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**Разговорный английский**

**English for Communication**

Учебно-методическое пособие

для бакалавров факультета прикладной информатики

Краснодар

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**УДК 811.111 (078)**

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**Т19**

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Предлагаемое учебно-методическое пособие предназначено для работы в группах студентов 2–3 курсов факультета прикладной информатики. Пособие включает в себя тексты, ситуативные диалоги, подстановочные, трансформа­ционные, вопросно-ответные упражнения, беседы, комментирования, ориенти­рованные на развитие навыков устной разговорной речи с целью включения студентов в сферу реального общения на английском языке, поурочный словарь, послетекстовые коммуникативные упражнения, тестовые задания с учетом основных разделов грамматики.

Курс состоит из 4 тематических циклов:

* повседневные действия человека,
* установление отношений знакомства,
* первоначальные контакты,
* посещение англоговорящей среды,

Включает в себя 9 уроков и комплекс упражнений для развития иноязычных коммуникативных умений, а также приложение – популярные пословицы, поговорки и фразы, употребляемые при выражении отношения к происходящему.

Целью данного учебно-методического пособия является развитие навыков устной разговорной речи, стимулирование интереса к изучению английского языка.

Учебно-методическое пособие составлено в соответствии с учебным планом и программой по курсу « Английский язык» и предназначено для бакалавров.

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Introduction

“Rudeness, bad manners and disrespectful behavior impact not only those. The Importance of Manners and Politeness in the Workplace”

The common mantra of treating others how you want to be treated has a place not only in your personal life, but also in the workplace. Whether you’re dealing with co-workers directly or simply passing someone in the hallway, every interaction should be viewed as an opportunity to create a positive working environment.

Unacceptable Behavior

Unacceptable behaviors in the workplace run the gamut from offensive personal behaviors to rude actions and reactions while on the job. Working in close proximity to others requires tact and a little common sense. The Baltimore Workplace Civility Study, published in 2003, provides a little insight into the types of uncivil behavior that employees define as a problem in the workplace. They include refusing to contribute to team projects, neglecting common courtesies such as “thank you” and “please,” yelling at coworkers and public criticism or outbursts.

Setting the Tone

Fortunately, companies have begun to take notice of the costs associated with incivility in the workplace. This has led to the adoption of zero tolerance policies and a focus on making sure expectations surrounding civility in the workplace are a prominent part of the company’s culture. In addition, more strategic hiring efforts help ensure companies hire competent and civil employees.

Politeness and Verbal Messages

Message Meanings Vary in Politeness

It will come as no surprise that messages vary greatly in politeness. Polite messages reflect positively on the other person (for example, compliments or pats on the back) and respect the other person’s right to be independent and autonomous (for example, asking permission or acknowledging the person’s right to refuse). Impolite messages attack our needs to be seen positively (for example, criticism or negative facial expressions) and to be autonomous (making demands or forcing another to do something).

Politeness and Directness

Directness is usually less polite and may infringe on a person’s need to maintain negative face—Write me a recommendation, Lend me $100. Indirectness—Do you think you could write a recommendation for me? Would it be possible to lend me $100?—is often more polite because it allows the person to maintain autonomy and provides an acceptable way for the person to refuse your request (thus helping to maintain the person’s negative face needs).

Indirect messages allow you to express a desire without insulting or offending anyone; they allow you to observe the rules of polite interaction. So instead of saying, “I’m bored with this group,” you say, “It’s getting late and I have to get up early tomorrow,” or you look at your watch and pretend to be surprised by the time. Instead of saying, “This food tastes like cardboard,” you say, “I just started my diet”. In each instance you’re stating a preference but are saying it indirectly so as to avoid offending someone.

Politeness and Gender

There are considerable gender differences in politeness. Among the research findings are, for example, that women are more polite and more indirect in giving orders than are men; they are more likely to say, for example, “it would be great if these letters could go out today” than “Have these letters out by three.” Men are more likely to be indirect when they express weakness, reveal a problem, or admit an error. Women’s greater politeness is also seen in the finding that women express empathy, sympathy, and supportiveness more than men. Women also apologize more than men and women make more apologies to other women whereas men make more apologies to women.

*Просьбы и разрешение:* ***may, can, could, will, would***

С просьбами в английском языке обычно обращаются в форме общих вопросов с помощью модальных глаголов MAY, CAN, COULD, WILL, WOULD. Просьбы произносятся с интонацией повышения в конце вопроса. Добавление "please" к просьбе делает ее более вежливой. Как правило, вежливые просьбы не задаются в форме отрицательных вопросов.

Модальные глаголы MAY, COULD, WILL, WOULD используются в вежливых просьбах в речи и на письме, в общении как с незнакомыми людьми, так и с теми, кого вы знаете. CAN в просьбах считается менее вежливым, чем другие модальные глаголы этой группы. CAN обычно употребляется в неофициальных просьбах, в основном в разговоре с друзьями и с членами семьи. В просьбах MAY употребляется в виде "May I", WILL и WOULD употребляются в виде "Will you" и "Would you", в то время как COULD и CAN употребляются в обоих вариантах.

Примеры:

May I speak to Tom Lee, please?

Could I speak to Tom Lee, please?

Can you tell me where the bank is, please?

Will you please be quiet?

Would you please ask her to call me?

Типичные ответы на просьбы

Официально: I'd be glad to. / I'd be happy to.

Менее официально: Yes, of course. / Of course. / Certainly.

Неофициально: Sure. / No problem. / Uh-huh.

Примеры

Could you tell her that Roy James called? - I'd be glad to.

Could you help me with this report? - Yes, of course. / Certainly.

Could you tell me where the bank is, please? - Sure. It's right around the corner on Fifth Street, next to the post office.

Если по какой-то причине вы хотите ответить на просьбу отрицательно, ваш типичный ответ может быть таким:

Официальный стиль: I'm afraid it's not possible. / I'm very sorry, but... / I'd like to, but... / I wish I could (help), but...

Менее официально: Sorry, but...

Примеры

Could you lend me 100 dollars? - I'm afraid it's not possible. / I'm very sorry, but I can't lend you the money now. / I wish I could help you, but I'm afraid I can't.

Could I use your phone? - I'm very sorry, but I'm waiting for a phone call.

May I speak to Mr. Brown, please? - Sorry, he is not in.

Would you please ask him to call me at 7? - I'd like to, but I won't see him.

Can I borrow your CD player? - Sorry, I need it myself.

Еще примеры с "can't" в значении «нельзя».

You can't do it!

Sorry, you can't park here.

Please tell him that he can't use my car without permission.

*Фраза* ***"Would you mind"***

Фраза "Would you mind" также широко используется для обращений с просьбами и спрашивания разрешения.

Просьба сделать что-то: would you mind + герундий

Would you mind opening the window? (Значение: Вы просите кого-то открыть окно.) - Of course not. / Not at all.

Вы не возражали бы открыть окно? (.) - Конечно, нет. / Ничуть (не возражаю).

Would you mind not smoking here? (Meaning: You ask someone not to smoke here.) - Oh, I'm sorry.

Вы не возражали бы не курить здесь? (Значение: Вы просите кого-то не курить здесь.) - Извините.

*Просьба разрешить:* ***would you mind + if I + простое прошедшее время***

Would you mind if I opened the window? (Meaning: You ask someone if you could open the window.) - Of course not. / Not at all. / No, I wouldn't mind.

Вы не возражали бы, если бы я открыл окно? (Значение: Вы спрашиваете кого-то, можно ли вам открыть окно.) - Конечно, нет. / Ничуть. / Нет, не возражаю.

Would you mind if I didn't go to the party with you? I'm really tired.

Вы не возражали бы, если бы я не пошел на вечеринку с вами? Я очень устал.

*Фраза* ***"Do you mind"***

В разговорном английском, конструкция "Would you mind" иногда меняется на "Do you mind". Конструкция "Do you mind" несколько менее вежлива, чем "Would you mind".

Do you mind opening the window?

Вы не возражаете открыть окно?

Do you mind if I open the window?

Вы не возражаете, если я открою окно?

Do you mind if I don't go to the party with you?

Вы не возражаете, если я не пойду на вечеринку с вами?

*Просьбы в форме отрицательных вопросов*

Как правило, вежливые просьбы в английском языке не задаются в форме отрицательных вопросов. Вежливые просьбы в русском языке обычно бывают в форме отрицательных вопросов. Русские студенты часто делают ошибки в просьбах на английском языке из-за этой разницы.

Отрицательные вопросы обычно содержат в себе какую-то эмоцию (удивление, ожидание ответа «да», насмешку, раздражение и т.д.). Просьбы в форме отрицательных вопросов могут часто звучать невежливо. Изучающим язык следует избегать обращения с просьбами в форме отрицательных вопросов. Посмотрите на эти примеры невежливых просьб, со значением, которое они передают, и реакцией, которую они могут вызвать:

Can't you get me a cup of coffee? (Meaning: I'm surprised that you haven't offered me a cup of coffee.) - Of course I can get you a cup of coffee! Why didn't you ask me about it?

Разве чашку кофе вы не могли бы мне дать? (Значение: Я удивлен, что вы не предложили мне чашку кофе.) - Конечно, я могу вам дать чашку кофе! Почему же вы меня об этом не попросили?

Won't you help me? (Meaning: I see that you don't want to help me.) - Of course I will help you! Have I ever refused to help you?

Разве вы мне не поможете? (Значение: Я вижу, что вы не хотите мне помочь.) - Конечно я помогу вам! Разве я когда-нибудь отказывался вам помочь?

Если отрицательный вопрос на самом деле не просьба, а предложение чего-то, отрицательный вопрос будет звучать более заинтересованно, чем утвердительный вопрос. (Немного удивления в таких отрицательных вопросах тоже есть.)

Won't you sit down?

Не присядете ли?

Won't you have more cake?

Не хотите ли еще торта?

But you just got here! Can't you stay a little longer?

Но вы только недавно пришли! Разве вы не можете еще немного побыть (у нас)?

Другой возможный случай, это когда говорящий знает, что есть причины, почему просьба не может быть выполнена или разрешение дано, но все же надеется, что можно что-то сделать. Утвердительные вопросы весьма употребительны в таких случаях.

I'm extremely sorry, but couldn't I return the money that I owe you after the holiday?

Я очень извиняюсь, но не мог бы я вернуть деньги, которые я вам должен, после праздника?

I'm extremely sorry, but could I return the money that I owe you after the holiday?

Я очень извиняюсь, но не мог бы я вернуть деньги, которые я вам должен, после праздника?

You wouldn't have a bigger room, would you?

У вас (конечно) не найдется комнаты побольше?

**Are you polite?**

**Politeness Quiz**

1. Which is the most natural, everyday question?

Who did you dance with?

With who did you dance?

With whom did you dance?

Whom did you dance with?

2. What's the correct question tag word for this polite request?

You haven't got a light, \_\_\_\_\_ you?

do

have

got

haven't

3. Make this question polite by making it indirect.

"Where's the train station?"

Could you tell me where is the train station?

Do you know where the train station is?

Tell me where the station is.

I'd like to know where is the station.

4. What's the correct question tag on this polite request?

Open the window, \_\_\_\_\_ you?

can

do

will

open

5. What's the correct question we use to show interest in the following dialogue?

A: 'Did you know Jane wants to be an actress?'

B: '\_\_\_\_\_ she?'

Wants

Does

Has

Why?

6. Complete the follow up question to statement.

A: 'I've got a sportscar

B: ' Really? How long \_\_\_\_\_\_\_\_\_\_\_\_\_?

have you had it?

did you have it?

have you been having it?

do you have it?

**Just For Fun**

**Label Jokes**

- Doctors office, Rome:

SPECIALIST IN WOMEN AND OTHER DISEASES.

- Dry cleaners, Bangkok:

DROP YOUR TROUSERS HERE FOR THE BEST RESULTS.

- In a City restaurant:

OPEN SEVEN DAYS A WEEK AND WEEKENDS.

- In a cemetery:

PERSONS ARE PROHIBITED FROM PICKING FLOWERS FROM ANY BUT THEIR OWN GRAVES.

- Airline ticket office, Copenhagen:

WE TAKE YOUR BAGS AND SEND THEM IN ALL DIRECTIONS.

- A laundry in Rome:

LADIES, LEAVE YOUR CLOTHES HERE AND SPEND THE AFTERNOON HAVING A GOOD TIME.

**Unit 1**

**Greeting**

A conversation without knowing the rules ends quickly.

**Warm up**

1. How do people greet each other in your country? Do they shake hands, bow, kiss, etc.?

2. Do you use first names for close friends and family?

3. How do you address strangers?

4. How do you address people who are older than you?

5. How do you address teachers in your country?

6. Can you call your boss by his/her first name in your country?

7. Are titles very important in your country?

8. Are nicknames common in your country? Do you have a nickname?

9. Does a woman take her husband’s family name when she gets married?

10. Is eye contact important when having a conversation in your country?

11. How far apart do people usually stand when having a conversation in your country?

12. What topics of conversation would you discuss (or avoid) at a party or other social activity in your country? (e.g. politics, religion, family, money, work, etc.)

**Vocabulary**

|  |  |
| --- | --- |
| to trust  so-so  to be pleasure  later dude  same ole same ole  to hide  ages  a movie  to relieve  couple  to believe  twice  say hello to smb  to appreciate  a gift  kindness  take care  to call  response  to bow  to embrace | доверять(ся),надеяться  так себе  быть приятным  до встречи, пижон  как обычно  прятаться  годы (вечность)  кино  облегчать, освобождать  пара  верить  дважды  передай привет к-л  ценить  подарок  доброта  береги себя  звать, звонить  ответ  кланяться  обнимать |

**1*.* Translate the word combinations.**

To appreciate the gift; to believe the truth; to take care of yourself; to appreciate the kindness; to call on the telephone; a couple of gloves; it is pleasure to meet a friend; to go to the movie; to trust your parents; to repeat the question twice; I haven’t seen you for ages; to hide the money; a correct response.

**2. Read the text and answer the questions.**

Greeting is an act of communication in which human beings (as well as other animals) intentionally make their presence known to each other, to show attention to, and to suggest a type of relationship or social status between individuals or groups of people coming in contact with each other. While greeting customs are highly culture and situation-specific and may change within a culture depending on social status and relationship, they exist in all known human cultures. Greetings can be expressed both audibly and physically, and often involve a combination of the two. This topic excludes military and ceremonial salutes but includes rituals other than gestures. A greeting can also be expressed in written communications, such as letters and emails.

Greetings are often, but not always, used just prior to a conversation.

Some epochs and cultures have had very elaborate greeting rituals, e.g., greeting of a king.

Secret societies have clandestine greeting rituals that allow members to recognize common membership.

Greetings are used to say hello in English. It's common to use different greetings depending on whether you greet a friend, family or a business associate. There are also greetings that are used with people you do not know very well.

Once you have been introduced to someone, the next time you see that person it is important to greet them. We also greet people as we leave people. In English (as in all languages), there are different ways to greet people in formal and informal situations.

1. What is a greeting?

2. Why is it used?

3. How can greeting be expressed?

4. When is greeting often used?

5. What are the greeting rituals?

6. Why is it common to use different greetings?

7. What are the ways to greet people?

**3. Read and memorize the general greetings.**

*General greetings (Formal)*

Good morning / afternoon / evening

Good day Sir / Madam (*very formal*)

Hello!

