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ФОНД ОЦЕНОЧНЫХ СРЕДСТВ УЧЕБНОЙ ДИСЦИПЛИНЫ

**СГ.02 ИНОСТРАННЫЙ ЯЗЫК В ПРОФЕССИОНАЛЬНОЙ
ДЕЯТЕЛЬНОСТИ**

Специальность: 15.02.16 Технология машиностроения

Квалификация выпускника: техник-технолог

Форма обучения: очная на базе основного общего образования

Язык обучения: русский

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1. Формы и методы контроля и оценки результатов освоения учебной дисциплины

Таблица 1

Результаты обучения (освоенные умения, усвоенные знания)	Формы и методы контроля и оценки результатов обучения
1	2
Умения:	
<ul style="list-style-type: none"> – общаться (устно и письменно) на иностранном языке на профессиональные и повседневные темы; – переводить (со словарем) иностранные тексты профессиональной направленности; – самостоятельно совершенствовать устную и письменную речь, пополнять словарный запас. 	<ul style="list-style-type: none"> - оценка устных и письменных работ к темам 1.1 – 8.2; - оценка выполнения аудирования 1.1 – 8.2; оценка диалогических высказываний к темам 1.1 – 8.2.
Знания:	
лексический минимум (1200-1400 лексических единиц) по темам, определённым рамками рабочей программы	<ul style="list-style-type: none"> - оценка лексико-грамматических тестов по темам 1.1-8.2; - оценка теоретического опроса по темам по темам 1.1-8.2; - оценка знаний по аспектам дисциплины: устная и письменная речь по темам 1.1-8.2; оценка теоретического опроса по темам 1.1-8.2; оценка автоматизированного тестирования по темам 1.1-8.2.

2. Формы контроля и оценивания элементов учебной дисциплины

Таблица 2

Элементы учебной дисциплины	Формы и методы оценивания по видам контроля	
	Текущий контроль	Итоговый контроль по дисциплине
Учебная дисциплина		экзамен
Учебный материал практических занятий	Проверка ведения рабочих тетрадей Фронтальный устный опрос по темам учебной дисциплины Компьютерное тестирование по темам дисциплины	
Письменные и проверочные работы	Проверка выполнения письменных работ Защита отчетов по темам дисциплины	
Внеаудиторная самостоятельная работа обучающихся	Проверка результатов самостоятельной внеаудиторной работы обучающихся	

3. Контрольно-оценочные материалы

3.1. Текущий контроль

3.1.1. Контрольные работы по темам учебной дисциплины

Контрольные работы составлены в соответствии с требованиями ФГОС СПО к результатам освоения программы подготовки специалистов среднего звена выпускника по специальности 27.02.07 Управление качеством продукции, процессов и услуг (по отраслям). Контрольные работы составлены в 2-х вариантах, в соответствии с темами и разделами рабочей программы; содержат различное количество заданий с учётом вариативности аспектов дисциплины: понимание текста, лексика, грамматика. **Критерии оценки в процентном соотношении:**

0..70	-	2
71..80	-	3
81..90	-	4
91..100	-	5

Контрольная работа №1

Цель выполнения контрольной работы: выявление уровня владения английским языком студентами 2-го курса.

Контрольная работа диагностирует уровень знаний, умений и навыков студентов по двум аспектам дисциплины:

1. чтение
2. письмо (лексико-грамматический тест)

Успешное выполнение контрольной работы предполагает следующее:

- студент должен владеть навыками чтения и уметь извлечь из текста требуемую информацию;
- студент должен знать правила построения английского предложения и уметь употреблять в речи лексико-грамматические структуры английского языка;
- студент должен владеть информацией по теме «Страноведение» и проявить знание географии, реалий политической жизни и культуры Великобритании;
- студент должен уметь составлять краткий рассказ на заданную тему и грамотно презентовать его.

В задачи контрольной работы входит систематизация знаний студентов, активизация их мыслительной деятельности и развитие навыков выполнения тестовых работ.

Время выполнения контрольной работы – 60 минут

Критерии выставления оценок (максимальное количество баллов – 50)

<u>количество баллов</u>	<u>оценка</u>
50 – 45	5
44 – 40	4
39 – 35	3
менее 35	2

Variant 1

READING

Places of Interest in Great Britain

Great Britain is rich in world-famous places. Certainly among them there are famous university cities Oxford and Cambridge, Shakespeare's birthplace — Stratford-upon-Avon, towns of Cardiff, Edinburgh and Glasgow.

Stratford-upon-Avon is a small town. Its chief points of interest are associated with Shakespeare, the greatest English poet and playwright. Shakespeare was buried in the church at Stratford on the banks of the Avon.

The Royal Shakespeare Theatre was opened in Stratford in 1932. Only Shakespeare's plays are performed here.

Those who come to Oxford certainly are interested in its university most of all. It was founded in the 12th century. But there is no "university" as such in Oxford. The component parts of the University of Oxford are the colleges. Each college is practically autonomous. But they do not stand in isolation, they are mixed together with houses, shops and offices.

Cardiff is the capital of Wales and its chief port. Cardiff is also a tourist centre. There are some places of interest there. Wales is sometimes called "the land of song". One of the Welsh traditions is festivals. Song festivals are very popular.

Edinburgh is a city where the historic past lives side by side with the present. Edinburgh Castle is the most famous building in the city. Edinburgh is especially famous for its festivals. In summer there is the Edinburgh Festival. This is Britain's biggest arts festival.

There is a prehistoric monument in Great Britain which is as interesting to the tourists as the Egyptian pyramids. This is Stonehenge. Stonehenge was built in order to calculate the annual calendar and seasons.

1. Choose the right answer:

1. Whom is Stratford-upon-Avon associated with?
a) the Beatles c) Jack London
b) George Shakespeare d) William Shakespeare
2. What is Edinburgh famous for?
a) its port c) its university
b) its festivals d) its church
3. When was Oxford founded?
a) in the twelfth century c) in the second century
b) in the twentieth century d) in the twelve century
4. What is the capital of Wales?
a) Edinburgh c) London
b) Cardiff d) Belfast
5. Where was the Royal Shakespeare Theatre opened?
a) in London c) in Cardiff
b) in Wales d) in Stratford

II. Say true or false:

1. Shakespeare is the greatest English poet and playwright.
2. Each college in Oxford is practically autonomous.
3. In winter there is the Edinburgh Festival.
4. Stratford-upon-Avon is a big town.
5. Wales is sometimes called "the land of song".

