programmers a large amount of direct control over the hardware. They offer programmers greater ease in writing instructions but preserve the programmer's ability to declare exactly what operations the hardware performs. Assembly languages are machine-specific, or machine-dependent. Machine-dependent means the instructions are specific to one type of computer hardware. Assembly languages are still provided by most computer manufacturers – they can't be translated and used on another computer.

Assembly code for a Prime mini won't work on a Digital mini. Assembly code can't even be transferred between some machines built by the same manufacturer. For the most part,

assembly languages are used by systems programmers to develop operating systems and their components.

So Assembly languages were the first bridge between the English Language and the computer's binary language. The creation of high-level programming languages followed. A high-level language is a language in which each instruction or statement correspond to several machine code instructions.

As high-level languages are a method of writing programs using Englishlike words as instructions, they allow users to write in a notation with which they are familiar, e.g., Fortran in mathematical notation, Cobol in English.

High-level programming languages combine several machine language instructions into one high-level instruction. Low-level languages required only a single letter or a short mnemonic a term, or a word that is easy to identify, such as ADD for addition. High-level language requires just a single statement.

A Statement is an expression of instruction in a programming language. For example, PRINT FILE, TXT is a statement. A statement translates into one or more instructions at the machine language level. Each programming language includes a set of statement and a syntax. Syntax is the set of rules governing the language's structure and statements. The syntax rules may include how statements are written, the order in which statements occur, and how sections of programs are organized.

FORTRAN was created in 1954 by John Backus. And it was one of the first high-level languages for FORMular TRANslator. Fortran allows programmers to calculate complex formulas with a few source code instructions. It is used for scientific and mathematical problems. The source program is written using combination of algebraic formulas and English statements of a standard but readable form.

Another high-level machine language is Cobol. Cobol was developed by the Conference on Data Systems Languages. Cobol was issued by the US Government Printing Office in 1960. Cobol stands for Common Business-Oriented Language. The source program is written using statements in English. It was made for business industry, government and education applications. This means that Cobol «has a place for everything» and requires programmers to «put everything in its place». Cobol programs are separated into four sections, called divisions:

1. The Identification Division (раздел идентификации) documents the program name, the programmer's name (s), dates and any other important identification information.
2. The Environment Division (раздел оборудования) names the computer hardware, including the CPU and I/O devices.
3. Data Division (раздел данных) identifies all associated files and working storage sections of the program.
4. The Procedure Division contains all the instructions in the Cobol program.

Cobol divisions are further divided into paragraphs and sections. This structure helps programmers write code efficiently and with a minimum of repetition and confusion.

Algol was developed as an international language for the expression of the algorithms between individuals, as well as programming language. It was introduced in the early 1960s. Algol stands for ALGORithmic Language. This language is used for mathematical and scientific use. An Algol program consists of data items, statements and declarations, organized into a program structure BASIC or the Beginners AU-purpose Symbolic Instruction Code, was developed over a period of years by professors John Kemeny and Thomas Kurtz and students in the computer science program at Dartmouth College. It was released in 1965. In most versions, BASIC is an unstructured language. The original Basic was easy to learn allowing computer users to write simple programs within a few minutes.

Basic uses five major categories of statements:

- Arithmetical statements allow users to use Basic like a calculator
- Input/ Output statements, including READ, DATA, INPUT and PRINT

- Control statements including GOTO, IF-THEN, FOR, NEXT and END control the sequence of instructions executed by the computer
 - Other statements help document Basic programs and set up data dimensions respectively
 - System Commands tell the operating system how to work with Basic programs
- RUN means execute a program
LIST directs the computer to display a Basic program.

III. Fill in the gaps necessary words or expressions:

1. First machines were by flipping toggle switches and
2. The programming languages fall into
3. They are comprised of and
4. are powerful programming tools.
5. Machine-dependent means
6. A high-level language is a language in which
7. is an expression of instruction in a programming language.
8. allows programmers to calculate complex formulas with a few source code instructions.
9. stands for ALGOritmic Language.
10. Basic uses

IV. Fill in the prepositions:

1. Programming has been us for over 40 years.
2. People began searching a better, faster way to issue instructions to the computer.
3. They offer programmers greater ease writing instructions.
4. Assembly code a Prime mini won't work a Digital mini.
5. Assembly languages were the first bridge the English Language and the computer's binary language.
6. A statement translates one or more instructions the machine language level.
7. System Commands tell the operating system how to work ... Basic programs.

V. Find the synonyms to the following words:

to execute, a tool, to allow, to preserve a notation, to issue, to differ

VI. Find the antonyms to the following words:

to die, to be destroyed, important, slowly, indirectly, difficulty
low level, unfamiliar, high level, to unite

VII. Give appropriate definition of the following terms:

1. programming languages
2. Assembly Language
3. Cobol
4. Algol
5. Basic

VIII. Give the situation from the text in which the following words and expressions are used:

1. for over 40 years
2. slow, awkward process
3. three general categories
4. a large amount of direct control
5. machine-dependent
6. to develop operating systems and their components
7. combine several machine language instructions

8. a set of statements
9. a few code instructions
10. write code efficiently

IX. Answer the questions:

1. How were the first computers programmed?
2. What is an example of assembly language?
3. What does the term machine-dependent mean?
4. What is an assembly language primary used for?
5. What is a high-level language?
6. What does it combine?
7. What is a statement/syntax?
8. When was FORTRAN created? What is Fortran?
9. When was Cobol created? What is Cobol?
10. How many sections are Cobol separated into?
11. What is Algol (when was it developed and for what)?
12. What is Basic?
13. What are major categories of Basic?

Text4. DATA PROCESSING AND DATA PROCESSING SYSTEMS

Vocabulary:

data processing — обработка информации (данных)

to convert — преобразовывать; переводить (в др. единицы)

to accomplish — завершать, заканчивать; осуществлять, выполнять

to house — помещать, размещать

to improve — улучшать, совершенствовать

to control — управлять, регулировать; управление, регулирование

to store — хранить, запоминать, заносить (размещать) в памяти

storage — запоминающее устройство, память; хранение

resource — ресурс; средство; возможность

facility — устройство; средство

facilities — приспособления; возможности

equipment — оборудование; аппаратура; приборы; устройства

available — доступный; имеющийся (в наличии); возможный

display — дисплей; устройство (визуального) отображения; показ

manner — способ, образ (действий)

sequence — последовательность, порядок (следования)

sucessively — последовательно

data storage hierarchy — иерархия (последовательность) запоминания информации (данных)

to enter — входить; вводить (данные); заносить, записывать

comprehensive groupings — полные, обширные, универсальные образования

meaningful — имеющий смысл; значащий (о данных)

item — элемент; составная часть

record — запись, регистрация; записывать, регистрировать

file — файл; заносить (хранить) в файл

set — набор; множество; совокупность; серия; группа; система

database — база данных

related — смежный; взаимосвязанный; относящийся (к ч.-л.)

II. Read the text and tell how you understand the terms "data processing" and "data storage hierarchy".

The necessary data are processed by a computer to become useful information. In fact this is the definition of data processing. Data are a collection of facts — unorganized but able to be organized into useful information. Processing is a series of actions or operations that convert inputs into outputs. When we speak of data processing, the input is data, and the output is useful information. So, we can define data processing as a series of actions or operations that converts data into useful information.

We use the term data processing system to include the resources that are used to accomplish the processing of data. There are four types of resources: people, materials, facilities, and equipment. People provide input to computers, operate them, and use their output. Materials, such as boxes of paper and printer ribbons, are consumed in great quantity. Facilities are required to house the computer equipment, people and materials.

The need for converting facts into useful information is not a phenomenon of modern life. Throughout history, and even prehistory, people have found it necessary to sort data into forms that were easier to understand. For example, the ancient Egyptians recorded the ebb and flow of the Nile River and used this information to predict yearly crop yields. Today computers convert data about land and water into recommendations to farmers on crop planting. Mechanical aids to computation were developed and improved upon in Europe, Asia, and America throughout the seventeenth, eighteenth, and nineteenth centuries. Modern computers are marvels of an electronics technology that continues to produce smaller, cheaper, and more powerful components.