How are you? (I’m fine/Pretty good/Not bad/Not so good/Not so well)

How is everything? (Well/Not so well)

How’s everything going? (Good/So-so)

How have you been keeping? (Fine/well/great)

I trust that everything is well

*Formal Greetings: Departing*

Good morning / afternoon / evening.

It was a pleasure seeing you.

Goodbye.

Note: After 8 p.m. - Good night.

*Informal Greetings: Departing*

Goodbye- Bye.

See you (later)-Call me.

Later (very informal)-Catch you later.

So long-Later dude.

I have to run-I have to be going now.

See you again- I hope to see you again.

*General greetings (Informal***)**

Hi. / Hello

What’s up? (very informal) (Not much/Nothing (much)

What are you up to? (Nothing much)

How are you doing? (I’m doing well, thank you)

Good to see you.

How are things (with you)? (Good)

How’s it going? (It’s going well/fine)

How’s life been treating you? (Good)

What have you been up to? (The same ole the same ole=the same as usual)

*It's important to note that the question* ."How are you?" or "What's up?" doesn't necessary need a response. If you do respond, these phrases are generally expected:

Very well, thank you. And you? (*formal*)

Pretty good(*formal*)

Fine / Great (*informal*)

Not bad (*informal)*

Not much

Nothing much

*Greeting a person you haven’t seen for a long time (Formal)*

It has been a long time.

It’s been too long.

What have you been up to all these years?

It’s always a pleasure to see you.

How long has it been?

I’m so happy to see you again.

*Greeting a person you haven’t seen for a long time (Informal***)**

How come I never see you?

It’s been such a long time.

Long time no see.

Where have you been hiding?

It’s been ages since we last met.

*Greeting Someone you Know*

**"**Hey John, how have you been?"

"Hi Bob, how are you?"

**"**Hi Nancy, what have you been up to?"

"Andy, it's been a long time, how are you man?"

*If you meet someone unexpectedly, you can say,*

"Hey Jack, it's good to see you. What are you doing here?"

or

"What a surprise. I haven't seen you in a long time. How have you been?"

*If you see the person at a restaurant, you can say*, "Do you come to this restaurant often?"

*Or at the movie theatre*, "What movie did you come to see?"

*Appropriate responses:*

"Hi Steve, my name is Mike. It is nice to meet you as well."

“I heard a lot about you from John. He had a lot of good things to say."

"Wow. How long has it been? It seems like more than a year. I'm doing pretty well. How/ What about you?"

*A typical response to this type of greeting is simple.*

"Not too bad."

*If asked what you have been up to, you can respond with*, "Same ole same ole." Or, "The same as usual."

*Here are some other example responses.*

"I'm pretty busy at work these days, but otherwise, everything is great."

"I'm doing very well."

"I finally have some free time. I just finished taking a big examination, and I'm so relieved that I'm done with it."

*Restaurant Responses*

**"**I've been here a couple of times, but I don't come on a regular basis."

"I come pretty often. This is my favorite restaurant."

"I can't believe we haven't seen each other before. I come here at least twice a week."

*Movie Response*

"I came here to see Matrix Revolution. How about you?"

*Saying good-bye*

It was nice seeing you. Good-bye!

Take care now. Bye-bye!

Have a nice weekend. – Thanks, you too.

Say hello to your family for me. – Thank you, I will.

See you tomorrow.

See you**.**

*Expressing thanks****.***

Thanks.

Thank you.

I appreciate it(a gift).

Thanks for the tour.

Thanks for your time.

Thank you for the nice gift.

I appreciate your kindness.

**4. Match the greetings and the responses.**

|  |  |
| --- | --- |
| How are you**?**  What’s up?  How is it going?  How are you doing?  How is life?  How are you getting?  Hello!  Good day, sir!  What have you been up to?  Good to see you.  Bye.  So long | The same ole the same ole  Nothing much.  See you later.  I’m doing well, thank you.  Pretty good.  Catch you later  Pleased to meet you.  Hi!  Good morning!  Great.  Not so bad  Good. |

**5**. **The Greeting Quiz.**

1. What's up?

It's fine thanks

I'm fine thanks

nothing much

1. How's work?

I'm a teacher

It's very busy

I work for Berlitz

1. How's it going?

I'm fine thanks

Good

I've been fine thanks

4. How are your English studies going?

I study at a school

I use a text book

They’re going well

5. What's new?

I got a new job!

Hi!

I'm fine

6. Have a nice weekend. – \_\_\_\_.

It sure is

Me too

Yes, I'll have

You too

7. Well, I've got to go now. It \_\_\_\_\_ you. Bye! – Good-bye, Andy.

is nice to meet

is nice to see

is nice to talk to

was nice seeing

8. Good-bye. See you on Monday. –\_\_\_\_\_.

Keep in touch

See you

Thank you

The same to you

**6**. **Read some samples and say what types of responses they are.( *restaurant, movie, getting* *acquainted*) and learn them by heart.**

1.

A: Hi, how are you doing?

B: I'm doing great. How about you?

A: Not too bad.

B: Do you come to this restaurant often?

A: I've been here a couple of times, but I don't come on a regular basis. What have you been up to?

B: I'm pretty busy at work these days, but otherwise, everything is great.

A: Well, have a good evening.

B: You too.

2

A: It's nice to meet you. My name is Jack.

B: I'm Steve. It's a pleasure to meet you.

A: What was your name again?

B: Steve.

A: So Steve, What do you do for a living?

B: I work at the public library. How about you?

A: I'm a University student.

B: That's great. It was nice meeting you.

A: Yeah. It was a pleasure meeting you.

3

A: Hey Jack, it's good to see you.

B: Wow. How long has it been? It seems like more than a year. I'm doing pretty well. How about you?

A: Not too bad.

B: What movie did you come to see?

A: I came here to see Matrix Revolution. How about you?

B: I'm going to watch” Finding Nemo”

**7. Complete the dialogues using the expressions. Act them out.**

1.

**(*Good luck with school; I’m fine; I’ve been great; No problem; It’s o’key*.)**

A: Hi, how are you doing?

B: \_\_\_\_\_\_. How about yourself?

A: I'm pretty good. Thanks for asking.

B: \_\_\_\_\_\_\_\_\_\_\_\_\_\_. So how have you been?

A: \_\_\_\_\_\_\_\_\_\_\_\_\_. What about you?

B: I've been good. I'm in school right now.

A: What school do you go to?

B: I go to School 2000.

A: Do you like it there?

B: \_\_\_\_. It's a really big campus.

A: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

B: Thank you very much.

2.

**(*I’ve actually been pretty good; I’m actually in school right now; Never better; Thanks; It’s not bad*.)**

A: How's it going?

B: I'm doing well. How about you?

A: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

B: So how have you been lately?

A: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. You?

B: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

A: Which school do you attend?

B: I'm attending School 2000 right now.

A: Are you enjoying it there?

B: \_\_\_\_\_\_\_\_\_\_\_\_\_. There are a lot of people there.

A: Good luck with that.

B:\_\_\_\_\_.

3.

**(*I’m absolutely lovely, thank you; Everything’s been good with you; I wish you luck; I haven’t been better; How are you doing today?*)**

A: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

B: I'm doing great. What about you?

A: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

B: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

A: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. How about yourself?

B: I started school recently.

A: Where are you going to school?

B: I'm going to School 2000.

A: How do you like it so far?

B: I like it so far. My classes are pretty good right now.

A: \_\_\_\_\_\_\_\_\_\_.

B: Thanks a lot.

**8. Read and act out the greeting -example conversations.**

1.

A: Hi, my name is Steve. It's nice to meet you.

B: I'm Jack. It's a pleasure to meet you, Steve.

A: What do you do for a living Jack?

B: I work at the bank.

2.

A: What is your name?

B: Jackson.

A: What was that again?

3.

A: Hey John, how have you been?

B: What a surprise. I haven't seen you in a long time. How have you been?

A: I'm doing very well. How about you?

B: I finally have some free time. I just finished taking a big examination, and I'm so relieved that I'm done with it.

4.

A: Hi Nancy, what have you been up to?

B: The same ole same ole. Or, the same as usual. How about you?

A: I'm pretty busy at work these days, but otherwise, everything is great.

5.

A: Andy, it's been a long time, how are you man?

B: What a surprise. I haven't seen you in a long time. How have you been?

A: Do you come to this restaurant often?

B: I've been here a couple of times, but I don't come on a regular basis.

**9. Make up conversations as if:**

- you meet a former group-mate you’ve not seen for a long time,

- you meet your college teacher,

- you meet your coworker,

-you meet your close friend*.*

**Just For Fun**

**Holiday greetings.**

**New Year greetings.**

Best wishes for a happy and prosperous New Year*.*

May peace and joy be yours during this wonderful season and the coming New Year.

All of us join in saying "Thank You" and Wish you a Happy Holiday and Fruitful New Year.

Best Wishes for a wonderful holiday and a happy New Year.

Wishing you and your loved ones peace, health, happiness and prosperity in the coming New Year.

Wishing you and those you love all the good fortunes of life, health, happiness and peace throughout the New Year.

Sending you Holiday Greetings and Best Wishes for a Happy New Year.

Best wishes and our sincere thanks for your loyalty and good will throughout the year.

Wishing you a Beautiful Holiday Season and a New Year of Peace and Happiness.

**Some Birthday greetings.**

Best wishes for a happy day filled with love and laughter. Happy Birthday!

Life is great at any age. Enjoy yours. Happy Birthday!

Wish you happiness to your heart content and may all your dreams come true!

Happy Birthday and many returns of the day!

**St. Valentine’s greetings.**

Since the rose is the symbol of true love,

It is also a symbol of St. Valentine’s Day

My wishes to all those who are in deep love

And believes in true and never dying love***!***

Love is not an exam to pass or fail,

Love is not a competition to win or loss,

But love is a feeling in which you care for someone more than yourself…

HAPPY VALENTINE’S DAY!

One tree can start a forest,

One smile can start a friendship.

One touch can show love and care.

One person like you can make life beautiful!

I'll be your sweetheart

If you will be mine,

All of my life

I'll be your Valentine.

To each and every friend of mine

I'll send a lovely valentine.

Mom, Dad, Sis, and Brother, too.

Will receive a heart that says,

"I love you."

**Other occasion greetings.**

A wish of Love and Remembrance to You and Yours on this Holiday Season.

We want to take this opportunity to let you know how much you are appreciated.

There is no time more fitting to say "Thank You" and to wish you a Happy Holiday Season.

May the closeness of friends, comfort of home and the unity of our country renew your spirits this holiday season.

**Unit 2**

**Let me introduce**…

One needs no particular talent to be polite. On the contrary, being nice is what's left when you've failed at everything else.”

― Diane Setterfield, The Thirteenth Tale.

**Warm up**

Introducing people is both an art and a means of ensuring good manners. A good introduction can get people off to a great conversational start and can help ease any discomfort or unease at meeting for the first time. And to think all that power is in your hands!.

Introducing people is a basic means to give two people an opportunity to get to know one another. Your role in introducing is to clarify the basics of who each person is, and any relationship they have to you. You might also need to help the conversation flow just after introducing but only briefly.

**1.Answer the questions.**

What is a good introduction?

What is your role in introducing people?

**Vocabulary**

|  |  |
| --- | --- |
| introduce  meet  clarify  opportunity  briefly  relationship  authority  guess  seniority  precedence  courtesy  respect  rank  appropriate  hazard  position | представлять  знакомиться  прояснить  возможность  кратко  отношения  власть  догадываться  старшинство  преимущество  доверие  уважение  положение  подходящий  затруднительный  должность |

**2. Read and memorize.**

Фразы-заменители "be allowed to do something, be not allowed to do something" могут использоваться для описания разрешения в настоящем, будущем и прошедшем времени, например:

I am not allowed to leave the house.

Мне не разрешено покидать дом.

You will be allowed to see the patient soon.

Вам разрешат увидеться с больным скоро.

We were allowed to take his car.

Нам было разрешено взять его машину.

They weren't allowed to stay there.

Им было не разрешено остаться там.

She wasn't allowed to go there alone.

Ей было не разрешено идти туда одной.

**3. Read and translate the expressions.**

1. Let me introduce myself to you.

2. Let me introduce you to our Managing Director.

3. Let me help you with these accounting documents.

4. Let me know when you finish this work.

5. Let me tell you the truth.

6. Allow me to greet you on behalf of our delegation.

7. Allow me to show your our office.

8. Allow me to type this balance sheet for you.

9. Allow me to help you with the profit and loss statement.

10. Meet my group-mate, Kelly.

11. Meet my friend, Alex.

**4. Match the introductions and their responses.**

|  |  |
| --- | --- |
| Let me introduce my co-worker.  Meet my girlfriend.  May I present my boss?  Have you met my brother Sam?  I’d like to introduce Mr Liddle. | Hi! Pleased to meet you.  How do you do?  Hello! Glad to meet you.  Hi! Nice to meet you.  How do you do? Happy to meet you***.*** |

**5. Read some rules while introducing people. Memorize them**.

Work out who has the greater rank or authority of the two people you are about to introduce. If you don't already know this, you'll need to hazard an educated guess on the spot.

Your boss will usually be of greater rank or authority than your colleague, partner, or best friend.

Your 70 year old mother-in-law is of greater seniority than your brand new boyfriend.

Your senior colleague takes precedence over your junior colleague.

Your customer should be introduced to your employees.

Great age takes precedence over most rank or authority, out of courtesy and respect.

All other things being equal, the person you've known the longest should be named first: introduce your junior friend to your senior friend.

For social introductions, men are usually introduced to women, as a sign of respect. This does not apply in a business context where women hold senior positions.

For a formal occasion, the following approach is appropriate. Use the phrase "May I present", "I'd like to introduce", or "Have you met?"

Introductions are the first phrases we say when we meet someone new. They are an important part of small talk - what we say when we meet people at parties. These phrases are different than the phrases we use when we greet friends.

**6. Read these phrases and practice them in these short conversations**.

1.

*Here are expressions to introduce yourself:*

My name is \_\_\_.

I'm \_\_\_.

Nice to meet you; I'm\_\_\_.

Pleased to meet you; I'm\_\_\_.

Let me introduce myself; I'm\_\_\_.

I'd like to introduce myself; I'm\_\_\_.

Allow me to introduce myself. My name is \_\_\_. / I am \_\_\_.

My (first/ last) name is \_\_\_. Please call me \_\_\_.

2.

*Here are expressions to introduce others:*

Jack, please meet Nicolas.

Jack, have you met Nicolas?

I'd like you to meet Liza.

I'd like to introduce you to Betty.

Leila, this is Barbara. Barbara this is Leila.

This is Mr. Smith, our new manager.

I want you to meet William, a new student.

I’d like to introduce my friend, William

*Useful responses when introducing yourself or other people.*

Nice to meet you.

Pleased to meet you.

Happy to meet you.

How do you do?

3.

*A sample-dialogue*

*Alex is talking to the new manager and his assistant. Notice how they introduce themselves*:

Alex: Hi! My name is Alex Litterman, the new manager.

William: Hi! I'm William O'Brian. Nice to meet you, Mr Alex Litterman.

John: William, please meet Mr Steve Lynch, my assistant.

Jack: How do you do?

Nicolas: How do you do?

*Things to remember:*

When introducing yourself or other people in a formal situation use full names. ("I'm Alex Litterman.")

