

Міністерство освіти і науки України
Київський національний торговельно-економічний університет
Вінницький торговельно-економічний інститут

Кафедра	іноземної філології та перекладу
Освітній ступінь	бакалавр
Спеціальність	071 «Облік та оподаткування», «Фінансовий контроль»
Семестр	8
Навчальна дисципліна	Іноземна мова спеціальності
Форма навчання	денна

Екзаменаційний білет № 1

I. Insert the correct word given below into the gaps. Translate the text into Ukrainian (*всі правильно заповнені пропуски оцінюються в 10 балів, адекватний переклад оцінюється в 10 балів; максимально 20 балів*).

<i>win-win both winners agreement skillful locked bargain concessions raise caution</i>

In a successful negotiation, everyone should leave the negotiating table happy with the outcome: there shouldn't be 1).... and losers. The negotiators should try to reach a 2).... solution: an agreement of equal benefit to 3).... sides. This can be achieved in a number of ways.

The 4).... negotiator is the person who moves ahead in the business world. He or she has a skill that today is used in everything from getting a 5).... to delegating an unwanted assignment to reaching a manufacturing 6).... worth billions.

In Getting to Yes, Roger Fisher and William Ury 7).... that negotiation is not a matter of making 8).... or butting heads. They call for principled negotiations — deciding issues on their merits. When you 9).... over positions, you get 10).... in and get sidetracked from meeting both parties' concerns. Agreement is less likely.

II. Choose the right answer (*кожна правильна відповідь оцінюється в 2 бали; максимально 30 балів*).

- The process element of negotiation refers to how the parties negotiate, that is the context, the parties the tactics and the sequence of _____.
 - stages;
 - stage;
 - staging;
 - .
- I think it would be a good idea to ... in your letter that you have worked in that type of business previously:
 - show;
 - mention;
 - describe;
 - demonstrate.
- You need to improve the ... of this letter because one or two things are in the wrong place:
 - layout;
 - description;
 - picture;
 - indication.
- The behavior element of negotiations refers to the relationships among the _____, the communication and the style they adopt.
 - party;
 - parties;
 - partying;
 - participation.
- Shortly after he was dismissed from the firm he decided to himself up in his own business.

- a) put ;
 - b) set ;
 - c) place ;
 - d) hold.
6. The salutation “...” is the way to open a letter to a married woman
- a) Dear Madam;
 - b) Dear Mr Smith;
 - c) Dear Ms Smith;
 - d) Dear Mrs Smith.
7. A written letter in which someone reports a bad experience or situation is called
- a) inquiry letter;
 - b) complaint letter;
 - c) order letter;
 - d) adjustment letter.
8. I wish to express my ... with the catering arrangements your company provided for our annual dinner.
- a) Blame;
 - b) Grief;
 - c) Dissatisfaction;
 - d) Hatred.
9. A contract, represented by a policy, in which an individual or entity receives financial protection or reimbursement against losses from an insurance company.
- a) Insurance;
 - b) Agreement;
 - c) Deal;
 - d) Avoidance.
10. I heard of a new company today with which we should co-operate and business with.
- a) make ;
 - b) create ;
 - c) have ;
 - d) do.
11. A procedure in which a dispute is submitted, by agreement of the parties, to one or more arbitrators who make a binding decision on the dispute.
- a) arbitration;
 - b) arbitrator;
 - c) arbitrage;
 - d) arbitrary.
12. Places where you communicate using the Internet that these guidelines might apply are:
- a) List Servs;
 - b) Bulletin boards;
 - c) News groups;
 - d) All of the above.
13. _____ means: with shipping costs from the store or warehouse to be paid by the buyer or consignee.
- a) ex-stock;
 - b) ex-mill;
 - c) ex-works;
 - d) ex-store.
14. Chain letters sent via e-mail should be:
- a) Forwarded to as many people as possible if they contain information about computer viruses;
 - b) Discarded the way you do paper junk mail;
 - c) Forwarded to just your friends;
 - d) Checked for authenticity and then forwarded.
15. Your first personal greeting to your reader is ... :
- a) obligation;
 - b) initiation;
 - c) publication;
 - d) salutation.