Basic data processing operations

Five basic operations are characteristic of all data processing systems: inputting, storing, processing, outputting, and controlling. They are defined as follows.

Inputting is the process of entering data, which are collected facts, into a data processing system. Storing is saving data or information so that they are available for initial or for additional processing. Processing represents performing arithmetic or logical operations on data in order to convert them into useful information. Outputting is the process of producing useful information, such as a printed report or visual display.

Controlling is directing the manner and sequence in which all of the above operations are performed.

Data storage hierarchy

It is known that data, once entered, are organized and stored in successively more comprehensive groupings. Generally, these groupings are called a data storage hierarchy. The general groupings of any data storage hierarchy are as follows.

1) Characters, which are all written language symbols: letters, numbers, and special symbols. 2) Data elements, which are meaningful collections of related characters. Data elements are also called data items or fields. 3) Records, which are collections of related data elements. 4) Files, which are collections of related records. A set of related files is called a data base or a data bank.

II. Answer the questions:

1. What is processing? 2. What is data processing? 3. What does the term of data processing system mean? 4. What basic operations does a data processing system include? 5. What is inputting / storing / outputting information? 6. What do you understand by resources? 7. How did ancient Egyptians convert facts into useful information? 8. When were mechanical aids for computation developed? 9. What does data storage hierarchy mean? 10. What are the general groupings of any data storage hierarchy?

III. Give the English equivalents for:

Системы обработки информации; определение (термина) обработки данных; совокупность фактов; последовательность действий; преобразование входных данных в полезную информацию; включать ресурсы; завершить обработку данных; обеспечивать ввод информации в компьютер; ленты принтера; расходовать в большом количестве; размещать компьютерное оборудование; нуждаться (требовать) в приспособлениях; явление современной жизни; на протяжении доисторического периода; превращать информацию в выражения; регистрировать отливы и приливы; прогнозировать урожай зерновых культур; механические средства вычисления; ввод данных; хранение данных; первоначальная обработка данных; дополнительная обработка; выдача полезной информации; напечатанное сообщение; зрительное отображение; последовательность запоминания информации; записанные символы языка; элементы информации; база данных; набор взаимосвязанных файлов.

IV.Translate:

Data resource; storage resource; network resource; security resource; system resource.

Communication facilities; data base facilities; display facilities; management facilities.

Distance control; device control; keyboard control; position control; program control.

Computer storage; laser storage; file storage; disk storage; data storage hierarchy.

Character sequence; instruction sequence; message sequence; pulse sequence.

Batch file; catalog file; data file; help file; input file; output file; menu file; user file.

Command input; data input; disk input; file input; keyboard input; program input.

V. Подберите к терминам, данным в левой колонке, определения, представленные справа.

- | | |
|---------------------------|--|
| 1. Computer | a) the set of instructions that direct the operations of computers; |
| 2. Computer literacy | b) a part of a computer, entering data into the device; |
| 3. A program | c) facts unorganized but able to be organized; |
| 4. Data | d) the output of a data processing system; |
| 5. Data processing | e) possessing sufficient knowledge of how computers work and what they can do to use them as problem-solving tools; |
| 6. Data processing system | f) a series of operations that results in the conversion of data into useful information; |
| 7. Input | g) an electronic device performing calculations on numerical data |
| 8. Output | h) an electronic device accepting the data processing results from the computer and displaying them; |
| 9. Useful information | i) a set of related files; |
| 7. Data bank | j) the resources required to accomplish the processing of data. These resources are personnel, material, facilities and equipment. |

Text 5 ADVANTAGES OF COMPUTER DATA PROCESSING*Vocabulary:*

manual — ручной, выполняемый вручную

to take advantage of smth — воспользоваться ч.-л.

capability — способность; возможность; характеристика

accuracy — точность; правильность; четкость (изображения)

correctly — правильно; верно

to eliminate — устранять; удалять; отменять; ликвидировать

to make errors — допускать ошибки (погрешности)

error-prone — подверженный ошибкам

to remain vulnerable — оставаться уязвимым, чувствительным

invalid data — неверные, неправильные, недопустимые данные

communications networks — сети передачи данных; сети связи

travel — перемещение; прохождение; путь; ход

instant response — мгновенный ответ (реакция)

to respond — отвечать; реагировать

access — доступ; обращение; обращаться, иметь доступ

capacity of storage — объем (емкость) памяти

to retrieve — извлекать, выбирать (данные); восстанавливать (файл)

value — значение; величина; значимость; ценность; оценка; оценивать

objective — цель; требование; целевая функция

cost-effective — экономичный; экономически оправданный

challenge — трудность; препятствие; представлять трудность

1. Read the text. What are the main advantages of computers?

Computer-oriented data processing systems or just computer data processing systems are not designed to imitate manual systems. They should combine the capabilities of both humans and computers. Computer data processing systems can be designed to take advantage of four capabilities of computers.

1. Accuracy. Once data have been entered correctly into the computer component of a data processing system, the need for further manipulation by humans is eliminated, and the possibility of error is reduced. Computers, when properly programmed, are also unlikely to make computational errors. Of course, computer systems remain vulnerable to the entry by humans of invalid data.

2. Ease of communications. Data, once entered, can be transmitted wherever needed by communications networks. These may be either earth or satellite-based systems. A travel reservations system is an example of a data communications network. Reservation clerks throughout the world may make an enquiry about transportation or lodgings and receive an almost instant response. Another example is an office communications system that provides executives with access to a reservoir of data, called a corporate data base, from their personal microcomputer work stations.

3. Capacity of storage. Computers are able to store vast amounts of information, to organize it, and to retrieve it in ways that are far beyond the capabilities of humans. The amount of data that can be stored on devices such as magnetic discs is constantly increasing. All the while, the cost per character of data stored is decreasing.

4. Speed. The speed, at which computer data processing systems can respond, adds to their value. For example, the travel reservations system mentioned above would not be useful if clients had to wait more than a few seconds for a response. The response required might be a fraction of a second.

Thus, an important objective in the design of computer data processing systems is to allow computers to do what they do best and to free humans from routine, error-prone tasks. The most cost-effective computer data processing system is the one that does the job effectively and at the least cost. By using computers in a cost-effective manner, we will be better able to respond to the challenges and opportunities of our post-industrial, information-dependent society.

II. Answer the questions:

1. What capabilities should data-processing systems combine when designed? 2. What are the main advantages of computers? 3. What do you know of computers accuracy? 4. What is the function of communication networks? 5. Give examples of a data communication network. 6. What do you understand by capacity storage? 7. What other values of computer data processing systems do you know? 8. What is an important objective in the design of computer data processing systems? 9. What is the most effective computer data processing system? 10. What is the best way of responding to the challenges and opportunities of our post-industrial society?

III. Give the English equivalents for:

Система обработки информации компьютером; система ориентирования на обработку данных компьютером; сочетать возможности человека и машины; ограничивать управление; вряд ли допустят ошибку; оставаться уязвимым; недопустимые данные; легкость осуществления связи; сеть передачи информации; системы, основанные на использовании спутников; служащие по резервированию жилья; получить мгновенный ответ; наводить справки; хранилище данных; корпоративная база данных; объем памяти; запоминать огромное количество информации; извлекать информацию; добавить значимости; упомянутый выше; доля секунды; подверженный ошибкам; экономически оправданный.

IV. Remember the meaning of the new words and guess the meaning of their derivatives.

To eliminate: elimination; eliminable; eliminator; unlimited.

To respond: respondent; response; responsible; irresponsible; responsibility.

Accuracy: inaccuracy; accurate; inaccurate; accurately.

Correctly: correct; incorrect; to correct; correction; correctional; corrective; corrector.

Vulnerable: invulnerable; vulnerability; invulnerability.