III. Match the translation:

- | | |
|------------------|-------------------|
| 1. birthplace | a) берег |
| 2. university | b) памятник |
| 3. famous | c) вместе |
| 4. interested in | d) месторождения |
| 5. building | e) университет |
| 6. monument | f) особенно |
| 7. bank | g) известный |
| 8. festival | h) здание |
| 9. especially | i) интересоваться |

10. together j) фестиваль

GRAMMAR

1. Образуйте множественное число от слова **fox**
a) foxs b) foxes c) fokses d) fox
2. Образуйте сравнительную степень сравнения прилагательного **easy**
a) easier c) easyer
b) the easiest d) more easy
3. Вставьте артикли: **We wrote ... dictation yesterday. ... dictation was long.**
a) a, the b) the, a c) -, the d) - , a
4. Выберите нужную форму глагола: **There ___ two shops and a cinema near here.**
a) – b) are c) is d) some
5. Выберите правильную степень сравнения. **Which is the (hot) month of the year?**
a) hotter c) more hot
b) the hottest d) the hotes
6. Укажите предложение, в котором числительное является порядковым:
a) He was the first to ask it. c) There are five computers in our room.
b) We wrote three dictations on English. d) He lives in flat number fifty-three
7. Вставьте местоимения: **Are there ___ sweets in your bag? — No, there are ___ sweets in my bag.**
a) some, any c) some, no
b) any, no d) any, some
8. Поставьте правильное местоимение **We have ... English lesson in the evening.**
a) his b) our c) their d) my
9. Образуйте множественное число от слова **foot**
a) foot b) foots c) feet d) feets
10. Найди верное числительное **3501**
a) three thousand five hundred and one c) three thousand five hundred - one
b) three hundred five thousand and one d) three thousand fife hundred one
11. Выберите предложение без ошибок
a) Womans are sensitive creature. c) All thieves are risky guys.
b) Mice are very quick. d) That childs are very smart.
12. Вставьте местоимение в предложение. **Is there ___ here who knows French?**
a) anybody c) somebody
b) nobody d) everybody
13. Вставьте числительное в предложение **He was born on the ___ of December.**
a) thirty-first c) thirtieth-oneth
b) thirty-one d) thirtieth-first
14. Вставьте местоимение в предложение **Are there ___ new students in your group?**
a) – b) no c) any d) some

15. Образуйте превосходную степень сравнения прилагательного **far**
a) farer c) the most far
b) further d) the furthest
16. Выберите нужную форму глагола: Mother (to cook) a very tasty dinner yesterday.
a) cooked c) cook
b) cooks d) will cook
17. Выберите правильную форму глагола: You (to go) abroad last summer?
a) Did you go c) Does you go
b) Do you go d) Did you went
18. Выберите правильную форму глагола: She ___ not ill now.
a) am c) is
b) was d) will be
19. Выберите нужную форму глагола: Your brother (to go) to the park next Sunday.
a) will go c) goes
b) went d) go
20. Выберите правильную форму глагола: I (to buy) a very good book last Tuesday.
a) buy c) bought
b) will buy d) buyed
21. Выберите верный вариант перевода: Мы ходили в кино позавчера.
a) We goed to the cinema yesterday. c) We went to the cinema yesterday.
b) We will go to the cinema yesterday. d) We gone to the cinema yesterday.
22. Выберите правильную форму глагола:
He (to turn) on the television to watch cartoons yesterday morning.
a) turns c) will turn
b) turned d) turn
23. Выберите правильную форму глагола: She ___ at school tomorrow.
a) will be c) was
b) is d) am
24. Выберите правильную форму глагола: He (not to play) chess every day.
a) don't play c) won't play
b) didn't play d) doesn't play
25. Выберите правильную форму глагола: You (to come) to my place next Sunday?
a) Will you come c) Do you come
b) Did you come d) Does you come
26. Выберите верный вариант перевода: Он моет машину каждую неделю?
a) Does he wash his car every week? c) Do he wash his car every year?
b) He washes his car every week? d) Will he wash his car tomorrow?
27. Выберите правильную форму глагола: I (not to play) computer games yesterday.
a) don't play c) didn't play
b) won't play d) doesn't play
28. Выберите правильную форму глагола: She usually (to help) mother in the kitchen.

- a) help c) helped
- b) helps d) will help

29. Выберите правильную форму глагола: ____ your father at work yesterday?

- a) was b) is c) were d) will be

30. Выберите правильную форму глагола: Last Sunday we (to go) to the theatre.

- a) went b) will go c) goes d) go

WRITING

Make up 10-15 sentences about your college.

Variant 2

READING

Places of Interest in Great Britain

Great Britain is rich in world-famous places. Hyde Park is the London's largest and most fashionable park. It was once a royal hunting forest. There are restaurants and bars at each end of the Serpentine lake.

Number 10, Downing Street has been the home of the British Prime Minister since 1735.

The official name of the Houses of Parliament is the Palace of Westminster. Most of the building was built in 1840 after the fire of 1834 destroyed the old palace. At the north end of the building, by Westminster Bridge, there is the famous clock tower, Big Ben. In fact Big Ben is really the name of the bell in the tower, not of the clock.

The Tower of London is the London's oldest building. Since William the Conqueror built it in the 11th century, this castle has been a Royal palace, a prison, a place of execution, a zoo, the Royal Mint, and an observatory. Today it's a museum and houses the Crown Jewels. There is a gift shop.

The Natural Museum is situated in Kensington and is one of London's greatest museums. There is a huge collection of animals and plants, including a quarter of a million butterflies, a blue whale and the famous dinosaur skeletons. There is a cafeteria, a gift shop, and a book shop.

The famous Waxworks Madame Tussauds Museum has the models of famous people from pop stars to prime ministers, displays of battles and a Chamber of Horror.