"How do you do?" isn't really a question, it just means "Hello"

*There are a number of phrases that are commonly used to introduce strangers.*

4.

Steve, I don't think you've met Nancy.

I don't think you know Susan.

May I introduce you to Kevin?

Sara, do you know Mike?

Jake, I'd like you to meet Mary.

When you meet someone the first time, it is common to greet the person with "How do you do?" the correct response is "How do you do." Here is a short introductory conversation:

5.

Ken: Peter, I'd like you to meet Mary.

Peter: How do you do?

Mary: How do you do.

Ken: Mary works for ...

A variation is also "It's a pleasure to meet you." or "Pleased to meet you."

Ken: Peter, I'd like you to meet Mary.

Peter: It's a pleasure to meet you/ Pleased to meet you.

Mary: How do you do.

Ken: Mary works for ...

In informal situations, especially in North America, introductions are also made simply saying: "This is Armanda." It is also common to just say "Hi" or "Hello" as a response in this informal setting.

It is also quite common to shake hands when you are introduced. After the initial introduction, hand shaking generally takes place in more formal, business situations. Otherwise, people just say "Hi."

**7. Complete the dialogues with the appropriate responses.**

1.

А: Let me introduce myself to you. My name is \_\_\_.I am a \_\_\_.

В: Nice to meet you. My name is \_\_\_.I am a representative of \_\_\_.We are here to \_\_\_.

2.

А: My name is \_\_\_. Allow me to greet you on behalf of our \_\_\_.

В: Nice to meet you. My name is \_\_\_. I am a representative of \_\_\_. We are here to \_\_\_.

3.

А: Hello! My name is \_\_\_. I am here to see \_\_\_.

В: Where are you from, \_\_\_.?

А: I am from...We agreed to\_\_\_.

В: Just a moment, madam.

**8 .Introduce these people according to the sample:**

This is my friend Jack

.Hi,Jack! I’m Linda.

Nice to meet you.

Nice to meet you too.

This is my brother, Bob

my sister, Cindy

my father, Mr Harris

my mother, Mrs Harris

my teacher, Ms Watson

my groupmate, Carry

my boss, Mr Ritter

**9. Read the sample conversations and act them out.**

1*.*

Peter: Hello.

Jane: Hi!

Peter: My name is Peter. What's your name?

Jane: My name is Jane. Nice to meet you.

Peter: It's a pleasure. This is a great party!

Jane: Yes, it is. Where are you from?

Peter: I'm from Amsterdam.

Jane: Amsterdam? Really, are you German?

Peter: NO, I'm not German. I'm Dutch.

Jane: Oh, you're Dutch. Sorry about that.

Peter: That's OK. Where are you from?

Jane: I'm from London, but I'm not British.

Peter: No, what are you?

Jane: Well, my parents were Spanish, so I'm Spanish, too.

Peter: That's very interesting. Spain is a beautiful country.

Jane: Thank you. It is a wonderful place.

2.

Sam: Peter, I would like to introduce Miss Helen Cranston.

Peter: Hello, Miss Cranston, nice to meet you.

Helen: Nice to meet you too, Mr. Kellogg.

3.

Bob: John, this is my friend Betty Watson.

John: Hi, Ms. Watson, a pleasure to meet you.

Betty: Same here.

4.

Alice: Harry, let me introduce my supervisor, Mr. Lee.

Harry: Mr. Lee, it’s good to meet you.

Mr. Lee: Good to meet you too. But please, call me Sammy

**10. Read the dialogue.**

*A new student comes into the group. The teacher meets her.*

Teacher: Oh, hi. What was your name again? I can't keep straight all the students' names this being the second day of school.

Student: It's okay. I have a hard time remembering names myself.

Teacher: How, uh, Karen, right?

Student: No, it's Nancy. My mom's name is Karen.

Teacher: Nancy. Okay. I think I heard you were from England.

Student: Well, I was born there, but my parents are American. I grew up in France.

Teacher: Oh, a world traveller!

Student: But then we moved here when I was nine.

Teacher: So, what does your father do now?

Student: Well, he's a college professor, and he is in Scotland at the moment.

Teacher: How interesting. What does he teach?

Student: Oh, I haven't a clue. Nah, just joking. He teaches chemistry.

Teacher: Oh, chemistry, and uh, what about your mother?

Student: She works full time at home.

Teacher: Oh, and what, does she have her own business or something?

Student: Nah, she takes care of me.

Teacher: Well, being a homemaker can be a real hard, but rewarding job.

Student: I think so too.

**11. Fill in the blanks.**

|  |  |
| --- | --- |
| My mother \_\_\_\_\_full time as a teacher at an elementary school.  What’s your \_\_\_\_\_?  I can’t keep \_\_\_\_ everyone’s name.  My job is very hard, but \_\_\_\_\_.  I was born in New York, but I \_\_\_\_ in San Francisco. | name  works  grew up  rewarding  straight |

**12. Make up a dialogue according to the situation:**

You are meeting a new student in the group. Ask him/her as many questions as you can to know everything about him/her.

**Just For Fun**

**1.What…?**

What is the longest word in the English language?

SMILES: there is a mile between the first and last letters!"

**2. Presents in the past.**

*Grandfather:*

"When I was your age, all I've got for Christmas was an apple and a blackberry.

*Boy:*

"WHAT! A LAPTOP AND A MOBILE?!"

**Unit 3**

**Talking about Hobbies**

Hobby differs like tastes.

**Warm up**

1. What are you fond of?

2. What are you keen on?

3. What are you busy with on weekend?

4. Do you collect anything?

5. Do you go in for sports?

6. Do you play any musical instrument?

7. Are you fond of learning?

8. What do you learn?

9. What is soothing to your nerves?

**Vocabulary**

|  |  |
| --- | --- |
| to be fond of  to be keen on  to be interested in  to be soothing to one's nerves  to be busy with  to collect  to play a musical instrument  to paint  to draw  to do something for one's own enjoyment  to slow down  to go in for sports  to skate  to ski  to swim | увлекаться  сильно увлекаться  интересоваться  действовать успокаивающе на нервы заниматься (чем-то)  собирать, коллекционировать  играть на музыкальном инструменте  заниматься живописью  рисовать  делать что-нибудь для своего собственного удовольствия  замедлить ритм  заниматься спортом  кататься на коньках  кататься на лыжах  плавать |

1. **Translate the sentences**.

1. Hobbies can be divided into 4 different groups - doing things, making things, collecting things and learning things.

2. Hobbies are soothing to people's nerves.

3. People do different things for their own enjoyment.

4. Many people are fond of collecting something - stamps, coins, records, toys.

5. If you are talented, you can play a musical instrument, draw or paint.

6. If you want to keep fit, you can go in for sports - skating, skiing, mountain-skiing or swimming.

7. Many people are fond of learning something. They learn different languages, geography, and history.

8. Children are often fond of computer games.

**2.Read the text and answer the questions.**

Many people live at a very fast pace. As a rule they don't have enough time to sit down and relax for a few minutes. They get a chance to slow down and unwind, only on weekends. People do different things for their own enjoyment, for example, they paint, play musical instruments, go in for sports or gardening. Englishmen, for example, are fond of growing roses. Russian people are keen on growing berries and vegetables. But there is some difference between hobbies for men and women. Men, as a rule are fond of football, fishing, hunting and watching TV. As for women, they are keen on fitness, aerobics and shopping. Hobbies like these are soothing to their nerves.

1. What do people do on weekends?

2. What do people do for their enjoyment?

3. What are Russian people keen on?

4. What are Englishmen fond of?

5. What do men like to do?

6. What do women prefer to do?

7. Why do people have hobbies?

**3.Read the conversations and act them out.**

1.

A: Hi, Mary! I haven't seen you for a long time! How are you doing?

B: Hi, Jim! I am doing all right. I am busy with a lot of things. But mostly I am devoting my free time to my hobby.

A: Oh, how interesting! What kind of hobby?

B: You know, I am in computers. Every free minute I am working with my computer, in summer, winter, spring or fall.

A: Really? Is it soothing to your nerves?

B: Yes, certainly. It helps me to slow down and relax.

A: I would never think that a computer can help to relax.

B: Why not? If I am not busy with something serious, I listen to music or watch some video films.

A: Oh, I do that too. I am keen on television and I spend all my spare time watching MTV channel and action films. I do that for my own enjoyment.

B: Lucky you!

2.

A: You know, it is very important today to keep fit. Any company will hire you if you are not often ill.

B: Yes, I know. And I go in for sports too. In summer I swim in the lake or go to the swimming pool, in winter I go in for skating. There is a good skating rink not far from our house.

A: Skating is very popular today. A lot of students go to the skating rink after classes in the University.

B: Not only. Skiing, especially mountain skiing becomes more and more popular among businessmen.

A: It is a good way to relax after a hard working week. But it is very expensive to buy good skies, good skiing equipment and clothes.

B: Yes, certainly, what is more, it is rather expensive to fly to a good skiing resort, somewhere in Europe or Russia.

A: But it is worth doing.

**4. Complete the conversations with appropriate words or word combinations.**

A: Hi, \_\_\_! I haven't seen you for \_\_\_!

B: Hi, \_\_\_! I am all right. I am busy with \_\_\_. But most of all I am devoting my free time to my hobby - it is \_\_\_.

A: Oh, how interesting! What kind of?

B: You know I am in \_\_\_.

A: Is it soothing to your \_\_\_?

B: Yes, certainly, and it helps me to \_\_\_ and \_\_\_. What about you?

A: As for me, I am fond of \_\_\_ If I am not busy in my office, I \_\_\_ and \_\_\_. I do that for my own \_\_\_.

2.

A: You know, it is very important today to \_\_\_. Any company will hire you if you \_\_\_.

B: Yes. I agree with you. I go in for \_\_\_ too. I am fond of \_\_\_. You can go in for that kind of sports both in summer and in winter.

A: Is it possible to go in for \_\_\_ in winter?

B: Yes, certainly. There is a big ... not far from my house, and you may go to there both in summer and in winter.

A: Is it expensive to go in for \_\_\_?

B: I wouldn't say so, you need some free time and money, but all the same it is worth \_\_\_.

**5. A Hobby Quiz.**

1. If I have free time I go \_\_\_ for sports - swimming or aerobics.

A. to

B. in

C. -

2. Playing musical instruments is soothing \_\_\_ my nerves.

A. to

B. for

C. in

3. As a rule, he is playing computer games for \_\_\_ own enjoyment.

A. her

B. their

C. his

4. Hobbies \_\_\_ divided into several groups.

A. is

B. am

C. are.

5. Women are keen \_\_\_ fitness.

A. for

B. of

C. on

6. Hobbies are soothing to your \_\_\_.

A. heart

B. stomach

C. nerves

**6. Ask your friend about his (her) hobbies. Make up a conversation.**

**Just for Fun**

**Some quotes about hobbies**

When your hobbies get in the way of your work -that's OK;

but when your hobbies get in the way of themselves…well.

- Steve Martin

I have worked all of my life, so I really don't have any hobbies.

- Steven Hill

But poetry is a way of language, it is not its subject

or its maker's background or interests or hobbies or fixations.

It is nearer to utterance than history.

- Thomas Lynch

My hobbies are painting, crafts, and I like golfing.

- Nancy Kerrigan

I enjoy listening to classical music and heavy metal.

I play basketball and try to go diving at least once a year.

I don't really have hobbies in the traditional sense...

I engage in too many activities already through the actions of my characters.

- Alan Dean Foster

Nowadays young people have great choice of occupations,

hobbies, etc, so chess is experiencing difficulties because of the high competition.

Now it's hard to make living in chess, so our profession does attract young people.

- Boris Spassky

I have only one real hobby - my husband.

- Florence Harding

It feels important to go school; not necessarily to further my education,

but more like a hobby.

- Mandy Moore

I always treated writing as a profession, never as a hobby.

If you don't believe in yourself, no one else will.

- Laurell K. Hamilton

I did nothing but work.

I made work my hobby.

I was lucky that way.

- Mary Roebling

**Unit 4**

**Visiting a Foreign Country**

**Travelling on Air**

He who would travel happily must travel light.

Antoine de Saint Exupery.

**Warm up**

1. Are you fond of travelling?

2. Have you ever travelled by air? Where did you fly? When was it? Did you feel nervous before the flight? Was the flight smooth or rough? Were you airsick?

3. Where do we get tickets for air trips?

4. How many airports are there in Krasnodar? Are they far away from the center of the city? How can you get there? Is there a special bus service for passengers?

5. Do passengers go straight to the plane? What do they have to do first? In what case do they have to pay extra for their luggage? Are they allowed to take any luggage on board a plane?

6. Who meets passengers at the gangway? Does she show passengers to their seats?

7. When are passengers taken to the plane by a special motor coach?

8. Are flights sometimes put back? When does it happen? Was your flight ever put back?

9. Why is it necessary to do up a safety-belt during taking off and landing?

10. Is smoking allowed on board a plane? Why is it not allowed?

11. What information is usually given to the passengers on board a plane?

12. What services does a stewardess offer them?

13. At what speed and altitude do modern aircrafts fly?

14. On what flights do they serve meals?

15. Is travelling by air more expensive than railway travel?

16. What are the advantages and disadvantages of air travelling?

**Vocabulary**

|  |  |
| --- | --- |
| to travel first class  to travel economy class  to travel by plane  to register the ticket  to weigh in the baggage  to pay extra  to go through the passport control  to go through the Customs  to learn the airport and landing formalities  to show one's ticket and boarding pass  to drink something  to fill out the landing card  to bring things duty free  an excess baggage  a round- trip ticket  a one-way trip ticket  a return ticket  arrival  departure  to declare  to fasten  altitude  to land  to be airsick  to put back | путешествовать 1 классом  путешествовать туристическим классом путешествовать самолетом  зарегистрировать билет  взвесить багаж  доплатить.  пройти через паспортный контроль.  пройти через таможню  изучить формальности в аэропорту, и после приземления  показать свой билет и посадочный талон  выпить что-нибудь  заполнить карточку прибытия  ввезти вещи бесплатно  багаж весом выше нормы  билет туда и обратно  билет в одно направление  обратный билет  прибытие  отправление  называть вещи, облагаемые пошлиной  пристегивать (ремень безопасности)  высота  совершить посадку, приземлиться  страдать воздушной болезнью  откладывать ( рейс) |

**1. Read and translate the word combinations.**

1. Show me your ticket and boarding pass, please.

2. Don't enter the hall!

3. Let's go and drink something in a bar!

4. Don't travel by plane! It's dangerous!

5. Weigh in your hand baggage, please!

6. Pay extra, please! You have on excess baggage.

7. Let's travel economy class! It's cheaper.

8. Register your ticket please! Desk №5.

9. Learn the airport formalities!

10. Don’t buy a one-way ticket, buy a return one, it’s cheaper.

11.The flight is put back.

**2. Read the text and answer the questions.**

Americans are fond of travelling. They choose their place of destination according to their money and interest. The destination of travel means the place to which you are going. If you want to save money, you can stay at a hotel over a Saturday night. When buying a ticket, you may choose between a round-trip ticket and a one-way trip ticket. If you travel only to your place of destination, you buy a one-way trip ticket. If you travel to your destination and return, you buy a return ticket. You pay for it at the same time. Airline companies provide different services for the clients. One is a toll-free telephone number. It allows you to call the air line from anywhere in the USA free of charge to you. You will not have to pay for it. You can buy a ticket in person - then you should go to the travel agent. Or you can call the travel agent. He will bring it to your office or apartment.