Invalid: valid; invalidity; validity;

Access: accessible; inaccessible; accessibility; inaccessibility.

PART 5 Information technology***Unit I Modern information technology.******Text 1. Information technology.***

It is hard to imagine the modern world without information technology. At home, at work, and at play, mobile phones, e-mails, and computers have become part of daily life.

Computer is the most important thing in our lives. Some people say that they have never used a computer, but they probably use computers every day - they just do not realize it. There are computers in so many things: cars, televisions, radios, washing machines, etc.

The word 'computer' used to mean a person, not a machine. In the nineteenth century, the people who did the calculations and wrote the books were called computers. Nowadays, software programmers have even 'taught' computers to do many different things which need imagination, e.g. write music, play chess, etc.

The rapid development of modern technology has brought us unprecedented changes in the world. Modern technology makes life convenient. It changed our lifestyle and the way we live. With modern technology we can work harder, longer and we can carry on working when we get home.

The Internet is a great way for people all over the world to share their information and ideas. Before the Internet, information about the world came from places like newspapers, TV programs, and books. The companies that made the newspapers, books, and programs controlled the information that people could get. Of course, those companies are still very powerful, but the Internet is getting more and more powerful, and nobody controls it. People can find information for themselves from places all over the world. The same is true for music. If you are a band and want to make and sell music, you do not need a music company. You can put the music on your own website and people can pay to copy it. Millions of people around the world use the Internet to give information about themselves, and to read about other people and make friends. They do this on websites like MySpace. Most information on the Internet is free. For many people the first place to look is the Wikipedia website.

The Internet is still young and it is still growing fast. It has already changed our world in a lot of different ways, and the changes will continue. Although the Internet can make problems in some ways, it can also bring people around the world closer together, and make them more powerful. Millions of people make business using the Internet.

Today, you can make calls and send texts with the help of mobile phones. You can do a lot of other things with mobile phones too. Nearly all phones now have a camera, and you can take pictures, listen to music, play computer games, and go on the Internet. Modern phones small and beautiful - and for many people, it's important to have the newest and best one. Mobile phones have changed the lives of people all over the world. In the past, you could only phone friends and family when they were at home, but now they can be in any place when you speak to them. Many people who travel alone feel safer with a mobile phone.

Mobile phones can also help the police to fight crime. Every time somebody makes a call on a mobile phone, the phone company keeps information about the time and place of the call. The police can sometimes get this information about calls from the phone companies if it helps them with a serious crime.

Still there are some problems with mobile phones, too. Some people are worried that phones have a bad influence on people's health, and they are unhappy that more and more young children are using them. Mobile phones also make the roads more dangerous, because people use them while they are driving.

A lot of computer scientists are working now on Artificial Intelligence. This is software which makes computers think more like humans. There are still many things which are very easy for humans but very difficult for computers: for example, understanding language. Some computers can understand words when a person speaks, but they cannot really have a conversation. But soon we will probably be able to talk to a computer in the same way that we talk to a friend.

Computer scientists are also trying to build computers which can see. It is easy to make a computer with 'eyes', but very difficult for the computer to understand what it sees.

At the moment, scientists are building the first quantum computers. In the future, these will be much faster and more powerful than any computer that we have now. Or perhaps a different kind of computer will appear before then. That is why it is difficult to make predictions about the future of computing: the future is often closer than you think it is.

1. Is information technology important in your life? How often do you...

send e-mails?

look for information on the Internet?

take photos with a mobile phone?

listen to music on an MP3 player?

play computer games?

II. ***Read and memorize the following words and word-combinations.***

information technology

software

hardware

imagination

rapid

development

unprecedented changes

convenient

to share

powerful

to fight

crime

to be worried

Artificial Intelligence

human

to appear

prediction

III. ***Read these sentences. For each sentence, circle 1(strongly disagree), 2(disagree), 3(not sure), 4(agree), 5(strongly agree).***

1. Information technology has made people's lives better in a lot of ways. 1 / 2 / 3 / 4 / 5

2. In future, people won't have to work hard, because computers will do most of the work.
1 / 2 / 3 / 4 / 5

3. People are getting fat and lazy because they spend too much time using computer. 1 / 2 /
3 / 4 / 5

4. Older people don't need to use information technology – it's for young people. 1 / 2 / 3 /
4 / 5

IV. ***Fill in the gaps with these words.***

advertise blogs eBay free Google MySpace Napster pixel search Wikipedia

1. A program that helps you to find information on the Web is called a _____ engine. The best known is _____ , which is used a billion times a day.
2. You can buy or sell almost anything on the _____ website.
3. Companies who wanted to _____ on the Million Dollar Homepage paid one dollar for each _____ .
4. When _____ first started, people could visit it to get free music.
5. The singer Lily Allen put her songs on _____ , and thousands of people listened to them. A lot of people write _____ on this website, telling everyone what they are doing.
6. There is information about more than 6 million subjects on the _____ website, and it is all _____ .

v. ***Match the terms 1-16 to their definitions a-p.***

1 Internet Service Provider (ISP)

2 Online

3 Search engine

4 Download

5 ISDN

6 Upgrade

7 Bookmark

8 Browser

9 Hyperlink

10 Homepage

11 Spam

12 Intranet

13 Newsgroup

14 Freeware

15 Keyword

16 Virus

- a) an internet application for an internal company network
- b) a high-speed telephone connection
- c) bring up to date
- d) add to a list of favourite website addresses which you keep for easy access
- e) junk e-mail
- f) damaging software instructions that enter your computer secretly and can change or destroy information on it
- g) a link from an e-mail to a web page, accessed by clicking on it
- h) a virtual location where people can talk and read about a subject of common interest
- i) a company which gives you an account and access to the internet
- j) tool which helps you find things on the Web
- k) what you enter in a search engine
- l) when you are connected
- m) copy information to your computer from another
- n) a program like Internet Explorer which allows your computer to download documents from the World Wide Web
- o) the first page on a website
- p) software you don't pay for

VI. ***Match the following halves of the sentences.***

1. The first mobile phones were very heavy and expensive, ...
 2. It's difficult to write long text messages, ...
 3. Farmers in Bangladesh use mobile phones ...
 4. Every time someone makes a call on a mobile phone ...
 5. Mobile phones can make the roads more dangerous ...
 6. By the year 2015, there will probably be ...
- a) the phone company keeps information about the call.
 - b) about 4 billion mobile phone users in the world.

- c) but they were popular with rich young business people.
- d) because some people use them while they are driving.
- e) to find the best price for their food.
- f) so people use letters and numbers to make them shorter.

VII. ***What is going to happen in Future? Think about the following predictions and express your point of view.***

1. Soon we will probably be able to talk to computers.
2. Perhaps computers will be able to drive taxis.
3. PCs will continue to get smaller and smaller.

How do you feel about computers and information technology? Complete some of these sentences.

For me, the best / worst thing about computers is _____.

I like / prefer not to use a computer when _____.

The best / worst thing about mobile phones is _____.

I think that buying things on the Internet is a good / bad idea because _____.

I think that learning how to use information technology is / is not important because _____.

VIII. ***Talk to an older person about information technology and how to life has changed since they were young. Then write some sentences in a table like.***

NOW

We can watch cinema anytime on DVD

IN THE PAST

They watched TV and went to the cinema, but they didn't have DVDs

Ask about some of these subjects:

- Using computers, calculators, and other information technology at school
- Listening to music and playing games
- Using the telephones, and sending messages and e-mails to friends

IX. *Find out more about robots. If you can, print some pictures of robots and write about them. The website www.wikipedia.org can help you: try searching for “Robot”, “ASIMO”, “Roboraptor”, “Robosapien” and “Aibo”.*

X. *Make the following sentences negative.*

1. Computer is the most important thing in our lives. 2. At present more than 33 million people use Internet. 3. The Net was dreamt up in the late 1960s by the US Defense Department's Advanced Research Projects Agency. 4. The computer can search information around the Net. 5. By 1984 the Internet began to develop into the form we know it today.