The Royal Observatory, Greenwich is situated 10 miles outside London on a hill above the River Thames. The Observatory contains telescopes and displays about astronomy, including Halley's Comet and Black Holes. There is a video theatre and a souvenir shop. You can have a picnic in Greenwich Park. You can take a riverboat to Greenwich from Westminster Bridge

I. Choose the right answer:

1. Where is the Natural Museum situated?

- a) in London c) in Edinburgh
- b) in Kensington d) in Downing Street

2. What is Madame Tussauds Museum famous for?

- a) buildings c) telescopes
- b) historical subjects d) Waxworks

3. How is the London's largest and most fashionable park called?

- a) Serpentine Park c) London Park
- b) Hyde Park d) Royal Park

4. What is situated at the north end of the building, by Westminster Bridge?

- a) The Royal Observatory c) Hyde Park
- b) Big Ben d) The Tower of London

5. When was the Tower of London built?

- a) in the eleventh century c) in the eleven century
- b) in the twelfth century d) in the tenth century

II. Say true or false:

1. The Natural Museum is one of London's greatest museums.
2. The Royal Observatory is situated 100 miles outside London on a hill above the River Thames.
3. Today the Tower of London is a museum and houses the Crown Jewels.
4. The official name of the Houses of Parliament is the Big Ben.
5. You can take a riverboat to Greenwich from Westminster Bridge.

III. Match the translation:

- | | |
|--------------|------------------|
| 1. situate | a) зоопарк |
| 2. theatre | b) бабочка |
| 3. royal | c) знаменитый |
| 4. zoo | d) здание |
| 5. tower | e) располагаться |
| 6. famous | f) музей |
| 7. butterfly | g) башня |
| 8. century | h) театр |
| 9. museum | i) королевский |
| 10. building | j) век |

GRAMMAR

1. Образуйте множественное число от слова **tomato**
 - a) tomatos b) tomatoes c) tomato d) tomatoses
2. Образуйте сравнительную степень сравнения прилагательного **fat**
 - a) more fat c) the most fat
 - b) fatter d) the fattest
3. Вставьте подходящий артикль в предложение **She has two ...daughters and one...son. Her...son is ...pupil.**
 - a) the, the, a, - c) a, the, -, -
 - b) -, -, -, a d) -, -, a, a
4. Выберите правильную форму глагола **to be**. **There ___a blackboard, four desks and five chairs in our class-room.**
 - a) are b) - c) is d) some
5. Выберите правильную степень сравнения. **My sister speaks English (bad) than I do.**
 - a) badder c) the worst
 - b) worse d) more bad
6. Укажите предложение, в котором числительное является порядковым:
 - a) I live on the third floor. c) I am sixteen
 - b) The number of my flat is twenty-one d) They bought five flowers.
7. Вставьте местоимение в предложение **Are there ___English textbooks on the desks? — Yes, there are ___ English textbooks on the desks.**
 - a) some, no c) any, some
 - b) no, any d) some, any
8. Поставьте правильное местоимение **The Smirnovs have a car car is expensive.**
 - a) their b) his c) my d) our

9. Образуйте множественное число от слова **goose**
 a) geoses b) geese c) geeses d) gooss
10. Найди верное числительное **1001**
 a) one thousand one c) one thousand - one
 b) one thousand and one d) one hundred and one
11. Выберите предложение без ошибок
 a) New buses are very comfortable. c) Geeses are careful birds.
 b) My foots are dirty. d) Our wives are good cooks.
12. Вставьте местоимение в предложение **There is ___ in the next room. I don't know him.**
 a) everybody c) somebody
 b) nobody d) anybody
13. Вставьте числительное в предложение **My birthday is on the ... of September.**
 a) twenty-two c) twenty twith
 b) twenty-second d) twentieth - second
14. Вставьте местоимение в предложение **There is ___ ink in my pen: I cannot write.**
 a) – b) some c) any d) no
15. Образуйте превосходную степень сравнения прилагательного **comfortable**
 a) more comfortable c) the most comfortable
 b) comfortabler d) the comfortablest
16. Выберите правильную форму глагола: I (meet) my friend yesterday.
 a) meet b) met c) will meet d) meets
17. Выберите правильную форму глагола: My granny (not to buy) bread last morning.
 a) didn't bought c) doesn't buy
 b) didn't buy d) won't buy
18. Выберите правильную форму глагола Various kinds of sports (to be) popular in Russia now.
 a) is b) will be c) are d) was
19. Выберите верный вариант перевода: Вы поедете в Англию на следующей неделе?
 a) Do you go to England next week? c) You will go to England next week?
 b) Will you go to England next week? d) Did you go to England last week?
20. Выберите правильную форму глагола: Every morning on the way to school I (to meet) my friends.
 a) meet b) meets c) met d) will meet
21. Выберите правильную форму глагола: We (to grow) tomatoes last summer.
 a) grow b) grows c) grew d) will grow
22. Выберите правильную форму глагола: He (not to watch) TV yesterday.
 a) don't watch c) won't watch
 b) didn't watch d) didn't watched
23. Выберите правильную форму глагола: We (to make) a fire last summer.
 a) makes b) made c) maked d) will make

24. Выберите правильную форму глагола: Your mother (to cook) every day?
 a) Did your mother cook c) Does your mother cook
 b) Do your mother cook d) Will your mother cook
25. Выберите правильную форму глагола: I (not to eat) ice cream every day.
 a) don't eat b) didn't eat c) didn't ate d) doesn't eat
26. Выберите правильную форму глагола: I (to write) a letter to my cousin yesterday.
 a) write b) writed c) will write d) wrote
27. Выберите правильную форму глагола: She often (to go) to the country with us?
 a) Will she go b) Did she go c) Does she go d) Do she go
28. Выберите правильную форму глагола: He___in St. Petersburg tomorrow.
 a) am b) is c) was d) will be
29. Выберите верный вариант перевода: Он был в театре 2 недели назад.
 a) He is in the theatre two weeks ago. c) He was in the theatre two years ago.
 b) He are in the cinema two years ago. d) He will be in a theatre in two weeks.
30. Выберите нужную форму глагола: Where___you yesterday? – I___at the cinema.
 a) are, am c) was, was
 b) were, was d) will be, am

Эталоны ответов.