III. Use the correct form of the words in the boxes to complete the sentences (*правильна відповідь оцінюється в 2 бали; максимально 10 балів*).

<i>assume guess suppose estimate calculate predict</i>
--

1. Since I hadn't studied for the test, I had to ... most of the answers.
2. We were.... to play football today, but we cancelled it.
3. It's almost impossible to.... what the future holds.
4. I... I'll be late for work, since there's so much traffic.
5. We had... the value of the house to be around 60,000 dollars, but we hadn't.... the cost of the renovation.

IV. You work a part-time job in a company and the company posted an advert seeking a person for a full-time position. Write a letter to your manager requesting to apply for the advertised position.

In the letter, you should:

- **Why you want to apply**
- **What your future goals are**
- **Why it would be beneficial for the company.** (*максимально – 20 балів*).

Загальна кількість балів – 80

Науково-педагогічний працівник



проф. Н.Б. Іваницька

Завідувач кафедри



проф. Н.Б. Іваницька

Міністерство освіти і науки України
Київський національний торговельно-економічний університет
Вінницький торговельно-економічний інститут

Кафедра	іноземної філології та перекладу
Освітній ступінь	бакалавр
Спеціальність	071 «Облік та оподаткування», «Фінансовий контроль»
Семестр	8
Навчальна дисципліна	Іноземна мова спеціальності
Форма навчання	денна

Екзаменаційний білет № 2

I. Insert the correct word given below into the gaps. Translate the text into Ukrainian (*всі правильно заповнені пропуски оцінюються в 10 балів, адекватний переклад оцінюється в 10 балів; максимально 20 балів*).

refuse, relationship, soundly, opportunities, reasoning, amicable, exist, evaluation, shared, relationship, agreements

Invent options for mutual gain. Then broaden your options, looking for room to negotiate. Look for mutual gain by identifying 1)... interests. These opportunities 2)... in every negotiation. Stress them to make negotiations smoother and more 3).... Make the other person's decision easy. Look for possible 4)... early in the process. Separate the people from the problem, the 5)... from the substance of the negotiation. Try to view the situation from the other person's perspective and provide 6)... for both of you to express your emotions. Pay attention, listen, and do whatever you can to build a working relationship. Insist on objective criteria. That takes advance preparation and 7)... of alternatives. Frame each issue as a joint search for objective criteria, as if you assume the other party is doing the same thing. Reason 8)... and be open to reason. But yield only to principle, not pressure. When you feel pressure, invite the other side to state its 9).... Then suggest objective criteria, and 10)... to budge except on this basis.

II. Choose the right answer (*кожна правильна відповідь оцінюється в 2 бали; максимально 30 балів*).

1. A promise not to compete is
 - a. price-fixing;
 - b. restraint of trade;
 - c. usury;
 - d. a restrictive covenant.
2. A legal document issued by a carrier to a shipper that details the type, quantity and destination of the goods being carried.
 - a. bill of sale;
 - b. bill of lading;
 - c. bill of loding;
 - d. bill of rights.
3. I wish to make a complaint ... one of your members of staff, Ms Rebecca Lau.
 - a. of;
 - b. with;
 - c. about;
 - d. for.
4. I am writing to about the uncomfortable accommodation provided to my family.
 - a. complain;
 - b. tell;
 - c. inform;
 - d. denote.
5. To get the receiver of your letter to take action, you must...
 - a. insult their names;
 - b. threaten to tell their boss;