XI. *Be ready to speak on the topic.*

Unit II The Internet

Text 1. HISTORICAL ORIGIN OF THE INTERNET

1. Find a transcription of the following words in the English-Russian dictionary. Say the words according to the transcription (see Application 1). Listen to the words (see Introduction. item 2.)

advanced - передовой

amateur - любительский

defence - защита

department - отдел, отделение, ведомство

fibre - волокно, фибра, нить

research - исследовательская работа

web - паутина; сеть

advanced ideas – передовые идеи

defence zone – оборонительная полоса

research bureau – исследовательское бюро

fibre covered cable - кабель с волокнистым покрытием

to expand - расширяться, увеличиваться

to originate - давать начало, возникать

to advance - продвигаться вперед, развиваться

expansion curve – кривая расширения

extension telephone – добавочный телефонный аппарат

original cost – начальная стоимость

utilization coefficient - коэффициент использования

HISTORICAL ORIGIN OF THE INTERNET

The Internet has its origin in the US Department of Defence program called Advanced Research Projects Agency Network. The program was created in order to provide a communications network for organizations dealing with defence research.

From its creation in 1983 the Internet has been growing into increasingly popular mass media. Nowadays it connects millions of computers throughout the world. The sphere of its usage has also been extended by the connecting of many other computer networks and the communications services. The original uses of the Internet were electronic mail, file transfer, newsgroups and computer access telnet.

By 1990 the World-Wide Web had also extended greatly and became the most important component of the Internet. Among other means used to provide Internet services there are amateur radio, cable television wires, satellite and fibre optics.

For the time being, the network's utility is extended by the development of networked games and virtual museums. These communications means serve as the methods of testing the limits of the network's technology.

II. Read the following words. Pay attention to the translation of international words. Try to translate these words without a dictionary. Write down the translation of these words, referring to the dictionary.)

agency _____

bureau _____

idea _____

museum _____

optics _____

program _____

virtual _____

III. Translate the following word combinations in writing.

file transfer _____

Internet services _____

networked games _____

network and data services_____

satellite and fibre optics_____

defence-related research_____

the World-Wide Web_____

network's technology limits_____

Advanced Research Projects Agency Network_____

IV. Find the answers to the following questions in the text HISTORICAL ORIGIN OF THE INTERNET

- What means are used to extend the sphere of the Internet activity?
- Which component of the Internet is considered to be the main one?
- In what way was the Internet used originally?
- In what way is the network's utility increased?

V. Read the text HISTORICAL ORIGIN OF THE INTERNET Prepare a report on the theme

Text 2. Introduction to the www and the internet

Vocabulary:

World Wide Web — «Всемирная Паутина»

to retrieve — извлекать

variety — разнообразие, спектр

recreation — развлечение

network — сеть

to share — делить

humanities — гуманитарные науки

business transactions — коммерческие операции

access — доступ

to browse — рассматривать, разглядывать

browser — браузер (программа поиска информации)

to provide — обеспечивать (чем-либо)

provider — провайдер (компания, предоставляющая доступ к WWW через местные телефонные сети)

broadcast live — передавать в прямом эфире

site — страница, сайт

to link — соединять

hyperlink — гиперссылка

to compete — соревноваться

Millions of people around the world use the Internet to search for and retrieve information on all sorts of topics in a wide variety of areas including the arts, business, government, humanities, news, politics and recreation. People communicate through electronic mail (e-mail), discussion groups, chat channels and other means of informational exchange. They share information and make commercial and business transactions. All this activity is possible because tens of thousands of networks are connected to the Internet and exchange information in the same basic ways.

The **World Wide Web (WWW)** is a part of the Internet. But it's not a collection of networks. Rather, it is information that is connected or linked together like a web. You access this information through one interface or tool called a **Web browser**. The number of resources and services that are part of the World Wide Web is growing extremely fast. In 1996 there were more than 20 million users of the WWW, and more than half the information that is transferred across the Internet is accessed through the WWW. By using a computer terminal (hardware) connected to a network that is a part of the Internet, and by using a program (software) to browse or retrieve information that is a part of the World Wide Web, the people connected to the Internet and World Wide Web through the local **providers** have access to a variety of information. Each browser provides a graphical interface. You move from place to place, from site to site on the Web by using a mouse to click on a portion of text, icon or region of a map. These items are called hyperlinks or links. Each link you select represents a document, an image, a video clip or an audio file somewhere on the Internet. The user doesn't need to know where it is, the browser follows the link.

All sorts of things are available on the WWW. One can use Internet for recreational purposes. Many TV and radio stations broadcast live on the WWW. Essentially, if something can be put into digital format and stored in a computer, then it's available on the WWW. You can even visit museums, gardens, cities throughout the world, learn foreign languages and meet new friends. And, of course, you can play computer games through WWW, competing with partners from other countries and continents.

Just a little bit of exploring the World Wide Web will show you what a lot of use and fun it is.

I. General understanding:

1. What is Internet used for?
2. Why so many activities such as e-mail and business transactions are possible through the Internet?
3. What is World Wide Web?
4. What is Web browser?
5. What does a user need to have an access to the WWW?
6. What are hyperlinks?
7. What resources are available on the WWW?
8. What are the basic recreational applications of WWW?

1. Which of the listed below statements are true/false. Specify your answer using the text.

1. There are still not so many users of the Internet.
2. There is information on all sorts of topics on the Internet, including education and weather forecasts.
3. People can communicate through e-mail and chat programs only.

4. Internet is tens of thousands of networks which exchange the information in the same basic way.
5. You can access information available on the World Wide Web through the Web browser.
6. You need a computer (hardware) and a special program (software) to be a WWW user.
7. You move from site to site by clicking on a portion of text only.
8. Every time the user wants to move somewhere on the web he/she needs to step by step enter links and addresses.
9. Films and pictures are not available on the Internet.
10. Radio and TV-broadcasting is a future of Internet. They're not available yet.

1. Define the following using the vocabulary:

- 1) Internet
- 2) World Wide Web
- 3) Web browser
- 4) Internet provider
- 5) Hyperlinks

IV. Find the equivalents:

- 1) Объем ресурсов и услуг, которые являются частью WWW, растет чрезвычайно быстро.
- 2) Каждая ссылка, выбранная вами представляет документ, графическое изображение, видеоклип или аудио файл где-то в Интернет.
- 3) Интернет может быть также использован для целей развлечения.
- 4) Вы получаете доступ к ресурсам Интернет через интерфейс или инструмент, который называется веб-браузер.
- 5) Вся эта деятельность возможна благодаря десяткам тысяч компьютерных сетей, подключенных к Интернет и обменивающихся информацией в одном режиме.
- 6) Пользователи общаются через электронную почту, дискуссионные группы, чат-каналы (многоканальный разговор в реальном времени) и другие средства информационного обмена.

V. Match the following:

- 1) You access the information through one interface or tool called a...
- 2) People connected to the WWW through the local... have access to a variety of information.
- 3) The user doesn't need to know where the site is, the... follows the...
- 4) In 1996 there were more than 20 million users of the...
- 5) Each... provides a graphical interface.
- 6) Local... charge money for their services to access... resources.

Words to match with: web browser, providers, link, WWW,

VI. Questions for group discussion:

1) Some people think that Internet is very harmful, especially for young people, because it carries a lot of information about sex, drugs, violence and terrorism. Do you think that some kind of censorship is necessary on the WWW?

2) World famous authors and publishers say that the Internet violates their copyright because Web-programmers put all kinds of books, pictures, music, films and programs free on the Internet and this reduces their sales and profits.

3) Has anyone in your group experience working on the Internet? Ask them 1) about the difficulties they had; 2) useful information retrieved; 3) fun they got? Why so few people have experience working on the Internet?

Text 3. The Internet

The Internet, a global computer network which embraces millions of users all over the world, began in the United States in 1969 as a military experiment. It was designed to survive a nuclear war. Information sent over the Internet takes the shortest path available from one computer to another. Because of this, any two computers on the Internet will be able to stay in touch with each other as long as there is a single route between them.