Variant 1

Reading			III
I	II		
1.d	1 T	1.d	6.b
2.b	2 T	2.e	7.a
3.a	3 F	3.g	8.j
4.b	4 F	4.i	9.f
5.d	5 T	5.h	10.c

Grammar

1.b	11.b	21.c
2.a	12.a	22.b
3.a	13.a	23.a
4.b	14.c	24.d
5.b	15.d	25.a
6.a	16.a	26.a
7.b	17.a	27.c
8.b	18.c	28.b
9.c	19.a	29.a
10.a	20.c	30.a

Variant 2

Reading			III
I	II		
1.b	1 T	1.e	6.c
2.d	2 F	2.h	7.b
3.b	3 T	3.i	8.j
4.b	4 F	4.a	9.f
5.a	5 T	5.g	10.d

Grammar

1.b	11.a	21.c
2.b	12.c	22.b
3.b	13.b	23.b
4.c	14.d	24.c
5.b	15.c	25.a
6.a	16.b	26.d
7.c	17.b	27.c
8.a	18.c	28.d
9.b	19.b	29.c
10.b	20.a	30.b

Контрольная работа № 2

Цель выполнения контрольной работы: выявление уровня владения английским языком студентами 2-го курса по разделу «Основы делового английского».

Контрольная работа диагностирует уровень знаний, умений и навыков студентов по следующим аспектам дисциплины:

- чтение
- письмо
- лексика

Успешное выполнение контрольной работы предполагает следующее:

- студент должен владеть навыками чтения и уметь извлечь из текста требуемую информацию;
- студент должен владеть информацией по темам: «Встреча делового партнера», «Деловая корреспонденция», «В аэропорту», «В гостинице», «Переговоры. Контракт» и проявить знания в этой области.

Задачи контрольной работы: систематизация знаний студентов, активизация их мыслительной деятельности и развитие навыка выполнения самостоятельных работ.

Время выполнения контрольной работы - 60 минут.

Критерии выставления оценок (максимальное количество баллов – 47)

<u>Количество баллов</u>	<u>оценка</u>
45 – 47	5
39 – 44	4
33 – 38	3
менее 32	2

Variant 1

1. Задайте вопрос или подберите ответную фразу к предложенному предложению.

1. How do you do?
2. Let me introduce my colleague Nick to you.
3. We have air conditioning, swimming pool and laundry in our hotel.
4. The flight will be for 3 hours.
5. Yes, certainly. Here is my ticket.
6. I recommend you our tomato soup.
7. I can't make it on Tuesday.
8. This is Sherry Johnson from TST Systems.

2. Предложите подходящий ответ на вопрос.

1. Did you have a good trip?
2. What does Mr. Petrov do?
3. Would you like a cigarette?
4. Do you want to pay by cash or credit card?
5. When is the check-in?
6. How would you like your meat cooked?
7. Would you like to meet for lunch?
8. How can I help you?

3. Судя по данной визитке представьте себя, скажите кто вы по профессии и какую фирму вы представляете.

International Management Group
Smith James
Sales Manager
56 Broad St., Stratford-upon-Avon, England
Fax (78907)7897680, 980800870

4. Заполните следующие пункты Анкеты-резюме.

PERSONAL:

NAME

PHONE NO.

EDUCATION (name of school, year graduated, course taken or degree)

EXPERIENCE:

COMPANY ADDRESS

TYPE OF BUSINESS

POSITION HELD

5. О каких профессиях идет речь?

1. He/She is one whose profession is to give legal advice and assistance to clients and represent them in court or in other legal matters.
2. He/She is a person skilled in mechanical or industrial techniques or in a particular technical field.
3. He/She is a person who administers the affairs of an organization, official body, etc.
4. He/She is defined as the "single-person executive body" of a company, acts without power of attorney to represent the company, and issues powers of attorney to others.
5. He/She is the management of an organization's workforce, or human resources. It is responsible for the attraction, selection, training, assessment, and rewarding of employees, while also overseeing organizational leadership and culture, and ensuring compliance with employment and labor laws.

6. Определите чего не хватает в данном деловом письме

Roman's Cheese House
Podlaski 34
61-622 Poznan
Tel: (061) 456 8967
Fax: (061) 456 6745
Email: roman@wp.pl

Fred Flintstone
Sales Manager
Cheese Specialists Ltd.
Rynek 16
66-400 Gorzów Wlkp.

With reference to our telephone conversation today, I am writing to confirm your order for: 10,000 x Cheddar Cheese Deluxe Slices (Ref. No. 856).
Please contact us again if we can help in any way.

7. Составьте диалог.

A) Представьте, что вы встречаете делового партнера в аэропорту. Спросите его как он долетел, впервые ли он в нашей стране, какие его впервые впечатления и предложите помочь добраться до отеля.

B) Представьте, что вы в аэропорту проходите таможенный контроль. Представьте, что вы беседуете с таможенником и объясняете ему причину вашего прилета и все нюансы прибытия в страну.

Variant 2

1. Задайте вопрос или подберите ответную фразу к предложенному предложению.

1. Oh, yes. The flight was quite smooth. And I'm very glad the plane came on time.

2. Yes, I'm Vladimir Ivanov from TST Systems.
3. I want to pay by cash.
4. The check-in will be at 5 a.m.
5. I'm on business tour to attend a training program.
6. I would like tomato soup, vegetables, and orange juice.
7. I'm afraid I'm at a conference all day.
8. I'd like to speak to Mr. Thompson, please.

2. Предложите подходящий ответ на вопрос.

1. How do you do?
2. What is your first impression on London?
3. Would you like something to drink?
4. What conveniences do you have in your hotel?
5. How much does the ticket cost?
6. What would you like to eat?
7. Would Monday suits you?
8. Who is speaking, please?

3. Судя по данной визитке представьте себя, скажите кто вы по профессии и какую фирму вы представляете.

<p>EF School</p> <p>Parker John</p> <p><i>Personnel Manager</i></p> <p>17 Broadwalk Av. Edinburgh, Scotland</p> <p>Fax (78907)7897680, 980800870</p>
--

4. Заполните следующие пункты Анкеты-резюме

NAME

ADDRESS

DO YOU HAVE A VALID DRIVER'S LICENCE

LANGUAGES

MARITAL STATUS

EXPERIENCE:

POSITION HELD

5. О каких профессиях идет речь?