- c. state only facts and give suggestions for improvement;
 - d. use coarse and vulgar language.
6. Which part to a business letter comes after the body?
- a. closing;
 - b. salutation;
 - c. heading;
 - d. signature.
7. She was ... in preparing and mailing correspondence.
- a. efficient;
 - b. efficiently;
 - c. effective;
 - d. effectively.
8. Ms. Mild performed all of her duties
- a. professional;
 - b. professionally;
 - c. profession;
 - d. profess.
9. Since the start of the business many new ideas have out of the original plan.
- a. developed ;
 - b. shown ;
 - c. gained ;
 - d. built.
10. There are certain weaknesses in your plan that need to be urgently if you are succeed.
- a. affixed ;
 - b. acquired ;
 - c. addressed ;
 - d. attended.
11. There are different ways to categorize the _____ elements of negotiation, these may include different numbers.
- a. essentials;
 - b. senseless;
 - c. essential;
 - d. sensible.
12. According to one theory negotiation involves three basic _____: process, behavior and substance.
- a. element;
 - b. elementary;
 - c. elements;
 - d. elementum.
13. He communicates ... with both clients and co-workers.
- a. efficient;
 - b. efficiently;
 - c. effective;
 - d. effectively.
14. Using "Smiley-faces" in a message is:
- a. childish and should never be done;
 - b. okay, but they should be used sparingly;
 - c. entirely acceptable;
 - d. entirely unacceptable.
15. Knowing Netiquette will help you to:
- a. do better on exams;
 - b. avoid offensive online behavior;
 - c. get along better with your friends;
 - d. navigate the Internet.

III. Use the correct form of the words in the boxes to complete the sentences (*правильна відповідь оцінюється в 2 бали; максимально 10 балів*).

1. ... you the windows before you go.
2. I had to ring the airline to ... my flight 48 hours in advance.
3. You should... your car against fire and theft.
4. She...me that everything would go according to the plan.
5. The role of the judge is to ...proper legal proceedings.

IV. You live in a small university town. Last week, you drove to a big city about two hours away to buy a new laptop at a good price. You worked on the laptop all week and finished writing a long assignment that is due shortly. However, this week, the laptop doesn't even switch on. Write to the store. In your letter:

- **tell the store where you live & what happened**
- **explain the problem with the laptop**
- **state what action you would like the store to take** (*максимально – 20 балів*).

Загальна кількість балів – 80

Науково-педагогічний працівник



проф. Н.Б. Іваницька

Завідувач кафедри



проф. Н.Б. Іваницька

Міністерство освіти і науки України
Київський національний торговельно-економічний університет
Вінницький торговельно-економічний інститут

Кафедра	іноземної філології та перекладу
Освітній ступінь	бакалавр
Спеціальність	071 «Облік та оподаткування», «Фінансовий контроль»
Семестр	8
Навчальна дисципліна	Іноземна мова спеціальності
Форма навчання	денна

Екзаменаційний білет № 3

I. Insert the correct word given below into the gaps. Translate the text into Ukrainian (*всі правильно заповнені пропуски оцінюються в 10 балів, адекватний переклад оцінюється в 10 балів; максимально 20 балів*).

experience, abilities, apply, brief, concise, professional, skills, proficiencies, content, effective
--

A company you want to 1)... to has asked you to send in a CV and you're thinking, "wait..what?" Don't worry! Curriculum Vitae (CV) means "course of life" in Latin, and that is just what it is. A CV is a 2)... document which summarizes your past, existing3)... skills, proficiency and experiences. The purpose of this document is to demonstrate that you have the necessary 4)... (and some complementary ones) to do the job for which you are applying. Literally you are selling your talents, skills, 5)... etc.

What's the difference between a resume and a CV? The primary differences are the length, the 6)... and the purpose. A resume is a one or two page summary of your skills, 7)... and education. A goal of resume writing is to be 8)... and concise since, at best, the resume reader will spend a minute or so reviewing your qualifications.

An 9)... resume creates a favourable impression of you while presenting your 10).... and experience.