This technology is called packet switching. Owing to this technology, if some computers on the network are knocked out (by a nuclear explosion, for example), information will just route around them. One such packet-switching network already survived a war. It was the Iraq computer network, which was not knocked out during the Gulf War.

Most Internet host computers (more than 50%) are in the United States, while the rest are located in more than 100 other countries. Although the number of host computers can be counted fairly accurately, nobody knows exactly how many people use the Internet. There are millions and their number is growing by thousands each month world-wide.

The most popular Internet service is e-mail. Most of people, who have access to the Internet, use the networks only for sending and receiving e-mail messages. However, other popular services are available on the Internet: reading news, using the World Wide Web, telnet etc.

Words and word combinations:

a network-нейронная сеть

to embrace-соединять

to survive-пережить

a nuclear war-ядерная война

a path-путь

a single route-единственный маршрут

a packet switching-пакетная коммутация

owing to-вследствие, благодаря

a nuclear explosion-ядерный взрыв

to knock out-выключать

a fairly accurately-сказочно точно

an access-доступ

a reliable alternative-надежная альтернатива

a fee-плата
 the wireless station-радиостанция
 drastically-решительно
 to transmit-передавать
 constantly-постоянно
 to intercept-прерывать
 encoding-зашифрованный
 to conduct transaction-вести дела
 host-множество

I. Give the English equivalents for:

Глобальная компьютерная сеть, ядерная война, самый короткий путь, пакетная коммуникация, выключать, самая популярная служба Интернета, иметь доступ в Интернет, посылать электронную почту, решительное увеличение, передавать сообщение, постоянно перехватывать, зашифрованные программы, вести сделки по Интернету.

II. Answer the questions:

1. What is the Internet?
2. Where did the Internet begin?
3. Why was the Internet designed?
4. What is the most popular Internet service?
5. How do people use the Internet?
6. How can the commercial users communicate over the Internet?

Text 4 The Internet as a source of information

Computers play a very important part in our life. They help people in their work and studies. They save us a lot of time. While at school I often made use of the Internet to collect information for my test papers and compositions. Computers give access to a lot of information. It is possible to find data and descriptions, chapters from necessary books... to make a long story short, everything you need. The Internet, a global computer network, which embraces millions of users all over the world, began in the United States in 1969 as a military experiment. It was designed to survive in a nuclear war. Information sent over the Internet takes the shortest path available from one computer to another. Most of the Internet host computers (more than 50%) are in the United States, while the rest are located in more than 100 other countries. Although the number of host computers can be counted fairly accurately, nobody knows exactly how many people use the Internet. There are millions and their number is growing by thousands each month worldwide. Users of computers on a network can send messages to each other, utilizing the same collections of data or information. In many offices and organizations computer messages have replaced messages written on paper, and they are now called e-mail or electronic mail. E-mail is not only fast and easy (if you understand how to use the computer), but it also saves paper and the work of moving paper from one place to another. Workers can send and receive e-mail without leaving their desks and their desktop computers. The Internet may provide businessmen with a reliable alternative to the expensive and unreliable telecommunication systems of their communities. Commercial users can communicate over the Internet with the rest of the world

and can do it very cheaply. But saving money is only the first step. If people see that they can make money from the Internet, they increase the commercial use of this network. For example, some American banks and companies conduct transactions over the Internet. So, you see that the Internet is an inseparable part of our life.

Words and word combinations:

an access-доступ

accurately-точно

to utilize-использовать

to replace-вернуть

inseparable-неотделимый

to keep up-быть в курсе

.1.1. Give the English equivalents for:

Экономить время, собирать информацию, найти любую информацию, глобальная компьютерная сеть, послать информацию по Интернету, посылать сообщения друг другу, общаться по Интернету, совершать сделки по Интернету.

II. Answer the questions:

1. How does the computer help pupils at school?
2. Is it comfortable to send messages to each other?
3. How do the commercial users use the Internet?
4. How do the American banks use the Internet?
5. Why does the American bank use the Internet?

Text 5 Components of the Internet

Read the text and translate it

The Internet consists of many systems that offer different facilities to users.

WWW, the World Wide Web, a collection of files or pages containing links to other documents on the Net. It's by far the most popular system. Most Internet services are now integrated on the Web.

Email, or electronic mail, for the exchange of messages and attached files.

Mailing lists (or listservs) based on programs that send messages on a certain topic to all the computers whose users have subscribed to the list.

Chat and instant messaging, for real-time conversations; you type your messages on the keyboard.

Internet telephone, a system that lets people make voice calls via the Internet.

Video conference, a system that allows the transmission of video and audio signals in real time so the participants can exchange data, talk and see one another on the screen.

File Transfer Protocol (FTP), used to transfer files between computers.

Newsgroups, where people send, read and respond to public bulletin board messages stored on a central computer.

TELNET, a program that enables a computer to function as a terminal working from a remote computer and so use online databases or library catalogues.

II. Translate the words

Link together

communicate
 transfer
 convert
 transmission
 digital signals
 inside the computer
 telephone connection
 subscriber line
 fast access
 allow
 change
 high-speed modem
 3generation mobile phones
 wireless connection
 orbit the Earth
 enable
 provide
 offer facilities
 collection
 contain
 instant messaging
 links
 exchange data
 public bulletin board

III. Answer the following questions:

What is the Internet?
 What do computers need to communicate with one another?
 What do people need to use the Internet?
 What is the task of the modem?
 What does ADSL allow computer users?
 Is wireless connection possible nowadays?
 What facilities are offered to the Internet users?

IV. Say whether you agree or disagree with the following statements. Give your reason.

The Internet and the World Wide Web are synonyms.
 Computers need to use the same protocol (TCP/ IP) to communicate with each other.
 Web TV can provide access to the Net.
 ADSL and cable are two types of dial-up connections.

External, internal and PC card are types of connections.
 Information can be sent through telephone lines, satellites and power lines.
 The computer IP number is a way to identify it on the Internet.

V.Fill in the gaps

online, laptops, converts, the same language,
 transfer, satellites, catalogues,
 the Web a high-speed modem

Computers need to use _____ to share data and transfer information.
 The modem _____ the digital signals stored in the computer into analogue signals.

A PC card modem is a different more versatile option for _____ and mobile phones.

Web TV provides email and access to _____ via a normal TV set plus a high-speed modem.

_____ orbiting the earth enable your computer to send and receive Internet files.

File Transfer Protocol is used to _____ files between computers.

Telnet enables to use _____ databases or library _____.

VI. Choose what Internet system these people should use.

“I like receiving daily updates and headlines from newspapers on my computer.”

“I’m doing some research and need computer access to the University library.”

“I’d like to avoid flying to Japan to attend the meeting but I want to see what’s going on there.”

“I want to read people’s opinions about environmental issues and express my views.”

“I have designed a web page and want to transfer the data to my reserved web space.”

“I’d like to check my students’ draft essays on my computer and send them back with my suggestions.”

“I don’t want to spend too much money on international phone calls but I love hearing his voice.”

“I live in a small village where there are no other teenagers. I wish I had the chance to meet and chat with friends.”

VII. Make up sentences

on / is/ a way/ Internet Protocol/ the Internet/ number/ to identify/ the computer.

access / need/ You/ to connect/ your Internet Service/ computer/ a modem/ your/ to/ and/ provider/ a telephone line/ then.

most computers/ worked/ through/ At first/ used/ the telephone line/ that/ a dial-up/ connection/ telephone/ standard.

consists of/ different/ to/ The Internet/ many/ offer/ facilities/ users/ systems/ that.

on the Net/ a collection/ or/ The WWW/ of/ pages/ files/ or/ is/ containing/ to/ links /other documents.

a terminal/ is/ to function/ that/ Telnet/ a program/ enables/ as/ a computer.