The airport is your first stop before leaving on your dream vacation or trip. Generally speaking, you should arrive at the airport with plenty of time to spare. Don't arrive 10 minutes before your plane departs. Before boarding the plane the passenger must register at the airport. While registering he is required to have his luggage weighed. If the luggage weighs more than 20 kilograms you have to pay extra Modern planes have very comfortable seats in all cabins, and there are first class, business and economy class cabins. Before the plane takes off the stewardess helps everyone get comfortable in the seats and wishes them a pleasant trip. She also gives all the information about the flight, the speed and the altitude. During the flight you can have something to drink and to eat. You can read newspapers and magazines or simply look out of the pothole. Enjoy your flight.

1 .What is the destination of travel?

2. What is a one-way trip ticket?

3. What is a round-ticket?

4. What is a toll-free telephone number?

5. What is it - to buy a ticket in person?

6. What is it - to buy a ticket over the phone?

7. When do you stay in the hotel over a Saturday night?

8. When should you arrive at the airport?

9. Why has the passenger to weigh his luggage?

10. What cabins do the modern planes have?

11. What does the stewardess do before the plane takes off?

12. What do you do during the flight?

**3. Read the conversations, do exercises and then act the conversations out.**

Ticket Reservation

(Speakers: a travel agent and a customer)

A: Thank you for calling to the British Airlines. Can I help you?

B: I want to fly to London next week. I’d like to make reservations for a round trip ticket.

A: What day are you planning to leave for London?

В: On the 12th of March.

A: There are three flights to London on that day - at 10 am, at 8.30 and 9 pm. Do you have any preference about the time of the day?

В: I’d rather leave at 9 pm I want to get to London early in the morning.

A: I can make a reservation for a TWA flight. Are you going to travel 1st-class or economy?

В: I prefer economy. How much will it be?

A: 440 dollars.

В: Are meals and refreshments served on the flight?

A: Yes, they are.

B: What’s the flying time?

A: Six hours.

B: What’s the London airport we’ll arrive at?

A: Heathrow Airport. How many days are you planning to stay in London?

В: Seven days.

A: When would you like to fly home from London?

B: March 22nd.

A: All right.

B: When can I get my tickets?

A: You’ll have them 2 days before your departure.

B: Thank you.

In the Hall of the Airport

(Speakers: two passengers)

А: Helen! What are you doing here?

В: Hello, John! I am flying to London, by British Airways.

А: You look worried! What's the matter?

В: You know, I have got some problems with my baggage. It is some excess baggage and I can't take something out because I have some gifts for my friends and relatives in London. And I have no time to pay extra.

А: Oh, I can help you. I have only one small bag because I am flying on business. I can take one of your bags and bring it in.

В: Oh, John, you are very kind. Let's hurry up! The boarding is coming to an end. Thank you very much.

A: Let's go!

At the Customs Room

(Speakers: a custom officer and a passenger)

A: Good afternoon, madam. Is this your suit-case?

B: No, it isn't. Mine is the brown one.

A: Oh, I see. Have you anything to declare?

B: No, I haven't. There are only personal belongings in my suit-case. Shall I open it?

A: No, thank you, mam. You needn't. It's all right. You may go to the Passport Control now. Straight on, please.

B: Thank you, Officer. Good afternoon.

Passport control

(Speakers: a customs officer and a passenger)

A: Can I see your passport?

B: Certainly, here it is.

A: Have you anything to declare?

B: Nothing.

A: What’s the purpose of your visit?

B: I’m attending a conference in London.

A: Well, would you mind opening this bag, please.

B: There you are.

A: Thank you. Right. That’s all. You can go through now.

B: Thank you.

The plane is taking off.

(Speakers: Stewardess and Passenger)

A: Ladies and gentlemen! You are on board the plane of the British Airways Company. The Company greets all the passengers and wishes you all a good flight. The plane is going to take off. Please fasten your belts and refrain from smoking.

B: Excuse me, miss. When do we land in London and at what altitude shall we fly?

A: The plane lands in London at 11 a. m. The altitude of the flight will be about 27 thousand feet or 9 thousand metres.

B: Thank you. Excuse me, I have another question. What's the weather like in London?

A: It was warm and fine weather yesterday.

B: Thank you. I have still one more question. Will any meals be served on the plane?

A: Yes, of course. You'll have lunch in half an hour.

On the Plane

(Speakers: two passengers)

A: Are you all right, madam? You look pale!

B: Oh, I am not quite right. I feel airsick a bit.

A: Would you like something to drink - some mineral water or juice?

B: Yes, that would be nice. And please, lower the back of my seat.

A: Yes, certainly. Is it better?

B: Yes, thank you. Could you ring for a stewardess? Maybe she can give me something for airsickness.

A: Just a moment, madam.

The Plane is Landing

(Speakers: two passengers)

A: I say, it's London already. We're going to land.

B: Well, I've never been to London yet but it must be. How large it looks. There! I can see the famous Big Ben!

A: Yes, and I can also see St Paul's Cathedral. Can you?

B: No, I can't... Oh yes, now I can see it.

A: You'll have a very good time in London, I'm sure.

B: I hope so though I have a lot to do. It's my business trip, not a tourist one.

At a Taxi Stand

(Speakers: a driver and a passenger)

A: Hey! Taxi! Are you free?

B: Yes, madam. Let me help you with the luggage. Where to?

A: The Europe Hotel, please.

B: It seems to be in Cromwell Road, I think, eh?

A: That's right. How long will it take us to get there?

B: I think we'll get there in 30 minutes.

**4. Complete the dialogues with the appropriate words.**

1.

А: Thank you for calling \_\_\_.

В: I'd like to buy a ticket from \_\_\_. I'm planning to fly on\_\_\_.

А: Would you like to buy \_\_\_ or \_\_\_?

В: I would like to buy\_\_\_.

А: I see, madam, you can stay in \_\_\_.

В: What is the price?

A: It is\_\_\_.

2.

А: \_\_\_. What are you doing here?

В: Hello, \_\_\_! I am flying to \_\_\_.

А: You look \_\_\_. What's the matter?

В: I have some problems with \_\_\_.

А: Oh, I can help.\_\_\_.

В: Oh, thank you very much. \_\_\_

3.

А: Are you all right, \_\_\_?

В: I am not quite right.\_\_\_.

А: Would you like to drink something? \_\_\_.

В: Thank you. Could you ring for \_\_\_?

**5. A Travelling Quiz.**

1. I would like\_\_\_ travel first class.

A. --

B. for

C. to

2. \_\_\_ forget your personal things on board the plane!

A. not to

B. don't

C. to not

3. Where \_\_\_ you going to spend your summer holidays?

A. have

B. is

C. are

4. Have you \_\_\_ through the Customs yet?

A. gone

B. go

C. to go

5. How much \_\_\_ a return ticket to Huston, please.

A. is

B. are

C. am

**6. Ask your fellow students and let them answer**:

... if he (she) has ever travelled by plane

... how he (she) liked it

... how (he) she felt when flying for the first time

... if he (she) gets tickets for a plane beforehand

... if he (she) travels at half-fare or at mil fare

... how long it takes one to get from Krasnodar to Moscow

... if her (his) flight was ever put back

... why it was put back

... by how long it was put back

... when flights are put back

... if she (he) likes sitting at the porthole

... what one can see through it if visibility is good

... who looks after passengers on board a plane

... what information passengers get about the flight

... if she ever wanted to become a stewardess

... what kind of person a stewardess must be in her (his) opinion

... if flying is more dangerous than railway travel

... if it is more expensive than railway travel

**7. Compose your own dialogues.**

1. You are planning to fly to the South in summer. Discuss with your friend the advantages and disadvantages of travelling by air.

2. You've just arrived from N. Your friend has come to meet you at the airport. Tell her about your flight and stay at N.

3. You've come to the booking-office to get a ticket for a plane. What will you ask the clerk about?

**Just For Fun**

**Once many professors…**

Once many professors were called and asked to sit in an airplane…

After they sat, they were informed that the plane is made by their students, all of them ran and got out of the plane except one…People asked this professor the reason. He said, ”If it is made by my students it won’t even start…”

**Unit 5**

**At a Hotel**

When people go on vacations, they often look for affordable hotel accommodations that provide the amenities they need and want.

Accommodations might include hotels, youth hostels, inns, and even campgrounds.

**Warm up**

1. Where will you go in summer?

2. What hotel will you choose, if you have much money?

3. What room will you choose, if you travel with your family?

4. What services would you like to have at a hotel?

5. How long are you going to stay at a hotel?

6. Would you like to have a quiet room with the view or a noisy room facing the street?

7. Would you like to reserve a room over the phone or personally?

8. Would you like to pay for your stay cash or by credit card?

9. Are you going to tip your maid or waiter for a good service?

**Vocabulary**

|  |  |
| --- | --- |
| to reserve a room/book a hotel/call the front desk/cancel a reservation/make a reservation  to order room service  total  check in  check out  single  double  courteous  with twin beds  bed and breakfast  guesthouse  hotel  inn  resort  youth hostel  cable TV  connecting room  continental breakfast  handicapped facilities  hot tub  indoor/ outdoor heated pool  kitchen  kitchenette  microwave  queen-size bed  king-size bed  restaurant  rollaway bed  campground | бронировать комнату/номер в гостинице/ отеле  весь, целый  регистрироваться  освободить номер в гостинице одноместный  двухместный  вежливый, учтивый  с двумя кроватями  ночлег, в стоимость которого входит завтрак  гостевой дом, гостиница  отель, гостиница  постоялый двор, гостиница  курорт  турбаза, гостиница (для больших групп туристов)  кабельное телевидение  смежная комната  завтрак по-европейски  сооружения для людей с физическими недостатками  горячая ванна  бассейн с подогревом в /вне помещения кухня  небольшая кухня  микроволновая печь  полутораспальная кровать  двуспальная кровать  ресторан  выдвижная кровать  площадка для кемпинга |

**1 .Read and translate the sentences.**

1. I would like to stay in the world-famous 5 star-hotel "Hilton".

2. It is one of the most remarkable hotels in the world.

3. It is possible to make a quick reservation in a hotel by phone or by e-mail.

4. The more stars there are next to the name of the hotel, the better the service is going to be.

5. You can enjoy the best swimming-pool and fitness center.

6. The rooms in this hotel are much more comfortable than in any other hotel.

7. If you don't have much money, you may stay in any other hotel, which is not the best and is not the worst.

8. The rooms in such hotel are cheaper, but for you - the cheaper- the better, as you can save much money.

9. Any 5 star-hotel is well-equipped with telephones, computers, faxes and e-mail.

10. I’d like to have a nice room with twin beds.

**2. Read the text and answer the questions.**

Wellington hotel is one of the best hotels in New York City. It provides courteous, warm, personal service. It is located close to the most prestigious addresses in New York City. It has been designed to meet the requirements of any traveler. The lobby of the hotel has a gift shop. The hotel staff can arrange sightseeing tours, airport transportation and taxi service. A coffee shop and a restaurant can be found not only in the lobby. They cook for their quests the most delicious food to any taste. If you are fond of national cuisine you may go to any restaurant not far from the hotel, as it is located close to the most magnificent restaurants, nightspots and cultural centers in New York.

1. Where is Wellington hotel situated?

2. What service does it provide?

3. How has it been designed?

4. What can one find in a lobby?

5. What do they cook in a restaurant?

6. Where can you find national cuisine?

**3. Read and memorize some useful rules.**

Making a Reservation

*When you make a reservation, call them and tell them you want to reserve a room. Or, you can start by asking them for a price.*

"How many rooms will you need?"

"Is this for only one room?"

"How many rooms would you like to reserve?"

"How many rooms should I reserve for you?"

"I will only need one room."

"I am going to need two rooms."

"How many adults will be in your party?"

"How many total children will be with you?"

"Just two adults."

"A total of four adults."

"I will be alone."

"A total of 2 adults and 2 children."

"One adult and 2 children."

"Hi, how much are your rooms?"

"Hi, what are your rates?"

"Hello, how much is a room?"

"Our rooms start at $79 for a basic room."

"Our rooms start at $79 for a standard room and go up to $300 for a suite."

"Ok. Can I reserve a room?"

"Hi, I would like to reserve a room."

"Hello, can I reserve a couple of rooms?"

*The first thing they usually ask is the dates you want the room and the duration.*

"What day do you want to check in?"

"Which date did you want to reserve?"

"What date are you looking for?"

"I want a room from June 22nd to June 25th."

"I would like a room for the 19th of July."

"How long will you be staying with us?"

"When will you be checking out?"

"How many days would you like the room for?"

"I am going to stay for 3 days."

"I would like to reserve the room for 4 days."

"I am going to need the room until July 23rd."

*After they determine how many rooms and how many total people, they will ask you what type of bed you want.*

"Would you like a single king size bed, or two double size beds in the room?"

"Will a single king size bed be ok?"

"We only have a room with two double size beds. Will that be ok?"

"Do you want a smoking room or a non- smoking room?"

"Do you prefer a smoking or non- smoking room?"

"I would like a smoking room."

"Can I have a non- smoking room?"

"Either is fine."

"I don't have a preference."

*You will have to provide your credit card number to reserve the room.*

"Can I get a credit card number?"

"Can I have your credit card number?"

"What is your credit card number?"

*Finally, they will repeat all the information back to you.*

"Ok, Mr. Lee. I have one smoking room reserved for July 19th till July 22nd. The total comes to $256.78 after tax. If you need to cancel, please call us 24 hours before July 19th. Can I help you with anything else?"

**4. Read the conversations, do exercises and then learn the conversations by heart.**

Making a Reservation.

(Speakers: a receptionist and a client.)

A: Thank you for calling Great Hotel. How may I help you?

B: I would like to rent a room, but how much do you charge a night?

A: Our prices start at $79 a night for a standard room.

B: Great. Can you reserve a room for me?

A: Sure. What day are you coming in?

B: I will be checking in on August 3rd.

A: How many days do you need the room for?

B: I'll need it for three nights.

A: Ok. I have you coming in on the 3rd of August and checking out on the 6th. Is that correct?

B: Yes.

A: How many total adults?

B: Two adults and two kids.

A: How old are the children?

B: 10 and 12.

A: Would you like one room or two rooms?

B: Just one is fine.

A: Would you like a smoking room or a non- smoking room?

B: Non- smoking room please.

A: Let me confirm your information Mr. Park. I have one non- smoking double room with 2 adults and 2 children from August 3rd to August 6th. Is this correct?

B: Yes.

A: I have the room reserved for you. Is there anything else I can do for you?

B: Yes, one more question. What time can we check in?

A: We can check you in by 2:00 p. m.

B: Great. Thank you.

A: Thank you and have a great day.

B: Thanks. Bye

A: Good bye.

Check- in (with Reservation).

(Speakers: a receptionist and a client)

A: Good morning! I'd like to check in.

B: Do you have a reservation in our hotel?

A: Yes, certainly. I made a reservation 3 days ago by phone.

B: Could you tell me your name, please?

A: My name is Bill Smith. A reservation for a single room for 3 days.

B: Just a moment, sir. Here is your reservation. The charge is 100 dollars a night.

A: What does the charge include?

B: The charge includes breakfast and the swimming-pool.

A: What time do you serve breakfast?

B: We serve breakfast from 7 till 10 in the morning in the dining-room.

A: May I have breakfast in room?