1. He/She under general administrative direction, to plan, direct, manage, and oversee the activities and operations of the Finance Department including accounting, data processing, purchasing, and finance; to coordinate assigned activities with other City departments, and outside agencies.
2. He/She is a person concerned with the maintenance and audit of business accounts and the preparation of consultant reports in tax and finance.
3. He/She is a person employed to handle correspondence, keep files, and do clerical work for another person or an organization, takes minutes of the meetings, and answers correspondence, as for a company.
4. He/She is the corporate executive having financial authority to make appropriations and authorize expenditures for a firm.
5. He/She is one who writes computer programs, who prepares or writes instructional programs.

6. Определите чего не хватает в данном деловом письме

Dreamtime Movies Universal Ltd
54 Oxford Road, Skagnes SK3 4RG
Tel: 0223 123 4567 Fax: 0223 765 4321
Email: info@englishclub-spb.ru

Dear Sirs

I look forward to hearing from you.

Yours faithfully

Andrea Philips

Andrea Philips
Marketing Manager

7. Составьте диалог.

А) Представьте, что вы, встретив делового партнера в аэропорту, приводите его в свою фирму, представляете ему свой рабочий персонал, предлагаете ему что-нибудь выпить и приступить к беседе о делах.

В) Представьте, что вы приехали за границу и собираетесь заселиться в отель. Изобразите беседу с администратором, объясните ему свои пожелания и узнайте об условиях пребывания в отеле.

Эталоны ответов
Variant 1

1.

1. How do you do?
2. Nice to meet you Nick.
3. What conveniences do you have in your hotel?
4. How long is the flight?
5. May I see your ticket, sir?
6. What can you recommend for a main course?
7. Would Tuesday suit you?
8. Could you tell me what it is about?

2.

1. Yes, thank you. The flight was quite smooth.
2. He is our Sales Manager.
3. No, thanks. I don't smoke.
4. I would like to pay by cash.
5. The check-in is in 2 hours.
6. Medium, please.
7. Yes, I'd love to.
8. I'd like to speak to Ms. Johns, please.

3. My name is James Smith. I'm a sales manager from International Management Group. I'm from Stratford-upon-Avon, England. Nice to meet you.
(максимум 4 балла)

4. PERSONAL:

NAME *Ivanov Ivan*

PHONE NO. (8552)389876

EDUCATION (name of school, year graduated, course taken or degree)

Technical college 2012 programmer

EXPERIENCE:

COMPANY *Alpha* **ADDRESS** *14 Road Street, London, England*

TYPE OF BUSINESS *Information Technologies*

POSITION HELD *Manager*

(1 балл за каждый правильный пункт)

5.

1. It is a lawyer.
2. It is a technician.
3. It is an administrator.
4. It is a General Director.
5. It is a personnel manager.

6.

- date
- salutation
- complimentary close
- signature
- P.S. (references)

7. A)

Pete: Hello, Mr. Hill!

David: Hello, Pete! It is so good to see you! Thank you for meeting me.

Pete: I am very glad to see you too. Can I introduce my friend and colleague Nick?

David: How do you do, Nick?

Nick: How do you do, David? I'm glad to meet you.

Pete: Did you have a good trip, Mr. Hill?

David: Oh, yes. The flight was quite smooth. And I'm very glad the plane came on time.

David: Have you been to London?

Nick: No, not yet. But I am planning to go to England in summer.

David: As a tourist?

Nick: I think so.

Pete: And here is the hotel... Let me help you with the suit case, David.

David: Thank you. That's very kind of you.

(максимум 5 баллов за диалог)

B)

Customs officer: Have you filled in the immigration card?

Alex: Yes.

Customs officer: Can I see your passport?

Alex: Certainly, here it is.

Customs officer: Have you anything to declare?

Alex: Nothing.

Customs officer: What's the purpose of your visit?

Alex: I'm attending a conference in London.

Customs officer: Well, would you mind opening this bag, please.

Alex: There you are.

Customs officer: Thank you. Right. That's all. You can go through now.

Alex: Thank you.

(максимум 5 баллов за диалог)

Variant 2

1.

1. Did you have a good trip?

2. Are you Mr. Ivanov?
3. Would you like to pay by credit card or by cash?
4. When will be check-in?
5. What's the purpose of your visit?
6. What would you like to eat, sir?
7. Would Monday suit you?
8. How can I help you?

2. Предложите подходящий ответ на вопрос.

1. How do you do?
2. I like London. It's a beautiful city.
3. Yes, please.
4. We have laundry service, air conditioning and swimming pool in our hotel.
5. It is about 500\$.
6. I'd like tomato soup, please.
7. I'm sorry, I'll be busy that day.
8. This is Vladimir Ivanov from TST Systems.

3. My name is John Parker. I'm a Personnel Manager from EF School. I'm from Edinburgh, Scotland. Nice to meet you.

(максимум 4 балла)

4.

NAME *Ivanov Ivan*

ADDRESS *123 Oxford Street, London, England*

DO YOU HAVE A VALID DRIVER'S LICENCE *Yes*

LANGUAGES *English good*

Russian excellent

Tatar fair

MARITAL STATUS *unmarried*

EXPERIENCE:

POSITION HELD *Manager*

(1 балл за каждый правильный пункт)

5.

1. It is a Financial Director.
2. It is an accountant.
3. It is a secretary.
4. It is a General Director.
5. It is a programmer.

6.

- Sender's address/inside address
- date
- opening sentence
- body of the letter
- P.S. (references)
-

7. A)

Pete: Hello, Mr. Hill!

David: Hello, Pete! It is so good to see you! Thank you for meeting me.

Pete: May I introduce my staff to you. This is Mr. Hilton, our sales manager.

David: Nice to meet you.

Mr. Hilton: Nice to meet you too.

Pete: This is Miss Kirilenko, my secretary.

Miss Kirilenko: Nice to meet you. Did you have a good trip?

David: Oh, yes. The flight was quite smooth. And I'm very glad the plane came on time.