Unit III Computer Crimes

Vocabulary:

proceeds <i>n pl.</i>	[ˈprɔ:si:dz]	выручка доход
estimate <i>v</i>	[ˈestimeit]	Оценивать, оценить
apprehend <i>v</i>	[,æpriˈhend]	Задерживать, арестовывать
perceive <i>v</i>	[pəˈsi:v]	воспринимать воспринять
breach <i>n</i>	[bri:tʃ]	нарушение
hack <i>v</i>	[hæk]	взломать

vulnerable <i>adj</i>	[ˈvʌlnərəbəl]	уязвимый незащищенный
reconnaissance <i>n</i>	[riˈkɒnisəns]	Разведка, прощупывание
extortion <i>v</i>	[iksˈtɔːʃən]	вымогательство вымогание
insert <i>v</i>	[inˈsɜːt]	вставлять вставить
rogue program	[roug]	Неконтролируемая программа
software <i>n</i>	[ˈsɒftwɛə]	Программное обеспечение
back-up copy	[ˈkɒpi]	резервная копия
ransom <i>n</i>	[ˈrænsəm]	выкуп искупление
loss <i>n</i>	[lɒs]	Потеря, утрата, ущерб
access <i>n</i>	[ˈæksəs]	доступ
user <i>n</i>	[ˈjuːzə]	пользователь
safeguard <i>n</i>	[ˈseɪfɡɑːd]	гарантия гарантия безопасности
detect <i>v</i>	[dɪˈtekt]	Обнаруживать, выявлять
damage <i>n</i>	[ˈdæmɪdʒ]	ущерб вред повреждение
insurance company	[inˈʃʊərəns]	Страховая компания
the mere threat	[miə θret]	простая угроза

COMPUTER CRIME AND EXTORTION

The proceeds of computer fraud in the USA are estimated at \$3 billion per year.

The FBI estimates that only 1 in 10,000 apprehended computer criminals are currently sent to prison (the figure was 1 in 22 in 1984). US computer crime has been growing at 500 per cent each year and continues to do so. The London Business School estimates British losses from computer crime to be £407 million per year; some consultants think they may be as high as £2,000 million. Most computer crime is done by dishonest employees who can defraud their institutions of huge sums of money at what they perceive to be little risk.

As well as for fraud, computers can be used to obtain unauthorized information, for commercial espionage or breaching national security. It is remarkably easy to hack into a computer system by remote control without access to the building housing the main computer if the hacker has managed to discover one or more codewords. With more personal computers per head than any other European country, Britain is particularly vulnerable. As well as its uses for criminal gain, the potential of hacking for reconnaissance and planning of terrorist operations is obvious. Government networks (especially in police, intelligence and defence departments) are as vulnerable as banks and other commercial systems.

Computer manufacturers, competing with each other over price, speed and user-

friendliness, have been astonishingly slow in devising and building in safeguards to prevent or detect such abuses. Computers also offer great opportunities for extortion or malicious damage. It is relatively simple to insert a virus (or rogue program) into a computer, which will automatically be passed on to the software of other computers which have dealings with the infected network.

The damage to banks, insurance companies, mail order firms, and so on can be catastrophic, not least because, when the virus first shows itself, hundreds of thousands or even millions of pounds may have to be spent on checking other programs to see if they are affected. One large insurance company, thanks to a hacker “having fun”, lost a set of computer files and the back-up copies. Restoring the information took nearly a year and cost more than £7 million with another £15 million in lost business. The mere threat to trigger a 'time bomb' virus can be used to extort a ransom which a big corporation may think is the lesser of two evils to pay. Like other victims of blackmail, they seldom report it.

Other forms of extortion - such as by threat to kidnap, kill, maim, sabotage, bomb or (increasingly prevalent) to contaminate food or pharmaceutical products – are also used by both terrorists and criminal extortioners.

IT IS INTERESTING TO KNOW !

DEFINITIONS

Hacker - An individual or group of individuals who attempt to gain or who gain unauthorized access to computer systems.

Hackers often spend hours trying to obtain network users identifications and associated passwords. Once access has been obtained, hackers have the capability to steal, alter or destroy computer programs and data.

Hacker profile

Shy or introverted

Not popular with other students

Sloppy or unorganized

Intelligent

- High IQs

-Poor Grades

Extremes

- Underweight or overweight

Good talkers

Big egos

-Need constant attention and admiration

-Strong negative response to threats to self-esteem

Peak at age 16-17 years Mostly males

Between the ages of 12 and 28.

Have own vocabulary - speech patterns

Do not use their names

Will use a handle while exchanging information on bulletin boards or when dealing with other hackers.

Examples of handles

Phiber Optic

Grim Reaper

Outlaw

Acid Freak

Captain Chaos

□Cyber Angel

Will become a member of a group of hackers Typical names of hacker groups

Anarchy Inc.Sherwood

ForestChaos

Computer ClubPhreaks Against

Geeks

Legion of Doom

Masters of Destruction

Phreaker - One who hacks telephone systems, usually to obtain free long distance calling and other services such as conference calling.

Phreaks originally used blue boxes, black boxes - specific pieces of equipment that generate the tones needed to control the phone system (generate a dial tone).

Today phreaking is more access code oriented, stealing phone card access numbers and changing the billing system so that someone else is billed for your calls. Also involves the illegal monitoring of telephone conversations.

Lamer- Someone who lacks the knowledge of computer systems and hacking.

Elite - Someone who is above the average hacker in his abilities. Member of a select few.

Cardz - Refers to credit card numbers or telephone calling card numbers.

Codez - Refers to access codes to a computer system.

War Dialer - Computer program that is utilized to control a computer modem to call either the same number again and again or is used to keep calling consecutive telephone numbers until a modem is located at the dialed number. The telephone number is then logged for later use.

Sysop - Person who is assigned to monitor and maintain a computer system. Normally used to refer to the owner of a computer bulletin board system.

Sniffer - Computer program that is inserted by the hacker into the target computer system. The program monitors and records all of the data that is being sent or received through the communications port of the computer. It allows the hacker to have access to all information being sent and received by the computer including user id's and passwords. Normally can not be easily detected by the system administrator.

Cracker - Hacker who uses any method possible to gain access to a computer system. Does not care if the system is made to crash. Will normally cause some type of damage to the system.

Call Looping - Method by which a hacker attempts to disguise the location where he is calling from by calling additional numbers and linking multiple phone switches. Normally an 800 number is called, then the hacker causes the phone system to give him a dial tone, then a second 800 number is dialed, there by linking two phone systems. The first 800 number may be a AT&T number and the second a MCI number.

REASONS FOR WANTING TO GAIN ILLEGAL ACCESS TO A

COMPUTER SYSTEM

- To listen to the conversations between computers.
- To gain entry into the computers and look around for valuable information.
- To gain access to the computer system so that the system can be shut down.
- To learn passwords and access codes so that the hacker can gain unlimited access to the system.
- To intercept the private e-mail messages being sent on the system.

I. ***Translate into Russian:***

the damage to banks, access , the proceeds of computer fraud, to trigger a 'time bomb' virus, loss, insurance company, breaching national security, commercial espionage, the back-up copies, network, criminal extortioner.

II. ***Match the English and the Russian equivalents:***

computer fraud	пароль
defraud	на душу населения
remote control	компьютерное мошенничество
codeword	обманывать
per head	шантаж
criminal gain	злонамеренное повреждение
malicious damage	в преступных целях
blackmail	дистанционное управление

III. Write down as many nouns as possible with the word “computer” and translate the word combinations into Russian:

E.g. Computer fraud

IV. Choose the synonyms from the box:

fraud, espionage, apprehend

intelligence, forgery, reconnaissance, cheat, spying, arrest, deception, detain.

V. Give the word-families of the following verbs, as in the example:

check

E.g. to check: check-up,

checker

to extort

to inform

to secure

to lose

to estimate

to pay

VI. Write down as many nouns as you can with the following adjectives and translate these word combinations into Russian:

fraudulent

personal

VII. Encircle the suffixes and translate the following words:

information, breaching, housing, competing, user-friendliness, employee, commercial, hacker, extortioner.