B: Yes, sir. You may fill out the breakfast order and place it on the door handle outside the room.

A: Thank you very much for your information. What is my room number?

B: It is 535. Here is your key. Have a pleasant stay!

Check- in (without Reservation)

(Speakers: a receptionist and a client)

A: Good morning, madam! How can I help you?

B: Good morning. My name is Betty Brown. I'd like to have a double room with a bathroom and TV set. Can I get this room now?

A: Do you have a reservation in our hotel?

B: Unfortunately not. My husband and I decided to spend our weekend together somewhere out of town. And your hotel is conveniently located for us.

A: How many nights would you like to stay?

B: Just 2, Saturday and Sunday. What are your week-end rates for a double room for a night?

A: 70 dollars a night. And you may pay just now, if you wish.

B: May we pay when checking out?

A: Certainly, madam. Just fill out the registration form and put down some general information about yourself - your name, nationality, your home address and telephone number. Here are your registration forms.

A: What is our room number?

B: It is 303. Here is your key. Enjoy your stay!

A: Thank you.

Check-out / Getting to the airport

(Speakers: a receptionist and a guest)

A: Did you enjoy your stay with us?

B: Yes, very much so. However, I now need to get to the airport. I have a flight that leaves in about two hours, so what is the quickest way to get there?

A: We do have a free airport shuttle service.

B: That sounds great, but will it get me to the airport on time?

A: Yes, it should. The next shuttle leaves in 15 minutes, and it takes approximately 25 minutes to get to the airport.

B: Fantastic. Will you please let me know when it will be leaving?

A: Of course, sir. Oh, before you go would you be able to settle the mini-bar bill?

B: Oh yes certainly. How much will that be?

A: Let's see. The bill comes to $37.50. How would you like to pay for that?

B: I'll pay with my Visa, thanks.

A: If you like you can leave your bags with the porter and he can load them onto the shuttle for you when it arrives.

B: That would be great thank you.

**5. Match the items on the right to the items on the left by dragging them over.**

|  |  |
| --- | --- |
| Let me \_\_\_\_\_\_\_\_\_ our books to see if we have a room.  I want to \_\_\_\_\_\_\_\_\_\_ a room for next Friday.  How \_\_\_\_\_\_\_ is the room for one night?  The \_\_\_\_\_\_\_\_\_ of the city is beautiful.  Well, $200 for a room is a little \_\_\_\_\_\_\_\_\_\_ for me. Do you have something cheaper? | Reserve  Much  Check  Expensive  view |

**6. Complete the conversations.**

1.

A: Good morning! I'd like to \_\_\_.

B: Do you have \_\_\_

A: Yes, certainly I made a reservation \_\_\_.

B: What is your \_\_\_ ?

A: My \_\_\_ is \_\_\_. A reservation for \_\_\_.

B: Here is your reservation. The charge is \_\_\_.

A: What does the charge include?

B: The charge includes \_\_\_.

A: May I have \_\_\_.

B: Yes, sir. And in addition to it you may \_\_\_.

A: Thank you very much. What is my room \_\_\_?

B: It is \_\_\_. Have a pleasant stay!

2.

A: Good morning! How can I help you?

B: I'd like to have \_\_\_.

A: What is your name, please?

B: My name is \_\_\_.

A: How long are you going to stay?

B: I'd like to stay for \_\_\_.What are your week-end rates?

A: Our week-end rates are \_\_\_ dollars a night. You may pay \_\_\_.

B: Shall I fill out a registration form?

A: Yes, please. And put down some general information about yourself - \_\_\_, \_\_\_.

B: Here is my registration \_\_\_ . What is my room \_\_\_?

A: It is \_\_\_. .Here is your key. Enjoy your \_\_\_.

3.

A: Good afternoon \_\_\_. A table for \_\_\_?

B: Yes, certainly.

A: Take the seats \_\_\_. Here is \_\_\_. Make \_\_\_.

B: Oh, there is a good choice of \_\_\_. What would you like,\_\_\_?

A: I'd like \_\_\_.

B: What would you like for desert?

A: We haven't decided yet. Do you have \_\_\_?

B: Certainly, sir.

A: We will order a dessert a bit later.

**7. A Hotel Quiz.**

1. If you're travelling on a budget and you want to meet other young people like yourself, you ought to consider staying at a \_\_\_\_\_\_\_\_.

A. youth hostel

B. hotel

C. resort

2. One of the nice things about that hotel is that each room has a \_\_\_\_\_\_\_ so you can prepare you own meals.

A. rollaway bed

B. sitting area

C. kitchenette

3. Can you \_\_\_\_\_\_\_ and see if they can bring us some more towels?

A. call the front desk

B. book a hotel

C. order room service

4. This hotel is \_\_\_\_\_\_\_ in which I have ever stayed.

A. best

B. the best

C. the goodest

5. I would like to have \_\_\_\_\_\_\_ possible room in your hotel.

A. cheapest

B. the cheap

C. the cheapest

6. This double room is \_\_\_\_\_\_\_ than that one.

A. largest

B. larger

C. the larger

7. He is sure he \_\_\_\_\_\_\_ find a good single room facing the ocean.

A. will

B. shall

C. is going

8. This hotel is not the best, but it is not \_\_\_\_\_\_\_.

A. worse

B. the worst

C. worst

**8. Make up your own conversations, using these words and expressions.**

Types of Accommodations: bed and breakfast, guesthouse, hotel, inn.

Making a reservation: book a hotel, call the front desk, cancel a reservation, order room service.

Amenities: cable TV, check in/check out, connecting room, continental breakfast, handicapped facilities, hot tub, indoor/outdoor pool, kitchen/kitchenette, microwave, queen- size bed, king-size bed, rollaway bed, restaurant, room rates, sitting area.

**Just For Fun**

**A Sad Story.**

Three men came to New York for a holiday. They came to a very large hotel and took a room there. Their room was on the forty-fifth floor. In the evening the three men went to the theatre and came back to the hotel very late.

“I am very sorry”, said the clerk at the hotel, “but our lifts do not work tonight. If you don’t want to walk up to your room, we’ll make beds for you in the hall.”

“No, no”, said one of the three men, “no, thank you. We don’t want to sleep in the hall. We shall walk up to our room. ”

Then he turned to his two friends and said. “It is not easy to walk up to the forty-fifth floor, but I think I know how to make it easier. On our way to the room I’ll tell you some jokes; then you, Andy, will sing us some songs; then you, Peter, will tell us some interesting stories.”

So they began to walk up to their room. Tom told them many jokes; Andy sang some songs. At last they came to the thirty-four floor. They were tired and decided to have a rest.

“Well”, said Tom, “now it is your turn, Peter. After all the jokes we heard on our way here tell us a long and interesting story with a sad ending.”

“I’ll tell you a sad story you ask me for”, said Peter. “It is not long, but it is sad enough. We left the key to our room in the hall.”

Joke – шутка

Sad – печальный

**A Label Joke**

In the lobby of a Moscow hotel across from a Russian Orthodox monastery:

YOU ARE WELCOME TO VISIT THE CEMETERY WHERE FAMOUS RUSSIAN AND SOVIET COMPOSERS, ARTISTS AND WRITERS ARE BURIED DAILY EXCEPT THURSDAY.

**Unit 6**

**Eating Out**

“There are three possible parts to a date, of which at least two must be offered: entertainment, food, and affection. It is customary to begin a series of dates with a great deal of entertainment, a moderate amount of food, and the merest suggestion of affection. As the amount of affection increases, the entertainment can be reduced proportionately. When the affection is the entertainment, we no longer call it dating. Under no circumstances can the food be omitted.”

― Judith Martin

**Warm up**

1. When do you usually eat out?

2. Where do you go to eat out?

3. What is your favorite café or restaurant located?

4. Where is your favorite place in a café?

5. What dishes do you usually order?

6. What do you usually have for dessert?

7. What do you usually drink in a café or restaurant?

8. Do you prefer meat or fish for the main course?

9. How do you usually pay-cash or by credit card?

**Vocabulary**

|  |  |
| --- | --- |
| to eat out  to go out  to order  to offer  to have something light  hearty meal  the main course  the dessert  to give one’s order  to pay a bill  to tip to  have a quick lunch  hungry  mushroom soup  ox-tail soup  rye-bread  roast beef  steamed rissoles  pork chop  veal chop  stuffed pike  sturgeon  jelly  champagne  a lump  herbal tea  cauliflower  peas | питаться вне дома  пойти куда-нибудь  заказать  предложить  взять что-то легкое  здоровая, обильная еда  второе (главное) блюдо  десерт  сделать заказ  оплатить счет  давать чаевые  быстро пообедать  голодный  грибной суп  суп из бычьих хвостов  ржаной хлеб  ростбиф  паровые котлеты/тефтели  свиная отбивная  телячья отбивная  начиненная щука  осетр  желе  шампанское  кусок  травяной чай  цветная капуста  горох |

**1. Read the rule of using “I would like” and memorize it.**

Фраза "I would like" выражает предпочтение или желание сделать или получить что-то и употребляется в ряде ситуаций как вежливый заменитель просьб. В вопросах, "Would you like" часто употребляется как вежливое предложение чего-то.

I would like to speak to Mr. Smith, please.

Я хотел бы поговорить с Мистером Смит, пожалуйста.

I'd like to know the telephone number for ABC Electronics, please.

Я хотел бы узнать номер телефона ABC Electronics, пожалуйста.

I'd like two tickets for tonight's concert, please.

Я хотел бы два билета на концерт сегодня вечером, пожалуйста.

I'd like a cup of coffee with cream and sugar, please.

Я хотел бы чашку кофе со сливками и сахаром, пожалуйста.

Would you like to speak to Mr. James? Who would you like to speak to?

Не хотели бы вы поговорить с Мистером Джеймс? С кем бы вы хотели поговорить?

Would you like to go to a concert tonight? - 1. I'd like that very much. 2. I'd like to, but I have to study.

Не хотели бы вы пойти на концерт сегодня вечером? - 1. Очень хотел бы. 2. Хотел бы, но мне надо заниматься.

Would you like some more cake? - 1. Yes, please. 2. No, thank you.

Не хотите ли еще торта? - 1. Да, пожалуйста. 2. Нет, спасибо.

**2. Translate the sentences.**

1. I would like something to eat.

2. I would like to have something light today.

3. We would like to sit by the window.

4. We would like a table for two.

5. Please, bring the menu.

6. What would you recommend?

7. Please, take my order.

8. Please, bring me a bottle of mineral water.

9. What special dishes do you have?

10. What national dishes do you have?

11. How would you like to pay?

12. I would like to pay cash or by credit card.

13. I would like ice-cream for dessert.

**3. Read the text and answer the questions.**

My friend Ann and I go to the restaurant on Sundays. As a rule we are hungry and order a hearty meal.

Usually I order mushroom or chicken soup, and my friend orders ox-tail soup or vegetable soup. Very often we ask for freshly baked Italian bread or Russian rye-bread. For the main course as a rule I have meat dishes, such as roast-beef, steamed rissoles or pork chop. As for my friend, she prefers fish dishes, that is why she orders stuffed pike, sturgeon in jelly or fish assorty.

For a drink we have lemonade or mineral water. If we go to the restaurant in the evening, we choose dry white wine or champagne.

Then comes dessert. We have fruit or ice-cream, coffee or tea. After paying the bill we go for a walk because it is very useful after a hearty meal.

1. Where do the girls go on Sundays?

2. Why do they order a hearty meal?

3. What kind of soup do they prefer?

4. What bread do they eat?

5. What do they have for the main course?

6. What do they drink?

7. What do they eat for dessert?

**4. Read the conversations, do exercises and then act the conversations out.**

1.

(Speakers: a waiter and a visitor)

A: Welcome to McDonald's. May I take your order?

B: I'll take the number one.

A: What size would you like?

B: Medium please.

A: Will that be for here or to go?

B: Here please.

A: The total comes to $4.89. We'll have that right out for you.

2.

(Speakers: a waiter and a visitor)

А: Hello, Miss Stewart! How are you?

В: Very well, thank you.

А: A table for 2?

В: Yes, thank you. We would like to sit by the window.

А: Certainly. Follow me. This way, please.

В: Would you like to see the menu?

A: No, thank you. We are ready to order just now. I would like something light today - a tomato omelet, a cup of coffee and a fruit cake. For my friend it will be a cheese omelet, coffee and a peace of a cake.

B: How would you like your coffee - black or white?

A: Black, please, and no sugar.

B: Just a moment, Miss Stewart.

3.

(Speakers: a waiter and a visitor)

A: Waiter! Is this table vacant?

B: I am sorry, sir. It's not free. Follow me. I'll show you a table for two in the corner.

A: Thank you very much. We are short of time and we are hungry. So, what would you recommend for a quick dinner? What soup are you serving today?

B: I would recommend you chicken soup with meat some and a veal chop.

A: I think, it won't take long. We have only 30 minutes to spare.

B: Certainly, Sir. Would you like something to drink?

A: Yes, herbal tea, please, with 2 lumps of sugar.

B: Just a moment sir ... Here you are.

4.

(Speakers: a waiter and two visitors)

A: Good afternoon, sir. A table for 2?

B: Yes, please.

A: Take the seats at the table on your right. Here is the menu. Make your choice.

B: Oh, there is a good choice of fish and meat dishes. What would you like, Carol?

C: Roast chicken with vegetables - cauliflower and green peas.

A: And what about you, sir?

B: Beefsteak with mushrooms, please.

A: What would you like for dessert?

B: We haven't decided yet. We are going to order dessert a bit later. Do you have any ice-cream?

A: Yes, we have chocolate and vanilla.

B: Thank you, we will think about it.

**5. Match the items on the right to the items on the left by dragging them over.**

|  |  |
| --- | --- |
| 1. Waiter! Is this table \_\_\_?  2. Would you like to see \_\_\_?  3. What soup are you \_\_\_ today?  4. I would recommend you\_\_\_.  5. How would you like your coffee, white or \_\_\_?  6. Black, please. And some \_\_\_  7. Would you like one or two \_\_\_?  8 .We have a great choice of \_\_\_.***.*** | Lumps  ice-cream  sugar  black  serving  the menu  a veal chop  vacant |

**6. Complete the conversations.**

1.

A: Welcome \_\_\_. May I take your\_\_\_?

B: I'll take \_\_\_.

A: What size would you like?

B: \_\_\_ please.

A: Will that be for here or to go?

B: \_\_\_, please.

A: The total comes to\_\_\_. We'll have that right out for you.

2.

А: Hello, \_\_\_. How are you?

В: Would you like a table for \_\_\_?

А: Yes, thank you. We would like to sit \_\_\_.

В: Follow me. This way please. Would you like to see \_\_\_?

А: No, thank you. We are ready to \_\_\_ I would like to \_\_\_ and my friend would like to \_\_\_.

В: Just a moment, \_\_\_.

3.

A: Waiter! Is this table \_\_\_?

B: I am sorry sir, it is not \_\_\_.

A: We are short of time and we would like to have \_\_\_. What would you recommend for a quick \_\_\_? What soup \_\_\_?

B: I would recommend you \_\_\_.

A: I hope it won't take \_\_\_.

B: Certainly Sir! Would you like something to drink?

A: Yes, please. I'd like \_\_\_.

B: Just a moment, sir.

4.

A: Good afternoon \_\_\_. A table for \_\_\_?

B: Yes, certainly.