Pete: Would you like something to drink?

David: Yes, coffee, please.

Pete: Now, let's get down to business.

David: With great pleasure.

(максимум 5 баллов за диалог)

B)

B.: Good morning. I'd like to check in.

Reception Clerk.: Do you have a reservation with us?

B.: Yes, I do. I made a reservation by phone last night.

R.C.: Your name, please?

B.: Brian Mitchell from San Francisco.

R.C.: Okay. Let me see. You have a reservation for single room. Is that correct?

B.: Perfectly correct.

R.C.: Let us know about your decision Tuesday night. You can give us a ring until 11 pm.

B.: All right. What's the price of the room?

R.C.: 75 dollars per night. Please, fill out the registration card. Print your name and home address.

B.: Should I sign my name?

R.C.: Put your signature right here. Okay, will you pay cash or by credit card?

B.: By credit card. Do you need it right now?

R.C.: You can give me your credit card before checking out

B.: Where is your restaurant?

R.C.: The restaurant is on the 25th floor. We also have a coffee shop. It's right here in the lobby.

B.: Thank you for the information.

R.C.: You are welcome. A bellboy will help you with your luggage. Your room is number 1215. Enjoy your stay.

B.: Thanks

(максимум 5 баллов за диалог)

Контрольная работа № 3

Цель выполнения контрольной работы: выявление уровня владения английским языком, в том числе технической терминологией студентами 3-го курса по разделу «Стандарты. Стандартизация. Измерительные приборы. Калибровка. Проверка качества».

Контрольная работа диагностирует уровень знаний, умений и навыков студентов по следующим аспектам дисциплины:

- 1) чтение
- 2) письмо
- 3) грамматика
- 4) лексика

Время выполнения контрольной работы - 60 минут.

Критерии выставления оценок (максимальное количество баллов – 47)

Количество баллов оценка

45 – 47	5
39 – 44	4
33 – 38	3
менее 32	2

Variant 1

Text «Machine tools»

1. Machine-tools are machines designed for cutting metal parts by means of a cutting tool. The machine-tool comprises the principle manufacturing equipment in a machine shop. It can not only reproduce itself but it is the only machine which can create other machines.
2. Without a machine-tool the engineer would be stripped of his power and opportunities. Machining operations, or metal-cutting processes, lie at the basis of all modern industrial production.
3. The general term "machine-tool" is applied to various classes of power-driven metal-cutting machines employed in the machine shop for the purpose of shaping many commercial products.
4. The function of machine-tools is to hold both the workpiece and a cutting tool or tools and move them relative to each other to obtain the proper cutting action and at an economic speed.
5. The part of the machine-tool which removes the metal during a metal-cutting process is called a cutting tool. Cutting tools used for various metal-cutting operations may be different and the type depends on both the work which is performed and the material. The main types machine-tools used for industrial production are lathes, drilling machines, milling machines, etc.
6. The lathe is a machine-tool in which the workpiece is held so that it can be rotated about an axis. The cutting tool is traversed past the workpiece from one end to the other. It is designed primarily for turning and boring operations. However, in addition to turning and boring, many other operations may also be performed on a lathe. The lathe is considered to be the most important of all machine-tools.
7. Lathes used in shop can be of different designs and sizes. These lathes fall into various types, either to their characteristic constructional features, or according to the work for which they are designed.

I.

1. Выбрать фразу, которая лучше всего соответствует содержанию 1 абзаца:

- a) The machine-tool is the only machine which can create the other machine.
- b) The machine-tool can reproduce itself and other machines.
- c) Machine-tool are machines which are designed for cutting metal parts only.

2. Выбрать фразу, которая лучше всего соответствует содержанию 2 абзаца:

- a) Machining operations are performed on various machine-tools.
- b) Machining operations lie at the basis of all modern industrial production.
- c) Metal-cutting processes consist of removing metal chips and obtaining smooth surfaces.

3. Выбрать фразу, которая лучше всего соответствует содержанию 3 абзаца:

- a) The term "machine-tool" is applied to a machine used in making machinery.
- b) The term "machine-tool" is applied to various classes of power-driven metal-cutting machines employed for shaping many commercial products.
- c) Machine-tool, generally speaking, serves for various metal-cutting operations.

II. Закончите предложения.

- | | |
|---|---|
| 1. Machining operations lie at the basis of | a) removes the metal during a metal-cutting process. |
| 2. Machining operations are applied for the purpose of | b) to obtain the proper cutting action |
| 3. Both the workpiece and a cutting tool are moved relative to each other | c) shaping many commercial products. |
| 4. A cutting-tool is the part of the machine tool which | d) all modern industrial production. |
| 5. The type of the cutting tool depends on | e) both the work which is performed and the material. |
| 6. Machine-tools are designed | f) for turning and boring operations. |

III. Определить предложения как: true (T), если предложение соответствует содержанию текста; false (F), если предложение не соответствует содержанию текста; no information (NI), если в тексте нет информации.

1. The cutting-tool is the part of the machine removing the metal.
2. All machine-tools used in a machine shop are designed for special machining operations.
3. The life of the machine-tool depends on the care given to it.
4. The lathe is a machine which is traversed past the workpiece from one end to the other.

IV. Составить предложения, расставив слова по порядку.

1. is – the – part – of – the – machine – the – cutting – tool – the – metal – removing
2. the – operations – of – boring – and – drilling – a – strict – distinction – between there – is

V. Прочитать текст и заполнить пропуски, выбрав нужный вариант ответа:

Many people 1_____ just from an enjoyable holiday in the South West of England. But 2_____ being a major tourist attraction, the region also 3_____ a healthy industry 4_____ provides a wide range 5_____ machining services.