VIII. Group the following words and word-combinations into 3 logical groups:

fraud, remote control, breaking national security, bank, codeword, terrorist operation, virus program, insurance company, prevent, abuse, mail order firm, malicious damage, ransom, government network, criminal proceeds, to hack, software, computer file, telephone company, big corporation.

COMPUTER

CRIME

INSTITUTION

IX. Find the answers in the text:

1. How are the proceeds of computer fraud estimated in the USA and GB?
2. Who commits most computer crimes?
3. For what purposes can computer be used?
4. Is it possible to hack into a computer system without access to the building housing the main computer?
5. Why is Britain particularly vulnerable to computer crime?
6. How can an offender use a computer for extortion or malicious damage?

SUPPLEMENT 1

Компьютерные профессии на английском

Разработчик программного обеспечения, программист (**Software Developer, Computer Programmer**) — разрабатывает приложения для выполнения различных задач на компьютерах и других устройствах.

Исследователь в области вычислительной техники и информатики (**Computer and Information Research Scientist**) — придумывает новые технологии для решения сложных проблем в различных областях, таких как медицина, образование или бизнес.

Системный аналитик (**Computer System Analyst**) — анализирует бизнес-требования к создаваемому программному продукту и предлагает наилучшие пути их воплощения.

Сетевой архитектор (**Computer Network Architect**) — специализируется на создании корпоративных сетей для предприятий и организаций.

Веб-разработчик (**Web Developer**) — разрабатывает веб-сайты для предприятий и организаций.

Администратор баз данных (**Database Administrator**) — занимается организацией и хранением данных, а также их защитой от несанкционированного доступа.

Системный администратор (**Network and Computer System Administrator**) — занимается установкой и поддержкой компьютерных систем для различных организаций и учреждений (школы, больницы, банки).

Графический дизайнер (**Graphic Designer**) — создает компьютерную графику.

Тестировщик ПО (**Software Tester, Quality Assurance Person или QA**) — тестирует программное обеспечение.

Технический писатель (**Technical Writer**) — создает документацию к программному продукту.

Специалист техподдержки (**Computer Support Specialist**) — помогает пользователям решать проблемы с компьютером.

SUPPLEMENT 2

Топ-75 слов, которые должен знать каждый айтишник

1. abbreviation — аббревиатура

Сокращенная форма слова или словосочетания из первых (нескольких первых) букв.
The abbreviation 'RAM' stands for Random Access Memory. — Аббревиатура ОЗУ обозначает «оперативное запоминающее устройство».

2. analysis — анализ

Критическое изучение, разбор чего-л.

A financial analysis was carried out in order to improve cost efficiency. — С целью повышения экономической эффективности был проведен финансовый анализ.

3. appliance — устройство

Приспособление или инструмент для выполнения определенной задачи.

They sell a wide range of virtual appliances. — Они продают целый ряд виртуальных устройств.

4. application (также software application) — программное приложение

Компьютерная программа, разработанная для выполнения определенных задач.

This database application lets you manage your contacts and organise your projects. — Это приложение для работы с базами данных позволяет управлять контактами и заниматься организацией проектов.

5. arise — возникнуть

Случиться, появиться (офиц.) — обычно о проблемах или непредвиденных обстоятельствах.

Problems may arise when trying to request data from a remote web service. — При запросе данных от удаленного веб-сервиса могут возникнуть проблемы.

6. available — доступный, имеющийся

Такой, который можно найти/купить/арендовать/использовать и т. д.

Available memory refers to how much RAM is not being used by the computer. — Доступная память показывает, какой объем оперативной памяти не используется компьютером.

7. background — предыстория

События в прошлом человека или компании. Часто используется, когда говорят о профессиональном опыте человека (What is your professional background?).

It's always a good idea to research a company's background before doing business with them. — Всегда полезно изучить предысторию компании, прежде чем вести с ней дела.

8. carpal tunnel syndrome — «туннельный синдром»

Неврологическое заболевание, проявляющееся болью между локтем и ладонью или в пальцах. Если вы компьютерщик — увы, это выражение может вам когда-нибудь пригодиться...

The development of Carpal Tunnel Syndrome might be linked to computer use. — Развитие туннельного синдрома может быть связано с работой за компьютером.

9. certification — сертификат

Официальный документ, присуждаемый стандартизирующей организацией, который подтверждает компетентность в конкретной профессиональной области.

Earning the latest Microsoft certifications may help you further your career. — Получение последнего сертификата Microsoft может поспособствовать вашей карьере.

10. chief — главный; начальник, руководитель.
Chief Information Officer (CIO) is responsible for the computer systems of a company. — Начальник информационного управления отвечает за компьютерные системы в компании.
11. common — распространенный
One of the most common Internet crimes is drug trafficking. — Одно из самых распространенных киберпреступлений — незаконный оборот наркотиков.
12. compatible — совместимый
Допускающий совместное использование с другим оборудованием.
The parts I ordered weren't compatible with my PC. — Заказанные комплектующие оказались несовместимыми с моим ПК.
13. consultant — консультант
Сотрудник, который предоставляет компании информацию и дает профессиональную консультацию.
Do you think we should contact an IT consultant? — Думаете, стоит обратиться к ИТ-консультанту?
14. convenience — удобство
We provide outstanding products and 24/7 phone support for the convenience of our customers. — Мы предлагаем высококачественную продукцию и предоставляем круглосуточную телефонную поддержку для удобства наших клиентов.
15. customer — потребитель
Человек, приобретающий продукт или услугу.
Good customer care can improve customer loyalty. — Забота о потребителе повышает его лояльность.
16. database — база данных
Способ организации больших объемов информации.
This software creates a customer database to eliminate paperwork. — В этой программе формируется база данных клиентов, что позволяет избавиться от бумажной работы.
17. deal — сделка
Коммерческая операция; «продукт при полном непротивлении сторон».
To find out more about our deals, please visit our website. — За более подробной информацией о сделках, пожалуйста, обратитесь на наш веб-сайт.
18. demand — спрос
Потребность в продукте.
Online keyword selector tools may help you find out whether certain products are in high demand. — Инструменты поиска по ключевым словам могут помочь выяснить, пользуется ли определенный продукт высоким спросом.
19. detailed — детальный, подробный
A more detailed description is available on our website. — Более детальное описание доступно на нашем веб-сайте.
20. develop — разрабатывать
To develop software — разрабатывать программное обеспечение.
We have decided to develop a new database app. — Мы решили разработать новое приложение для работы с базами данных.
21. drawback — недостаток
Изъян, отрицательная черта.

The main drawback of this product is the high cost. — Главный недостаток этого товара — высокая цена.

22. effective — эффективный (действенный)

Способный обеспечить планируемый результат.

Anti-virus software is not always effective against viruses. — Антивирусные программы не всегда эффективны против вирусов.

23. efficient — эффективный (с высоким КПД)

Продуктивный при минимальных затратах.

Energy efficient home appliances can save you a lot of money. — Энергоэффективные бытовые приборы могут помочь вам значительно сэкономить.

24. employ — нанимать

Брать кого-л. на работу. Employer — работодатель, employee — сотрудник.

The police often employ hackers. — Полиция часто нанимает хакеров.

25. enterprise — предприятие

Коммерческая организация.

He's the founder of an enterprise software company. — Он основатель компании по производству программного обеспечения для предприятий.

26. environment — среда

Обстановка, окружающие условия.

Our aim is to design effective computer-based learning environments. — Наша цель — создать эффективную среду обучения, основанную на компьютерных технологиях.

27. equipment — оборудование

Устройства и инструменты для определенной цели.

No recording equipment is allowed in the conference room. — В зале для совещаний запрещено пользоваться записывающим оборудованием.

28. expertise — компетентность

Углубленные знания в какой-л. области. Обратите внимание: ударение в этом слове падает на последний слог — [ˌɛkspə:ˈti:z].