A: Take the seats \_\_\_. Here is \_\_\_. Make \_\_\_.

B: Oh, there is a good choice of \_\_\_. What would you like, \_\_\_?

A: I'd like \_\_\_.

B: What would you like for desert?

A: We haven't decided yet. Do you have \_\_\_?

B: Certainly, sir.

A: We will order a dessert a bit later.

**7. An Eating Out Quiz.**

1. I would like to sit \_\_\_\_ the window.

A. in

B. by

C. through

2. What Japanese dishes \_\_\_\_ you have?

A. does

B. do

C. -

3. Yesterday my friend and I \_\_\_\_ to a nice restaurant not far from my office.

A. go

B. gone

C. went

4. There \_\_\_\_ a good choice of special meat dishes last week.

A. is

B. was

C. were

5. I usually \_\_\_\_ fish with vegetables - sturgeon, salmon or pike for dinner when I was in the USA

A. ate

B. eat

C. eaten

6. I'd like orange juice, \_\_\_\_ with sour cream and honey, and a cup of tea, please.

A. cornflakes

B. mashed potatoes

C. pancakes

D. scrambled eggs

7. May I take your \_\_\_\_? – Yes, please. I'd like grilled fish and a glass of beer.

A. bag

B. check

C. menu

D. order

8. I'll have mushroom soup, sirloin steak with \_\_\_\_, and black coffee.

A. baked potato

B. boiled sole

C. pork chops

D. roast beef

9. How would you like your steak? – \_\_\_\_, please.

A. big and thick

B. done

C medium rare

D. with everything on it

10. What kind of \_\_\_\_ would you like? – Rye, please.

A. bread

B. dressing

C .ice cream

D. sauce

11. Waiter! The check, please. Thank you. The food was delicious. Here. Keep \_\_\_\_\_.

A. in touch

B. me posted

C. the change

D. the check

12. I'm going to the supermarket. I need to buy two \_\_\_\_ of bread, a pound of cheese, and a carton of milk.

A. chunks

B. loaves

C. pounds

D. rolls

13. Excuse me! Could you tell me where the \_\_\_\_ section is? I want to buy milk.

A. bakery

B. dairy

C. Deli

D. poultry

14.\_\_\_\_\_ is this box of chocolates? – It's sixteen dollars.

A. How cheap

B. How expensive

C. How much

D. How many

15. I've got a new \_\_\_\_ for honey cake. I'm going to try it out on Sunday.

A. formula

B. prescription

C. receipt

D .recipe

**8. Make up your own conversations, using these words and expressions.**

To go to eat out, a favorite café or restaurant, to sit by the window, to be hungry, to order, the hearty meal, the main course, to drink, the dessert, to pay a bill, to pay cash or by credit card, to tip to.

**Just For Fun**

**Some Quotations about Eating**

It's easier to be faithful to a restaurant than it is to a woman." - Federico Fellini

“In a restaurant choose a table near a waiter.” - Jewish Proverb

"When you go to a restaurant, the less you know about what happens in the kitchen, the more you enjoy your meal." - Jeffrey Wright

After dinner sit a while, and after supper walk a mile. ~English Saying

Good food is wise medicine. ~Alison Levitt M.D., Doctor in the Kitchen

Alas! my child, where is the Pen

That can do justice to the Hen?

Like Royalty, she goes her way,

Laying foundations every day,

Though not for Public Buildings, yet

For Custard, Cake and Omelette....

No wonder, Child, we prize the Hen,

Whose Egg is Mightier than the Pen.

~Oliver Herford, "The Hen**"**

**Label Jokes**

On the menu of a Swiss restaurant:

OUR WINES LEAVE YOU NOTHING TO HOPE FOR.

Cocktail lounge, Norway:

LADIES ARE REQUESTED NOT TO HAVE CHILDREN IN THE BAR.

**Unit 7**

**Shopping**

Life is like a box of chocolates. It always runs out.

Darqaawi

**Warm up**

1. Do you like shopping?

2. How often do you go shopping?

3 .Where do you usually go shopping?

4. Where can you buy cabbage, potatoes, onions, cucumbers, carrots, beetroots, green peas?

5. Where can you buy wedding sets, diamond jewelry, pearls, silver and gold rings?

6. Where can you buy white and brown bread, rolls and biscuits?

7. Where do you buy clothes?

8. What departments can be found in the department stores?

9. What shopping areas in your town do you know?

**Vocabulary**

|  |  |
| --- | --- |
| department store  grocery  bakery  butchery  fabrics  jewelry  customer  flour  cereal  poultry  pork  beef  mutton  roll  dairy  greengrocery  sour milk  sour cream  a loaf  pure wool  a fitting room  size  shape  to try on  fashionable  body conscience silhouette  expensive  on the rack  a stockroom  tax  discount  cart  cabbage  oil  honey | универмаг  бакалейный  булочная  мясная лавка, отдел  ткань, материал  ювелирные изделия  покупатель  мука  крупа  домашняя птица  свинина  говядина  баранина  булочка  молочный магазин/ отдел  овощной отдел/ магазин  кефир, простокваша  сметана  буханка  чистая шерсть  примерочная  размер  форма, очертание  примерить  модный  приталенный силуэт  дорогой  на полке  хранилище  налог  скидка  тележка  капуста  растительное масло  мед |

1. **Translate the word combinations.**

A bar of chocolate, a bag of flour, a bottle of oil, a bunch of bananas, a can of tuna fish, a dozen of eggs, a carton of milk, a head of cabbage, a jar of honey, a loaf of bread, a pack of macaroni, a roll of cookies, a tube of ketchup, a pound of meat, a can of green peas, a carton of yogurt, a pack of sugar.

**2. Read the text and answer the questions.**

**Shopping in England**

Since the civilization became the way of our living shopping replaced the hunting and collecting. Among London’s shopping areas are Picadilly; Bond Street where exclusive shops are located; Oxford Street where one can find department stores, New Oxford Street where trendy boutiques can be found and Kensington Church Street where many antiques shops are located.

To buy goods one is to go to a shop or market or to buy through the Internet. There are many kinds of shops in every city: food supermarkets, department stores, clothing stores, grocery, bakery and butchery. Department stores are composed of many departments: shoes, ready-made clothes, fabrics, sports goods, toys, glasses, electric appliances, cosmetics jewelry etc. A customer can buy or try on everything he likes. In a food supermarket there are many departments as well and a customer can buy a good deal of stuff at once: sausages, fish, macaroni, flour, cereals, tea, apples, apricots, pineapples, plums, cherries and so on. At the butcher’s there is a wide choice of meat and poultry: pork, beef, mutton, chicken, etc. At the bakery one can buy white and brown bread, rolls and biscuits. In greengrocery department, which is stocked by cabbage, potatoes, onions, cucumbers, carrots, beetroots, green peas and so on? Milk, cream, cheese, butter and other dairy products can be found at a dairy.

1. Where are the shopping areas in London?

2. Where can people go to buy goods?

3. What kinds of shops can one find in a city?

4. What are department stores composed of?

5. What can a customer buy in a food supermarket?

6. What is sold at the butcher’s?

7. Where can one buy bread?

8. What do people buy at the dairy?

9. Where can one buy fruit and vegetables?

**3. Read the conversations, do exercises after them and then act the conversations out.**

At the supermarket.

(Speakers: two customers)

A: It’s a wonderful shop!

B: It is. I always do shopping here. Here is the shopping list. Let’s go to the meat counter.

A: What will we buy?

B: We want some beef and a chicken. You know I can’t do without meat.

A: I’m fond of dairy products.

B: Look! The chicken is splendid and the beef is of superior quality. Now let’s go for dairy products.

A: All right. Here are the eggs, unsalted butter, sour milk, sour cream and bottled milk.

B: What’s next on the shopping list?

A: I think juice. Let’s buy apple juice.

B: It makes no difference for me.

A: Here it is. The lemons and oranges look fine. Let’s have some.

B: Okay. And we also need some bread. Let’s take a loaf of brown bread.

A: Good. You see our cart is full up. Let’s go to the cash register.

At the department store.

(Speakers: a shop assistant and a customer)

A: What can I do for you?

B: I’d like to buy a sweater.

A: What size do you want?

B: Forty-six. Light colors, please: blue or yellow.

A: Try on this one. It’s of pure wool.

B: Okay. Where is the fitting room?

A: Come this way.

B: How does it look?

A: It looks great. It’s exactly your size.

B: Nice shape. I’ll get it. Thank you.

(Speakers: a customer and a shop assistant)

A: I’d like to buy a casual dress.

B: We’ve got fashionable ones. Try on this one.

A: It’s a bit tight.

B: Oh, no. It’s a body conscience silhouette.

A: I’m afraid it’s too expensive for me.

B: This model is all the fashion now.

A: Well, I’ll think it over.

(Speakers: a shop assistant and a customer)

A: May I help you?

B: Yes. Do you have these shoes in size seven?

A: I’m not sure. If you can’t find them on the rack, they may be out of stock. Let me look in the stockroom.

B: Thanks. I’d like to try on a pair if you have them.

A: I’ll be right back.

(Speakers: a shop assistant and a customer)

A: Hi, are you being helped?

B: No, I’m not. I’m interested in some scarves.

A: All scarves are in that section. What do you think of this one here? It’s made of silk.

B: Hm, it looks nice, but I’d like to have something warm for the winter.

A: Maybe you would like a heavy wool scarf. How about this one?

B: I think that is what I want. How much is it?

A: It’s ninety-five pounds plus tax.

B: It’s a little expensive. Do you think it’s impossible to get a discount?

A: Hm, since you like it so much, how about a 10 percent discount? That’s the best I can offer.

B: That’s good. Could you wrap it up for me?

A: Sure .Is there anything else I can get for you?

B: No, that should be it. Thank you. Good bye.

**4. Match the words of list A to the words of list B.**

|  |  |
| --- | --- |
| 1. We buy bread, rolls ,biscuits   We buy cabbage, potatoes, cucumbers  We buy sugar, flour, salt, cookies  We buy milk, sour cream, cheese  We buy pork, beef, sausage, poultry | 1. at the grocery   at the butcher’s  at the baker’s  at the greengrocer’s  at the dairy |

**5. Complete the conversations.**

1.

A: I’d like to buy \_\_\_.

B: What size do you want?

A: \_\_\_.

B: What color will it be?

A: \_\_\_.

B: Try on this one.

A: Where is \_\_\_?

B: It is to your left.

A: How does it look?

B: \_\_\_. It’s exactly your size.

A: How much is it?

B: \_\_\_.

A: Okay. I’ll take it Thank you.

2.

A: Hi, \_\_\_?

B: No, I’m not. I’m interested in \_\_\_.

A: \_\_\_are in that section. What do you think of this one? It is \_\_\_.

B: It looks nice, but I \_\_\_.

A: Maybe you would like \_\_\_?

B: I think I \_\_\_. How much is it?

A: It’s \_\_\_.

B: It’s a little expensive .Do you think It’s impossible \_\_\_?

A: How about \_\_\_? That’s the best I can offer.

B: That’s good. Thank you.

**6. A Shopping Quiz.**

1 .A: Can I help you find something?

B: Yes, do you have this dress in \_\_\_?

bigger

larger

a bigger size

1. A: What size are you looking for?

B: Size 6... But if you have a size 8, I'll \_\_\_\_ as well.

try it on

try to

try for it

1. A: OK, let me check in the back... There you go... I found the dress in a size 8...

B: Thanks. Where are your \_\_\_\_ rooms?

fitting

trying

dressing

4. A: So how did that fit?

B: Not too good... I think you need a \_\_\_\_ size.

less

smaller

not so big

5. A: That's the smallest size we have in that color... Would you like me to look for another color?

B: No, I like this color... Thanks \_\_\_\_.

anytime

anyway

always

**7. Make up your own conversations according to the situations:**

1. You are going to buy a new modern dress (a blouse, a jacket, a skirt, shoes). Ask a shop assistant for a help.

2. You and your friend are having a party. Talk and decide what you need to buy for it, what departments you are going to visit. Make a shopping list if necessary.

**Just For Fun**

**My wife is missing**

Theman approached the very beautiful woman in the large supermarket and asked: “You know, I’ve lost my wife here in the supermarket. Can you talk to me for a couple of minutes?”

“Why?”

”Because every time I talk to a beautiful woman my wife appears out of nowhere.”

**Unit 8**

**Asking for Directions**

**Warm up**

Anybody who has travelled to another country or city has got lost. Sometimes maps don't help, so you have to ask somebody for directions. If you're in a country where they don't speak your language, this can be difficult. At other times, you will have to give directions to people visiting your country. In many cases, people just follow the direction the person was pointing to, and hope they will find the place they are looking for. So, it's very important to know how to both ask for and give directions in English.

**Answer the questions.**

1. Why do people ask somebody for directions?

2. Why can it be difficult?

3. Why is it very important to know how to ask for and give the directions in English?

**Vocabulary**

|  |  |
| --- | --- |
| a junction  pedestrian crossing  to reach  past  opposite  straight ahead  U turn  roundabout  next to  right hand side  left hand side  along  intersection  behind  traffic lights  pharmacy/drugstore  to miss  crossroads  lobby  a block  turn  close  long way  this way  that way  I am not from around here  towards  in front of  wrong  over (the bridge)  under (the bridge) | перекресток  пешеходный переход  достигать, доходить  мимо  напротив  прямо, по прямой линии  поворот  окольный, обходной  рядом, около  по правой стороне  по левой стороне  вдоль  пересечение улиц, перекресток  позади, сзади  светофор  аптека  пропускать  пересечение дорог, перекресток вестибюль, фойе  квартал  поворот  близко  далеко  сюда  туда  я не местный  по направлению к  впереди, перед  неправильный  по мосту  под мостом |

1. **Here is some useful vocabulary to use when asking for directions. Read and translate the sentences.**

Go straight on until you come to the theatre.

Turn left into Gordon Street.

Take the next left.

Cross over the road and…

It's the first/second/third on the left.

Take the first/second/third road on the left

It's opposite the church

It's next to the bank

It's between the school and the shop.

It's at the end of the road.

It's on the corner of Market Street and Baker Street.

It's just behind this building.

It's in front of the school.

It's just around the corner.

Turn/go right at the traffic lights.

Turn/go left at the crossroads/junction.

Bank Street is parallel with this street.

Penny Street is perpendicular to this street.

It's four blocks down the street on this side of the road.

Turn right at the roundabout.

**2. Read the text and answer the questions.**

Visitor:

'Excuse me, could you tell me the way to the Silk Cottage restaurant please?'

York Resident:

'Eh, the Silk Cottage restaurant. It's on the other side of the river. The easiest way to get there is to go right from here and then take the second street on your left. Then go along the street until you reach a junction. Turn left at the junction, and you'll be on a big road then. Then go straight ahead. You'll then come to a bridge, go over the bridge. It is better to cross over the road after the bridge, there's a pedestrian crossing there. Then follow the road until you reach a big church, which is called York Minster. Take the road on your right which is in front of York Minster and then go past the Minster. Then take the first street on your left, then go up the road until the first street on your right and the Silk Cottage restaurant is there. Opposite is a big building called the Treasurer's House. Is that ok?'

1. What is the easiest way to get to the Silk Cottage restaurant?

2. Where is the restaurant situated?

3. What building is the visitor to go past?

4. What is opposite the restaurant?

**3. Read and memorize the phrases used to ask people for directions.**

*To ask people for directions, use:*

Excuse me!