- | | | | |
|--------------------------|----------------|------------------|------------------|
| 1. a) will have returned | b) will return | c) have returned | d) are returning |
| 2. a) as....as | b) well | c) as well | d) as well as |
| 3. a) contain | b) contains | c) contained | d) has contain |
| 4. a) what | b) that | c) who | d) where |
| 5. a) in | b) of | c) at | d) from |

Variant 2

Text «Machine tools»

1. Machine-tools are machined designed for cutting metal parts by means of a cutting tool. The machine-tool comprises the principle manufacturing equipment in a machine shop. It can not only reproduce itself but it is the only machine which can create other machines.
2. Without a machine-tool the engineer would be stripped of his power and opportunities. Machining operations, or metal-cutting processes, lie at the basis of all modern industrial production.
3. The general term “machine-tool” is applied to various classes of power-driven metal-cutting machines employed in the machine shop for the purpose of shaping many commercial products.
4. The function of machine-tools is to hold both the workpiece and a cutting tool or tools and move them relative to each other to obtain the proper cutting action and at an economic speed.
5. The part of the machine-tool which removes the metal during a metal-cutting process is called a cutting tool. Cutting tools used for various metal-cutting operations may be different and the type depends on both the work which is performed and the material. The main types machine-tools used for industrial production are lathes, drilling machines, milling machines, etc.
6. The lathe is a machine-tool in which the workpiece is held so that it can be rotated about an axis. The cutting tool is traversed past the workpiece from one end to the other. It is designed primarily for turning and boring operations. However, in addition to turning and boring, many other operations may also be performed on a lathe. The lathe is considered to be the most important of all machine-tools.
7. Lathes used in shop can be of different designs and sizes. These lathes fall into various types, either to their characteristic constructional features, or according to the work for which they are designed.

I.

1. Выбрать фразу, которая лучше всего соответствует содержанию 4 абзаца:

- a) The function of machine-tools used in engineering is shaping metals.

- b) The function of machine-tools is holding both the workpiece and a cutting tool relative to each other. moving them
- c) Machine-tools do the same jobs as the hammer and the chisel.

2. Выбрать фразу, которая лучше всего соответствует содержанию 5 абзаца:

- a) The cutting tool is the part of the machine removing the metal.
- b) The cutting tools are considered to be of one type.
- c) The cutting tool is the device for the revolving of the workpiece.

3. Выбрать фразу, которая лучше всего соответствует содержанию 6 абзаца:

- a) The lathe is used only for turning.
- b) The most useful machine is a turning machine.
- c) Many operations can be performed on a lathe.

II. Закончите предложения.

- | | |
|--|---|
| 1. The type of the cutting tool depends on | a) the work they are designed for. |
| 2. Machine-tools are designed | b) for removing metal during a metal cutting process. |
| 3. The cutting tool is designed primarily | c) for turning and boring operations. |
| 4. Lathes fall into various types according to | d) both the work which is performed and the material. |
| 5. Machining operations lie at the basis of | e) all modern industrial productions. |
| 6. Machining operations are are moved relative to each other | f) shaping many commercial products. |

III. Определить предложения как: true (T), если предложение соответствует содержанию текста; false (F), если предложение не соответствует содержанию текста; no information (NI), если в тексте нет информации.

1. The lathe is considered to be out-of-date machine-tool.
2. The cutting tool is designed primarily for turning and boring operations.
3. Lathes of small sizes mounted on a bench are termed bench lathes.
4. The only thing that the machine-tool cannot do is to reproduce itself.

IV. Составить предложения, расставив слова по порядку.

1. is – used – the – lathe – a – wide – variety – of – parts – for – the – production – of
2. the – force – three – principal – components – driving – a – tool – has

V. Прочитать текст и заполнить пропуски, выбрав нужный вариант ответа:

Two years ago the company 1_____ a new machining centre. “ 2_____ of our work involves 3_____ different sizes of parts and 4_____ large number of holes”, 5_____ the managing director.

- | | | | |
|-----------------|-------------|---------------|------------|
| 1. a) buys | b) bought | c) is buying | d) brought |
| 2. a) many | b) few | c) much | d) little |
| 3. a) machining | b) machined | c) machinery | d) machine |
| 4. a) producing | b) produced | c) production | d) produce |

5. a) say b) says c) have said d) has said

Эталоны ответов
Вариант 1

Задание I. 1. a 2. b 3. b
Задание II. 1. d 2. c 3. b 4.a 5. e 6. f
Задание III. 1. T 2. F 3. NI 4. F
Задание IV. 1. The cutting tool is the part of the machine removing the metal.
2. There is a strict distinction between the operations of boring
and drilling.
Задание V. 1. c 2. d 3. b 4. b 5. b

Вариант 2

Задание I. 1. b 2. a 3. c
Задание II. 1. d 2. c 3. b 4.a 5. e 6. f
Задание III. 1. F 2. T 3. NI 4. F
Задание IV. 1. The lathe is used for the production for a wide variety of parts.
2. The force driving a tool has three principal components.
Задание V. 1. b 2. c 3. a 4. a 5. b

3.1.2. Самостоятельная внеаудиторная работа обучающихся

Тематический план видов самостоятельной работы студента

Таблица 3

№ п/п	Раздел программы, тема	Вид самостоятельной работы	Форма контроля
Раздел 2. Основы делового английского			
1	Тема 2.4. Телефонный этикет.	Подготовка сообщения «Отчёт о встрече делегации»	отчет
2	Тема 2.6. Менеджмент	Составление диалога на тему «В офисе»	отчет
Раздел 8. Рынок труда. Поиск работы.			
1	Навыки самопрезентации	Составление резюме и CV будущего специалиста	отчет

3.2. Контрольно-оценочные материалы экзамена

I. Программа и процедура экзамена

Экзаменационный материал составлены на основе рабочей программы учебной дисциплины Иностранный язык в профессиональной деятельности в соответствии с требованиями ФГОС СПО к результатам освоения программы подготовки специалистов среднего звена выпускника по специальности 27.02.07 Управление качеством продукции, процессов и услуг (по отраслям) (базовой подготовки).

Задания выявляют уровень освоения обучающимися тем основных разделов дисциплины:

1. знание профессиональной лексики, терминологии;
2. техника перевода профессионально-ориентированных текстов;

Экзамен. Тестируемым предлагается выполнить 3 задания. Все задания построены на основе профессионально-ориентированного текста. Первое задание перевод отрывка, направлено на проверку знаний профессиональной лексики и терминологии. Второе задание ответить на вопрос по тексту, где проверяется умение переводить тексты профессиональной направленности и умение ориентироваться в полученных знаниях. Третье задание - объяснить значение слов на английском языке.