We need someone with expertise in virtualized IT environments. — Нам нужен кто-то компетентный в области виртуализированных сред ИТ.

29. eyestrain — зрительное перенапряжение

Боль и усталость глаз.

Eyestrain has become a major health complaint among IT workers. — Зрительное перенапряжение стало главной жалобой на здоровье среди работников ИТ-сферы.

30. goal — цель

We can help you accomplish your goals. — Мы поможем вам добиться ваших целей.

31. gadget — гаджет

Небольшое цифровое устройство.

You can choose from the most popular high-tech gadgets in our shop. — В нашем магазине на ваш выбор представлены самые популярные высокотехнологичные гаджеты.

32. implement — реализовывать

I need to implement two interfaces. — Мне нужно реализовать два интерфейса.

33. increase — увеличивать(ся)

Сделать(ся) больше в размерах/числе.

You should try using more photographs to increase the conversion rate of your website. — Попытайтесь использовать больше фотографий, чтобы увеличить посещаемость вашего веб-сайта.

34. install — устанавливать
to install software — устанавливать программное обеспечение
You'll have to install the latest version of Adobe Flash Player. — Вам придется установить последнюю версию Adobe Flash Player.

35. instruction — инструкция
Указания, которым нужно следовать.
Just follow the step-by-step instructions, which will guide you through the setup process. — В процессе установки просто следуйте пошаговой инструкции.

36. insurance — страхование
Финансовая защита собственности, жизни, здоровья и проч.
Nowadays, insurers offer insurance for cyber losses. — В наши дни страховщики предлагают страхование на случай виртуальных потерь.

37. integrate — интегрировать
Объединить два или более в одно целое.
The new features are tightly integrated with the existing service. — Новые функции тесно интегрированы с существующей платформой.

38. intranet — интранет
Локальная компьютерная сеть.
Our online library can be accessed on the college intranet. — Доступ к онлайн-библиотеке нашего колледжа можно осуществить через интранет.

39. latest — последний
Новейший, современный.
Download the latest updates on our company's website. — Загружайте последние обновления с веб-сайта нашей компании.

40. leadership — лидерство
Способность вести за собой группу людей (или соответствующая позиция в группе).
In a job interview, it's best to give concrete examples to demonstrate your leadership skills. — Во время интервью при приеме на работу лучше привести конкретные примеры, демонстрирующие ваши способности к лидерству.

41. level with someone — быть откровенным с кем-л.
Быть честным, говорить правду кому-л.
Do you think we can level with them and ask for more time? — Как думаете, мы можем быть с ними откровенны и попросить дополнительное время?

42. low — низкий
Low price may indicate low quality. — Низкая цена может свидетельствовать о низком качестве.

43. maintain — поддерживать
Содержать в рабочем состоянии.
A poorly maintained website may kill your business. — Веб-сайт, который практически не поддерживается, может нанести непоправимый ущерб вашему бизнесу.

44. matrix — матрица
Группа элементов, организованных в строки и столбцы.

Data Matrix Codes should appear on the outside packaging of medicinal products. —
На упаковке медицинских препаратов должен присутствовать матричный штрих-код.

45. monitor — осуществлять мониторинг
Наблюдать, следить за чем(кем)-л.
Your website will be monitored 24/7. — Мониторинг вашего веб-сайта будет осуществляться круглосуточно.

46. negotiate — вести переговоры
Торговаться или обсуждать условия, пока не будет достигнуто соглашение.
Web designers often come across clients who want to negotiate prices. — Веб-дизайнеры часто сталкиваются с клиентами, которые начинают вести переговоры о цене.

47. occur — случаться, происходить
Why do errors occur? — Почему случаются ошибки?

48. order — заказывать
To order products, please fill out this form. — Чтобы заказать товар, пожалуйста, заполните эту форму.

49. outsource — осуществлять аутсорсинг
Пользоваться услугами сторонних компаний для реализации собственных проектов.
Packaging is often outsourced to Asia. — Сборка часто осуществляется путем аутсорсинга в Азию.

50. oversee — курировать
Осуществлять наблюдение и руководство.
Our Project Manager oversees the development of this new product. — Наш менеджер по проектам курирует разработку нового продукта.

51. plan — план
Последовательность шагов на пути к цели.
We need a plan for increasing our market share in the US. — Нам нужен план, чтобы увеличить нашу долю на рынке США.

52. prevail — превалировать, преобладать
Google prevails in book digitalization. — Гугл превалирует в сфере перевода книг в цифровой формат.

53. process — процесс
Ход создания чего-л.
All our employees will take part in the decision-making process. — Все наши сотрудники примут участие в процессе принятия решений.

54. promote — продвигать
Способствовать росту популярности чего-л.
I think you should start promoting your products online right now. — Думаю, вам стоит начать продвигать вашу продукцию онлайн уже сейчас.

55. prospect — перспектива
We are excited by the prospect of working with you. — Мы воодушевлены перспективой работы с вами.

56. provide — предоставлять
We provide excellent service. — Мы предоставляем превосходный сервис.

57. rapid — стремительный
The last decade saw rapid expansion of the service sector. — В последнюю декаду мы наблюдали стремительное разрастание сферы услуг.
58. reduce — снижать
The price of this product needs to be reduced. — Цену на этот товар нужно понизить.
59. remote — удаленный
This software provides secure remote access of computers from any location. — Эта программа обеспечивает безопасный удаленный доступ к компьютерам из любой точки.
60. replace — заменить
Занять место чего(кого)-л.
How can I replace my laptop fan? — Как мне заменить кулер в моем ноутбуке?
61. research — исследование
Изучение, поиск информации.
Market research was carried out to identify customer needs. — Для изучения нужд потребителей было проведено маркетинговое исследование.
62. resource — ресурс
This site provides useful links to resources on English language e-learning. — Этот сайт предоставляет полезные ссылки на ресурсы по дистанционному обучению английскому языку.
63. respond — отвечать, реагировать
You must respond within ten days. — Вы должны дать ответ в течение десяти дней.
64. simultaneous — одновременный
The charger has a built-in USB power port and includes both a mini and a micro USB cable for simultaneous charging of your mobile devices. — Зарядное устройство имеет встроенный USB-порт и мини- и микрокабель USB для одновременной зарядки ваших мобильных устройств.
65. solve — решать
How do I solve a sound quality problem when uploading to Youtube? — Как мне решить проблему с качеством звука при загрузке на Youtube?
66. sophisticated — сложный, «продвинутый»
Our software makes the setup of sophisticated devices easy. — Наше программное обеспечение упрощает процесс установки продвинутых устройств.
67. specifications — спецификация
Детальное описание (продукта).
We reserve the right to change the specifications of our products without notice. — За нами остается право менять спецификацию наших продуктов без предупреждения.
68. substantial — существенный
Весомый, ощутимый.
There has been a substantial increase in buying power in our country. — В нашей стране наблюдается существенное увеличение покупательной способности.
69. sufficient — достаточный
The warehouse always has sufficient stock. — На складе всегда достаточный запас.
70. suitable — подходящий
Уместный, отвечающий потребностям.

The keyboard should be suitable to the user. — Клавиатура должна быть подходящей для пользователя.

71. task — задача

Have a look at our task manager. — Обратите внимание на наш диспетчер задач.

72. tool — инструмент

This is our most downloaded network tools software. — Это программное обеспечение для работы с сетевыми инструментами скачивают у нас чаще всего.

73. transfer — переводить, перемещать, пересылать

You can transfer money online with PayPal services. — PayPal позволяет переводить деньги онлайн.

74. vendor — поставщик

You can buy items from multiple vendors in one order. — Вы можете включить в один заказ товары от нескольких поставщиков.

75. webinar — вебинар, Интернет-семинар.

Join us next week for a free webinar on computer-based learning. — Приглашаем вас поучаствовать в бесплатном вебинаре по компьютерному обучению на следующей неделе.

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