Excuse me, could you tell me how to get to the bus station?

Excuse me, do you know where the post office is?

I'm looking for this address

Are we on the right road for Brighton?

Is this the right way for Ipswich?

Do you have a map?

Can you show me on the map?

Where is (the police station)?

Could you direct me to (the station)?

How do I get to (the main street)?

Could you tell me the way to (the park)?

*If you want special directions, use:*

Which is the quickest way to (the Post Office)?

What’s the best way to (the city centre)?

*If you are in a car, you can also use:*

What’s the easiest way to (the coast road)?

Is there parking (in the centre)?

*Asking about distances, use:*

How far is it?

How long will it take (on foot/by car/by bus)?

Can I do it in (ten minutes)?

Should I take (a taxi)?

*To tell people the way, use:*

It’s near the (church)

Go straight on/straight ahead

Turn left/right at the (second) street

Go towards (the park) and turn left

Cross/go across the road

Go over/under the bridge

Go along the street

Go past the (Post Office)

Make a U turn

Continue on (keep going)

Follow this hall/ road/ path

Take the elevator

It’s about 150 meters

It’s next to/ across from/ opposite/ beside/ between (two things)

Cross the/ street/ road/ park/ lobby/ intersection

Go past the . . .

It’s on/ the left/ the right/ the third floor/ the corner

It's this way

It's that way

I'm sorry, I don't know

Sorry, I'm not from around here

You're going the wrong way

You're going in the wrong direction

Take this road

Go down there

Take the first turn on the left

Take the second turn on the right

Turn right at the crossroads

Continue straight ahead for about a mile.

*To identify the place, use:*

It’s the (first) street

It’s the (first) on the left/right

It’s on the left/right hand side of the road

*To tell people distances, use:*

Not far

Quite close

Quite a long way

A long way on foot

A long way to walk

About a mile from here

It’s quite far

It’s too far to walk

It’s not very far/it’s quite near here

It’s about (two) kilometers

It’s (ten minutes) on foot/walking

It’s (an hour’s) walk/drive

You should allow (an hour)

You should take (a taxi)

*Don’t forget to say* ***“Thank you”*** *after someone has given you assistance.*

**4. Read the conversations, do the quiz and act the conversations out.**

1.

(Speakers: a visitor and a town resident)

A: Excuse me! Excuse me, sir! Excuse me, madam! Excuse me, miss! Could you tell me how to get to the bank, please?

B: Sure. When you leave the hotel, turn left and walk three blocks. Make a left turn at the bookstore. You will see a cafe and a post office. The bank is next to the post office.

A: Thanks a lot.

B: You're welcome.

2.

(Speakers: a visitor and a town resident)

A: Could you tell me where the Science Museum is, please?

B: It is on the corner of Seventh Street and Lincoln Road.

A: How do I get there from here, please?

B: Go down this street and turn right at the traffic light. Walk two blocks and turn right onto Seventh Street. Go past the department store and the flower market, and you'll see the Science Museum across the street. It is a large red-brick building. You can't miss it.

A: Is it far from here?

B: No, it's just a ten-minute walk.

A: Thank you very much.

B: You're welcome.

3.

(Speakers: a visitor and a town resident)

A: Is there a restaurant near here? / Can you tell me if there is a restaurant near here?

B: There is a restaurant around the corner, next to the toy store.

A: Thanks.

B: Don't mention it.

4.

(Speakers: a visitor and a town resident)

A: Excuse me, where is the nearest pharmacy? / Excuse me, do you know where the nearest drugstore is?

B: There is one next to the grocery store on King Street. Do you see the square across from the bank? King Street starts behind the square.

A: How long will it take to get there?

B: About ten minutes.

A: Thank you.

5.

(Speakers: a visitor and a town resident)

A: Could you help me, please? I'd like to know how to get to the center from here.

B: The downtown bus stops in front of the Rose Hotel over there.

A: Excuse me, does this bus go to the center?

B: No, you need the bus going in the opposite direction. The bus stop is on the other side of the street.

A: Oh, thank you.

6.

(Speakers: a visitor and a town resident)

A: Would you mind giving me some directions?

B: What are you looking for?

A: The Central Exhibition. Do you know where it is?

B: The Central Exhibition? Well, it's pretty far from here. You'd better take a bus.

A: Is it a long ride? / How long does it take to get there?

B: About ten minutes by bus.

A: Which bus do I take to get there?

B: Let me think. It's probably best of all to take Bus 5 on Regent Street.

A: And where is Regent Street, please?

B: Walk down this street to the next intersection and turn right. You will be on Regent Street. The bus stop will be near a small park on your right.

A: Thank you.

B: Anytime. Have a nice day.

7.

(Speakers: two visitors)

A: Excuse me, could you help me? I'm new in town. I'm a tourist. I'm lost. / I lost my way. Does this bus go to the amusement park? Is this the right bus for the beach? How do I get to the book fair, please?

B: Sorry, you'll have to ask someone else.

8.

(Speakers: a visitor and a town resident)

A: Excuse me, can you help me? I'm looking for Redwood Travel Agency./ I'm trying to find Redwood Travel Agency.

B: It's on the fifth floor. Go to the end of this hall and turn left. The elevators are there. The receptionist on the fifth floor will help you find their office.

A: Thank you. One more question, please. Could you tell me where the restrooms are?

B: They are on the second floor. Take the escalator to the second floor, turn right and go down the hallway. The restrooms are on the left, opposite the stationery store.

A: Thank you very much.

9.

(Speakers: a visitor and a town resident)

A: Excuse me, where's the exit, please?

B: Through the lobby and down the stairs.

A: Thank you.

**5. A Quiz. Choose the most appropriate answer.**

1. Excuse me! \_\_\_\_ is the post office, please?

A. How

B. What

C. When

D. Where

2. Could you tell me \_\_\_\_ to get to the History Museum, please?

A. how

B. what

C. when

D. where

3. Can you tell me where \_\_\_\_, please?

A. is the bank

B. the bank

C. the bank is

D. there a bank

4. Would you mind \_\_\_\_ me some directions, please?

A. explaining

B. giving

C. helping

D. offering

5. I am \_\_\_\_ for the new children's library.

A. asking

B. finding

C. looking

D. trying

6. Walk two blocks and turn left \_\_\_.

A. around the bank

B. at the traffic light

C. in the corner

D. into a large hotel

7. Go \_\_\_ the flower shop, the drugstore, and the supermarket.

A. across

B. behind

C. opposite

D. past

8. The library will be on your left. It's a large red-brick building. You can't \_\_\_ it.

A. find

B. forget

C. miss

D. see

9. Could you tell me where \_\_\_ some souvenirs, please?

A. can I buy

B. could I buy

C. I can buy

D. should I buy

10. There are several souvenir shops on Apple Street, about three blocks \_\_\_.

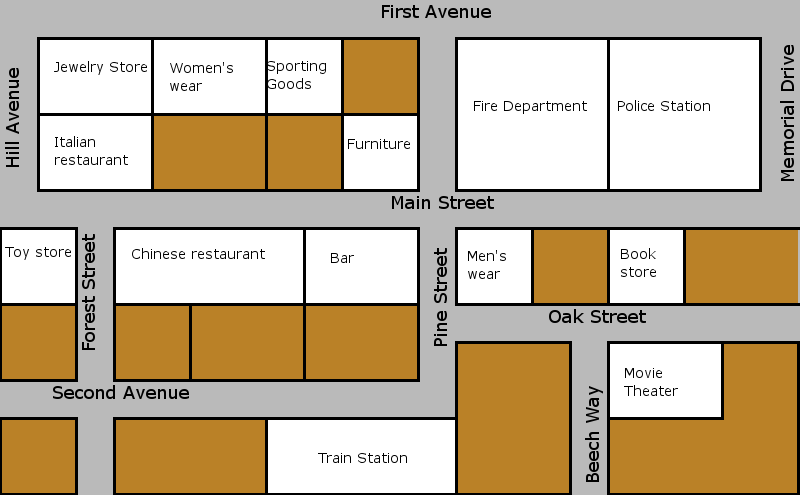
A. away from

B. from here

C. near here

D. not far

**6. Look at the map and do the tasks:**



**Task1. Say if a sentence is true or false.**

1. The jewelry store is behind the Italian restaurant

2. The bar is on Second Avenue

3. The police station is on the left from Fire Department

4. The toy store is across from the Chinese restaurant

5. The movie theater is opposite the Book store

6. The sporting goods store is behind the Furniture store

7. The bar is next to the Chinese restaurant

**Task2. Look at the map. Choose the correct name of the building!**

1. Take the first street on the left. Take the next street on the right. Go straight on and cross the road. It's on the left. \_\_\_\_.

2. Take the first street on the left. Go down the street. Turn on the right. Take the next street on the right. Go straight on \_\_\_\_ and cross the road. Go straight on. It's in front of you on the other side of the road.\_\_\_\_.

3. Take the first street on the left. Take the next street on the right. Take the next street on the right. Pass the Fire Department. It's on your left. \_\_\_\_.

**Task3. Fill in the missing preposition.**

1. The Women's wear is \_\_\_the Jewelry Store.

2. The Movie Theater is \_\_\_the Book Store.

3. The Women's wear is \_\_\_the Jewelry Store and the Sporting Goods.

4. The Toy store is \_\_\_of Main Street and Forest Street.

5. The Jewelry Store is \_\_\_the Italian Restaurant.

**Task4. Match the places with the positions.**

|  |  |
| --- | --- |
| The Jewelry store is  The Chinese restaurant is  The Police station is  The Women’s wear is  The Train station is  The Italian restaurant is  The Men’s wear is  The Furniture is  The Book store is  The Toy store is  The Sporting goods is  The Fire Department is | opposite the Bar  between the Jewelry store and the Sporting goods  opposite the Fire Department  opposite the Movie Theatre  on the right of the Women’s wear  next to the Women’s wear  between the Toy store and the Bar  in front of the Bar  opposite the Chinese restaurant  next to the Police station  opposite the Book store  in front of the Jewelry store |

**Task5. Make up your own conversations, helping a visitor to find the way to different places** **on the map. Use these prepositions**:

-go straight,

-go to right/ left,

-cross,

-on your right,

-on your left,

-beside,

-next to,

-behind,

-across from,

-in front of,

-on the corner of,

-opposite,

-up,

-down,

-past,

-along,

-over.

**Just For Fun**

**"Strange Labels" joke**

*Some items have the strangest directions/ warnings. Here are a few I've noticed.*

On a toilet plunger: Do not use as an umbrella.

On a carton of milk: May contain dairy products.

On a tricycle: Will hurt if on top of someone.

On popcorn: Will pop if heated.

On candy: Directions: Take of wrapper, insert into mouth, chew, and swallow. (No, really?)

On bean bags used for juggling: Do not eat.

On lunchmeat: Do not mistake as toilet paper.

On Gameboy: To play, you must have a thumb.

After computer error: Keyboard malfunction, press enter to continue.

On coke bottle: Do not try to insert head.

On skateboard: May move if rode on.

**Road sign:**

Warning:Unfinished bridge, 3 miles**.**

\*3 miles later\* we told you there was an unfinished bridge!

**Car accidents**

"The pedestrian had no idea which direction to go, so I ran over him."

"In my attempt to kill a fly, I drove into a telephone pole."

"The indirect cause of this accident was a little guy in a small car with a big mouth."

**Unit 9**

**Over the Telephone**

I keep the telephone of my mind open to peace, harmony, health, love and abundance. Then, whenever doubt, anxiety or fear- try to call me, they keep getting a busy signal – and soon they'll forget my number. ~Edith Armstrong

I like my new telephone, my computer works just fine, my calculator is perfect, but Lord, I miss my mind! ~Author Unknown

The telephone is a good way to talk to people without having to offer them a drink. ~Fran Lebowitz

**Warm up**

1. Do you have to have a telephone?

2. Is it a mobile phone?

3. What is your telephone number?

4. How long have you been using your telephone?

5. Is your telephone of the latest model?

6. What services does your telephone provide?

7. How often do you speak on business?

8. How often do you talk to your friends?

9. Do you often get the wrong number?

10. Do you often call on business?

11. What matters do you discuss if you call on business?

12. Is it possible to make an appointment through the secretary?

13. Do you always send the confirmation if you make an appointment on the phone?

14. What do you do if you are unable to keep an appointment?

15. Is it possible to make an appointment with a doctor on the phone?

16. When did you make a business appointment last?

17. What will you do if you can't be present at the appointment meeting?

18. What will you do if you have an urgent business to discuss and don't remember the necessary telephone number?

**Vocabulary**

|  |  |
| --- | --- |
| to call (ring)  to speak on the phone  to put through  to be in  to be out  to be away  to reach somebody  to be busy (engaged)  to hold on  to leave the message  to contact somebody  to trouble (bother) somebody  to get the wrong number  to make an appointment  to check an appointment book  to be convenient for somebody  to suit  to arrange  to send confirmation of the appointment  to fix another appointment  to suggest another day  to get in touch with somebody  to look forward to ... ing-  to have an urgent business  to settle the matter on the phone  How about ...? | звонить  говорить по телефону  соединять по телефону  быть в офисе  выйти, быть вне офиса  уехать  дозвониться до кого либо  быть занятым  быть на линии, не отпускать трубку оставить сообщение  связаться с кем-то  беспокоить кого-либо  неправильно набрать номер.  назначить встречу  справиться по ежедневнику  быть удобным для кого-то  подходить  договариваться  отправить подтверждение о встрече назначить другую встречу  предложить другую дату  связаться с кем-то  с нетерпением ждать чего-то  иметь срочное дело  решить вопрос по телефону  Как насчет…? |

1. **Translate the word combinations.**

1. This is Sue, Sue James.

2. Jack Bild is here.

3. Who is calling, please?

4. Could you put me through to ...

5. I'd like to speak to your computer manager.

6. Can I speak to Mr. Brown, please?

7. Could I take a message?

8. What time could I reach him?

9. Hold the line, please.

10. I am sorry, he is not in at the moment.

11. Can I call back later?

12. I am sorry, the line is engaged (busy).

13. He is out for a few days. Can I give him a massage?

14. I would like to make an appointment with Mr. Smith.

15. If it is urgent, I can fix another date.

16. Can we meet early next week?

17. Does 8 p.m. suit you?

18. I am calling to confirm your appointment with Mr. Blake for next Friday.

19. He asked me to get in touch with you and fix another date.

20. Unfortunately I am busy tomorrow. Could we settle the matter on the phone?

21. You should send confirmation of the appointment.

22. Can I make an appointment with Mr. Shell? - Just a moment, I will check his appointment book.

**2. Read the text and answer the questions.**

In the 1970s a number of telecommunication companies introduced a very interesting idea. They suggested organizing telephone meetings or conferences by telephone. The form of the conference depends on the number of people participating in the conference and where they are located. When a number of people from different locations take part, a multiple or conference call is needed. When there is a group of people in one location, they can use a loud speaking telephone or a conference telephone with headsets.

The idea of telephone instead of personal meetings is very important today for multinational companies because they help save money and time. The disadvantages of such meetings are that you can neither see the participants nor demonstrate any visual materials. But you can overcome these drawbacks when you use a conference TV service.

1. When are multiple calls required?

2. When is a conference or laud speaking needed?

3. What is the aim of the telephone meetings?

4. Is it cheaper or more expensive to use telephone conference instead of travel?

5. What are disadvantages of the telephone conferences?

**3. Read the dialogues, do exercises and act the dialogues out.**

1.