По окончании выполнения задания формируется отчет, с помощью которого как преподаватель, так и студент имеют возможность проанализировать ответы. Кроме того, отчет содержит:

- количество правильно набранных существенных единиц из максимально возможных;
- подсчитанный коэффициент усвоения;
- итоговую оценку, выведенную в соответствии с этим коэффициентом.

При возникновении спорной ситуации с помощью этого отчета можно всегда проанализировать ответы студента.

Время выполнения задания – 30 минут.

Критерии оценки в процентном соотношении:

0..70	-	2
71..80	-	3
81..90	-	4
91..100	-	5

II. Пример оценочного задания

Билет № 1

ISO 9000 essentials

The ISO 9000 family of standards represents an international consensus on good quality management practices. It consists of standards and guidelines relating to quality management systems and related supporting standards.

ISO 9001:2008 is the standard that provides a set of standardized requirements for a quality management system, regardless of what the user organization does, its size, or whether it is in the private, or public sector. It is the only standard in the family against which organizations can be certified – although certification is not a compulsory requirement of the standard.

The other standards in the family cover specific aspects such as fundamentals and vocabulary, performance improvements, documentation, training and financial and economic aspects. Why should an organization implement ISO 9001:2008? It is clear that without satisfied customers an organization is in danger. To keep customers satisfied, the organization needs to meet their requirements. The ISO 9001:2008 standard provides a tested framework for taking a systematic approach to managing the organization's processes so that they consistently turn out product that satisfies customers' expectations. 32How does the ISO 9001:2008 model work? The answer is that ISO 9001:2008 lays down what requirements your quality system must meet, but does not dictate how they should be met in any particular organization. This leaves great scope and flexibility for implementation in different business sectors and business cultures as well as in different national cultures.

1. Дайте письменный перевод второго абзаца.
2. Дайте ответ на вопрос «What aspects does the other standards in the family cover?»
3. Объясните значение следующих слов «standard», «consensus», «quality management system», «ISO», «certification».

ЭТАЛОНЫ ОТВЕТОВ

Билет № 1.

1. ISO 9001: 2008 - это стандарт, который предоставляет набор стандартизированных требований к системе менеджмента качества, независимо от того, что делает пользовательская организация, ее размера или в частном или государственном секторе. Это единственный стандарт, по которому организации могут быть сертифицированы, хотя сертификация не является обязательным требованием стандарта.

2. The other standards in the family cover specific aspects such as fundamentals and vocabulary, performance improvements, documentation, training and financial and economic aspects.

3. **Standard** refers to a component or way of accomplishing a task that is so frequently and widely used that it seems to be part of a specification.

Consensus is the community resolution when opposing parties set aside their differences and agree on a statement that is agreeable to all, even if only barely.

A quality management system (QMS) is a formalized system that documents processes, procedures, and responsibilities for achieving quality policies and objectives.

The International Organization for Standardization (ISO) is an international standard-setting body composed of representatives from various national standards organizations.

Certification is the process of certifying professionals, a service or goods for their eligibility, quality or standards after a standardized process of evaluation.

III. Материально-техническое и информационное обеспечение

Оборудование кабинета Иностранного языка:

- посадочные места по количеству обучающихся;
- автоматизированное рабочее место преподавателя;
- периферийное оборудование для ввода и вывода информации;
- комплект учебно-наглядных пособий (планшеты, плакаты, учебно-методическая документация)

Технические средства обучения:

- компьютер с лицензионным программным обеспечением общего назначения;
- мультимедиа проектор или электронная доска;
- магнитофон, аудиотека

Информационное обеспечение обучения

Перечень рекомендуемых учебных изданий, Интернет-ресурсов, дополнительной литературы

Основные источники:

1. Восковская А.С. Английский язык: учебник для студентов средних профессиональных учебных заведений/ А.С. Восковская, Т.А. Карпова.- 11-е изд., стер. – Ростов на Дону: Феникс, 2015.- 376с. 3.2.2.

2. Голубев А.П., Балюк Н.В., Смирнова И.Б. Английский язык: учебное пособие/ А.П. Голубев, Н.В. Балюк, И.Б. Смирнова.- 11 изд., испр.-М.: Издательский центр «Академия», 2015.-336с.

3. Ларева А.Г. Введение в специальность на английском языке по направлению «Стандартизация и метрология»: метод. указания / А.Г. Ларева. – Ухта: УГТУ, 2014 – 44с.

4. Мюллер В.П. Англо-русский словарь. – М.: Высшая школа, 2014. – 460с.

5. Virginia Evans, Jenny Dooley, Carl Taylor, “Career path Electronics”, Express Publishing, 2014.

6. Virginia Evans, Jenny Dooley, Carl Taylor, “Career path Mechanics”, Express Publishing, 2014.

Дополнительные источники 1. Агабекян И.П. Английский язык: учебное пособие/ И.П. Агабекян.- 21-е изд., стер. – Ростов на Дону: Феникс, 2015.- 318с.: ил. 2. Баграмова Н.В. Практика английского языка. Сборник упражнений по лексике. С. Петербург: «Союз», 2013 г. 142 стр.

Дополнительные источники:

1. Агабекян И.П., Коваленко П.И. Английский для технических ВУЗов Серия «Учебники и учебные пособия»/ И.П. Агабекян, П.И. Коваленко. – Ростов н /Д.: «Феникс», 2015. – 352с.
2. Гритенко Н.А., Омеляненко В.И. ЕГЭ 2013. Английский язык. Справочник/ Н.А. Гритенко, В.И. Омеляненко. – М.: Эксмо, 2014. – 496с.
3. Opportunity, pre-Intermediate, издательство «Longman», 2015.
4. Хоменко С.А., Скалабан В.Ф. Тесты по английскому языку для студентов технических ВУЗов/ С.А. Хоменко, В.Ф. Коваленко. – Мн.: «Амалфея», 2014. – 240с.

Электронные издания:

1. Учебно-методический комплекс «Английский язык», www.academia-moscow.ru
2. <http://www.native-english.ru/exercises>
3. <http://eor-np.ru/taxonomy/term/223>