A: Hello! Is it 5357282?

B: Yes, that's right. Who is calling, please?

A: It is Alice Moam. I'd like to speak to Mr. Black. Is he in?

B: I am sorry, he is out at the moment. Can I take a massage?

A: No, thank you very much. I'll call back later, in an hour. Is that all right?

B: Certainly, madam. I'll tell him you have called. He'll be in the office after 3 p.m.

A: Bye!

B: Bye-bye!

2.

A: 5732535

B: Hello! I am calling to Blake and Company. My name is Jack Swallow, I'd like to speak to Mrs. Hanson. Is she in?

A: Yes, she is in. What is it about?

B: I'd like to discuss with her a one-day conference. She wanted to hold this conference in the business Center of our hotel. We are ready to discuss all the details, including time, prices and equipment.

A: Just a moment, sir. I am putting you through. Mrs. Hanson, Mr. Smith is on the line. He is ready to discuss our one - day conference.

B: Thank you very much, Mrs. Hanson.

3.

A: Is that 5557375?

B: No, you've got the wrong number. It is 5557376.

A: Oh, I am sorry to have troubled you, I'll dial once again.

4.

A: 5557375

B: John Blake here. Could I speak to Mr. Brown, please?

A: He is busy at the moment. Can I ask you about the purpose of your call?

B: Yes, certainly. I'd like to make an appointment with him. We are to discuss our future contract.

A: Just a moment, Mr. Blake I'll get his schedule. Are you there?

B: Yes, I am.

A: When would you like to come, Mr. Brown?

B: The day after tomorrow, if it is possible.

A: Unfortunately, he is busy from 9 to 12 in the morning. How about the afternoon time?

B: That suits me.

A: All right, I'll tell him you have called and made an appointment.

B: Thank you very much. I am looking forward to your meeting with Mr. Brown.

A: Good-bye!

**4. Fill in the blanks with appropriate responses.**

1.

A: Hello, is it \_\_\_?

B: Yes, that's right. Who is \_\_\_?

A: My name is \_\_\_. I'd like to speak to \_\_\_ Is she \_\_\_?

B: I am sorry, he is \_\_\_. Can I \_\_\_?

A: No, thank you very much. I'll \_\_\_.

B: Yes, certainly. He'll be.

2.

A: \_\_\_.

B: I am calling to \_\_\_. I'd like to \_\_\_. Is she \_\_\_?

A: Yes, she is \_\_\_. What is it \_\_\_?

B: I'd like to discuss \_\_\_.

A: Just a moment, I am putting you \_\_\_.

3.

A: Is that \_\_\_?

B: No, you've got \_\_\_. It is \_\_\_.

A: Oh, I am sorry to \_\_\_. I will dial once \_\_\_.

4.

A: \_\_\_.

B: \_\_\_ \_\_\_ here. Could I speak to \_\_\_?

A: He is \_\_\_. Can I ask you about \_\_\_?

B: Yes, certainly. I would like to \_\_\_.

A: Just a moment, Mr. \_\_\_. I'll get his \_\_\_.

B: When would you like to \_\_\_?

A: I would like to come \_\_\_, if it is possible.

B: Unfortunately, he is busy \_\_\_. How about \_\_\_?

A: That suits me.

B: All right. I'll tell him \_\_\_.

A: Thank you very much.

B: I am looking forward to \_\_\_.

**5. A Telephone Quiz.**

1. Just a moment I am putting you \_\_\_.

A. back

B. through

C. across

2. Is Mary there \_\_\_ any chance?

A. by

B. with

C. to

3. I am sorry \_\_\_ you.

A. to be troubled

B. to have trouble

C. to have troubled

4. There is no one \_\_\_ the name of Smith here.

A. by

B. on

C. at

5. Could I \_\_\_ a message for Mr. Smith?

A. buy

B. leave

C. meet

6. Hello. This is John Bates. May I speak with Mr. Wilson, please? – \_\_\_\_ Mr. Wilson is not here right now.

A. I'm sorry, but

B. No, you may not.

C. What number are you calling?

D. You got the wrong number.

7. Hello. Could I speak to Susan Malden, please? – \_\_\_\_, please. I'll see if she is in.

A. Call back

B. Hang up

C. Hold on

D. Pick up

8. I'm sorry. Mr. Garcia can't come to the phone at the moment.\_\_\_\_\_ leave a message?

A. Could I

B. Do you like to

C. May I

D. Would you like to

9. I'm afraid Professor Grimes has just stepped out. Can \_\_\_\_ a message?

A. I give

B. I take

C. you give

D. you take

10. I'm afraid Barbara is not in. – Can I \_\_\_\_a message for her, please?

A. give

B. leave

C. take

D. write

11. Hello! Mary? – \_\_\_\_\_.

A. Calling

B. Dialing

C. Speaking

D. Waiting

12. Hello, is Mike \_\_\_\_\_, please? – Sorry, he's out.

A. busy

B. here

C. now

D. there

13. Can I speak to Douglas, please? – There is no one here \_\_\_\_\_.

A. by that name I know of

B. to speak to

C. who is likely

D. to have such a name

**6. Make up your own appointment over the telephone, using these sentences as a plan.**

Don't forget to check the telephone number you are calling to.

Introduce yourself to a secretary.

Tell the secretary about the aim of your call.

Ask the secretary to make an appointment for you.

Give the secretary the desired date and time of the appointment.

Ask the secretary to call you if the date and time change.

Don't forget to thank the secretary.

**Just for Fun**

Moody was awakened by the telephone at four A.M. It was his Ku Klux Klan buddy, Crumm, calling long distance from Montgomery.

"What's the matter?" asked Moody. "Are you in trouble?"

"No!" said Crumm.

"What do you want, then?"

"Nothing!"

"Then how come you are calling me in the middle of the night?" asked Moody.

"Cause!" said the other redneck, "the rates are cheaper!"

**Appendix**

**Some popular proverbs and sayings.**

Every woman rather be beautiful than good.

All cats are grey in the dark.

A miss is as good as a mile.

Children and fools tell the truth.

A ragged coat may cover an honest man.

A good conscience is a soft pillow.

Better to be envied than pitied.

A man is as old as he feels.

Use soft words and hard arguments.

A rose by any other name would smell so sweet.

A contented mind is a perpetual feast.

Buy in the cheapest market and sell in the dearest.

A thing of beauty is a joy forever.

He who fails to study the past is doomed to repeat it.

A stitch in time saves nine.

Even the weariest river winds somewhere safe to sea.

Where there's a will, there's a way. It takes two to tango.

Hold your horses.

Idle hands are the devil's tools.

Wear your heart on your sleeve.

Don't put all your eggs in one basket.

A fool and his money are easily parted.

Don't look a gift horse in the mouth.

Variety is the spice of life.

Curiosity killed the cat.

Every cloud has a silver lining.

A picture paints a thousand words.

Haste makes waste.

Don't count your chickens before they hatch.

Blood is thicker than water.

You can't take it with you.

The bigger they are the harder they fall.

When it rains, it pours.

A penny saved is a penny earned.

He lost his head.

It's a small world.

Great minds think alike.

If it's not one thing, it's another.

Actions speak louder than words.

Keep your chin up. Let sleeping dogs lie.

Never bite the hand that feeds you.

You can't judge a book by its cover.

Drastic times call for drastic measures.

Practice makes perfect.

Rise and shine.

You are what you eat.

Let the cat out of the bag.

Mum's the word.

**General Conversation and Discussion**

|  |  |
| --- | --- |
| **Asking for an opinion**    What do you think about it?    What do you think?    What is your opinion?    What is your point of view?    What is your attitude to this problem?    Alex, would you like to say something about it?  **Giving an opinion**    I think that (we should consult a specialist.)    In my opinion, (we need a detailed plan of actions.)    In my view, (it's a difficult task.)    The way I see it, (it might be difficult to realize at the moment.)    As far as I know, (it could be very expensive.)  As far as I'm concerned, (time is the biggest problem.)  As for me, (I'm not ready to speak to the boss about it.)  This is a crazy idea, if you ask me.    **Making a suggestion**    I suggest (getting a bank loan.)    Why don't we (get a bank loan?)    How about (using our out-of-town laboratory for this project?)    We could (rent some equipment instead of buying it.)    You could (publish an article about the project in a local newspaper.)    Wouldn't it be a good idea to (start a fund-raising campaign?)    Let's (ask James for help.)    **Asking for agreement**    Do you agree?    Right? / Is that right?    Wouldn't you agree with that? / Don't you agree with that?    **Agreeing**    I agree. I agree with you on this. I agree with Alexander.    I agree completely. / I couldn't agree more.    That's true. / That's right.    You are right.    Right.    Of course. / Certainly. / Sure.  Exactly.    I think so.  I suppose so.    **Disagreeing**    That's not exactly true.    I'm afraid I don't see it that way.    Not really.    I'm sorry, but it's not quite right.    I'm afraid I disagree.    I'm afraid I can't agree with that.    I don't really agree with you on that.    To tell (you) the truth, I have a different opinion.    Basically, I understand what you mean, but I think your conclusions are wrong.    **Understanding**    I understand.    I got it.    I see what you mean.    I see your point.    When you don't know the answer    I don't know.    I have no idea.    I'm afraid I couldn't say.    I wish I knew.    Don't ask me.    **Doubt**    I'm not (quite) sure about it.    Maybe, but I'm not sure.    I'm not sure that I agree with your argument.    I have to think about it.    I have mixed feelings about it.    Are you sure that this information is correct / accurate?    **Disbelief**    It can't be true!    I can't believe it.    I don't believe it.    Are you serious? / You must be joking.    **Approval**    I think that it is a great idea.    It's great! / That's great! / Great!    It's very good! / Very good!    It's a good point.    You did a great job.    **Disapproval**    I don't like this idea.    I'm against this plan.    I don't think it will work.    It's too expensive.    It will take too much time.    It's too time-consuming.    **Asking to repeat**    Could you repeat what you just said?    Can you repeat it, please?    What did you say?    Sorry? / Beg your pardon?    **Interrupting the speaker**    I'm sorry to interrupt you, but (could you repeat the address, please?)    Excuse me for interrupting you, but (I don't think this information is relevant to the subject of our discussion.)    I'm sorry for the interruption. | **Просьба высказать мнение**  Что вы думаете об этом? Что вы думаете? /  Как вы думаете?  Каково ваше мнение?  Какова ваша точка зрения?  Каково ваше отношение к этой проблеме?  Алекс, вы не хотите что-либо сказать об этом  **Высказывание мнения**  Я думаю, что (мы должны проконсультироваться у специалиста.)  По моему мнению, (нам нужен детальный план действий.)  На мой взгляд, (это трудная задача.)  На мой взгляд, (это может быть трудно осуществить в настоящий момент.)  Насколько я знаю, (это может быть очень дорого.)  Что касается меня, (время самая большая проблема.)  Что касается меня, (я не готов говорить с шефом об этом.)  Это бредовая идея, если хотите знать мое мнение.  **Предложение идеи**  Я предлагаю (получить заем в банке.)  Почему бы нам не (получить заем в банке?)  Как насчет (использования нашей загородной лаборатории для этого проекта?)  Мы могли бы (взять напрокат оборудование вместо того, чтобы покупать его.)  Вы могли бы (напечатать статью об этом проекте в местной газете.)  Было бы неплохо (начать кампанию по сбору средств.)  Давайте (попросим помощи у Джеймса.)  **Вопросы о согласии**  Вы согласны?  Правильно? / Это верно?  Разве вы не согласны с этим?  **Согласие**  Я согласен. Я согласен с вами в этом. Я согласен с Александром.  Я полностью согласен.  Это верно.  Вы правы.  Правильно. / Верно.  Конечно.  Точно.  Думаю, да. / Думаю, что так.  Полагаю, что так.  **Несогласие**  Это не совсем верно.  Боюсь, я вижу это по-другому.  Не совсем.  Извините, но это не совсем правильно.  Боюсь, я не согласен.  Боюсь, я не могу согласиться с этим  Я не совсем согласен с вами в этом.  Честно говоря, у меня другое мнение  В основном, я понимаю, что вы имеете в виду, но я думаю, что ваши выводы неправильны.  **Понимание**  Я понимаю.  Я понял.  Я понимаю, что вы имеете в виду  Я понимаю вашу мысль / ваш довод  Когда вы не знаете ответа.  Я не знаю.  Не имею представления.  Боюсь, не могу сказать.  Хотел бы знать (но не знаю).  Меня не спрашивайте.  **Сомнение**  Я не (совсем) уверен насчет этого.  Может быть, но я не уверен.  Я не уверен, что согласен с вашим аргументом.  Мне надо подумать об этом.  У меня сложные чувства по этому вопросу.  Вы уверены, что эта информация правильная / точная?  **Неверие**  Это не может быть правдой!  Не могу поверить (этому).  Я не верю этому.  Вы серьезно? / Вы, наверное, шутите.  **Одобрение**  Я думаю, что это отличная идея.  Это отлично! / Отлично!  Это очень хорошо! / Очень хорошо!  Это хороший аргумент.  Вы отлично поработали.  **Неодобрение**  Мне не нравится эта идея.  Я против этого плана.  Не думаю, что это получится.  Это слишком дорого.  Это займет слишком много времени.  Это требует слишком больших затрат времени.  **Просьбы повторить**  Не могли бы вы повторить то, что вы только что сказали?  Можете повторить это, пожалуйста?  Что вы сказали?  Извините? / Что, простите?  **Прерывание говорящего**  Извините, что прерываю вас, но (не могли бы вы повторить адрес, пожалуйста?)  Извините, что прерываю вас, но (я не думаю, что эта информация имеет отношение к предмету нашего обсуждения.)  Извините, что прервал вас. |

**Keys**

Politeness Quiz.

1.Who did you dance with? 2. have 3.Do you know where the train station is? 4. will 5.does 6. have you had it?

**Unit 1**

A Greeting Quiz.

1.nothing much 2. It’s very busy 3. good 4. they’re going well 5. I got a new job 6. you too 7. was nice seeing

**Unit 3**

A Hobby Quiz. 1.A 2.A 3.C 4.C 5.C 6.C

**Unit 4**

A Travelling Quiz. 1.C 2.B 3.C 4.A 5.A

**Unit 5**

A Hotel Quiz. 1.A 2.C 3.C 4.B 5.C 6.B 7.A 8.B

**Unit 6**

An Eating Out Quiz. 1.B 2.B 3.C 4.B 5.A 6.C 7.D 8.A 9.C 10.A 11.C 12.B 13.B 14.C 15.D

**Unit7**

A Shopping Quiz. 1.bigger size 2.try it on 3.fitting 4.smaller 5.anyway

**Unit 8**

An Asking for Directions Quiz. 1.D 2.A 3.C 4.A 5.C 6.B 7.D 8.C 9.C 10.B

Task1 1.True 2.False 3.False 4.True 5.True 6.False 7.True

Task2 1. Fire Department 2. Furniture 3. Police Station

Task3 1. next to 2.opposite 3. between 4. on the corner of 5. behind

**Unit 9**

A Telephone Quiz. 1.B 2.A 3.C 4.A 5.B 6.A 7.C 8.D 9.C 10.C 11.C 12.B 13.A

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**Разговорный английский**

**English for Communication**

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