II. Choose the right answer (*кожна правильна відповідь оцінюється в 2 бали; максимально 30 балів*).

- Contrary to _____ the pie, it may also shrink during negotiations in case when there are excessive negotiation costs.
 - large;
 - enlarge;
 - largest;
 - enlarging.
- If the negotiating parties are able to expand the total pie a win-win situation is possible assuming both of the parties involved profit from the expansion _____ the pie.
 - to;
 - of;
 - in;
 - along.
- With an increase of popularity of assessment days, several training institutes have been formed that ... candidates for assessment days, for example, Green Turn is a famous institute.
 - prepare;
 - search;
 - select;
 - congratulate.
- If you were writing to Mr Jack Smith, you would open with ... :
 - Dear Mr Jack Smith;
 - Dear Mr Jack;
 - Dear Mr Smith;
 - Dear Smith.
- Many businesses have ... because of the financial crisis.

- a) ended up;
 - b) given out;
 - c) closed down;
6. Unfortunately, the ending paragraphs in much commercial correspondence employ wordy and overused phrases that detract from the letter's
- a) contact;
 - b) contract;
 - c) extract;
 - d) impact.
7. When contracts eventually end, they are said to be
- a) rejected;
 - b) avoided;
 - c) discharged;
 - d) unenforceable.
 - e) dropped off.
8. The greeting is always followed by what punctuation mark?
- a) period;
 - b) semi-colon;
 - c) comma;
 - d) colon.
9. Her next task was to have a meeting with the bank manager to that she had a secure enough plan to warrant a loan.
- a) declare ;
 - b) demonstrate ;
 - c) state ;
 - d) announce.
10. Which date is incorrect?
- a) 10 October 2020;
 - b) 10.10.2020;
 - c) 10,10,2020;
 - d) October 10, 2020.
11. He had ... responsibility for the department's budget.
- a) full;
 - b) fully;
 - c) fulfillment;
 - d) fool.
12. Illegal agreements are
- a) voidable;
 - b) void;
 - c) limited;
 - d) enforceable.
13. Charging more than the maximum legal interest rate is
- a) fraud;
 - b) usury;
 - c) extortion;
 - d) price-fixing.
14. Competitors who sell a particular product or service at an agreed price are engaged in
- a) price-fixing;
 - b) restraint of trade;
 - c) usury;
 - d) a restrictive covenant.
15. As a common courtesy, when in a chat room you should:
- a) idle or lurk in a chatroom;
 - b) not use excessive colours;
 - c) talk in CAPITAL LETTERS;
 - d) not be considerate.

III. Use the correct form of the words in the boxes to complete the sentences (*правильна відповідь оцінюється в 2 бали; максимально 10 балів*).

<i>apply demand wonder question</i>

1. The customer... a full refund because his washing machine didn't work.
2. You must ... for a visa if you want to visit China.
3. Bill....whether he would be able to finish his report on time.
4. The police... the suspect for hours.
5. John... the waiter for the bill.

IV. Your local newspaper would like to have a new regular weekly feature on a subject of interest for readers. Readers are being encouraged to make suggestions sent in an e-mail to the newspaper.

Write a letter to the newspaper. In your letter:

- Suggest a topic that you think would be popular.
- Say why it would be of interest
- Explain why it is more relevant/interesting than other topics (*максимально – 20 балів*).

Загальна кількість балів – 80

Науково-педагогічний працівник



проф. Н.Б. Іваницька

Завідувач кафедри



проф. Н.Б. Іваницька

Міністерство освіти і науки України
Київський національний торговельно-економічний університет
Вінницький торговельно-економічний інститут

Кафедра	іноземної філології та перекладу
Освітній ступінь	бакалавр
Спеціальність	071 «Облік та оподаткування», «Фінансовий контроль»
Семестр	8
Навчальна дисципліна	Іноземна мова спеціальності
Форма навчання	денна

Екзаменаційний білет № 4

I. Insert the correct word given below into the gaps. Translate the text into Ukrainian (*всі правильно заповнені пропуски оцінюються в 10 балів, адекватний переклад оцінюється в 10 балів; максимально 20 балів*).

acceptance, available, expressed, enquiry, enclosing, delivery, quotation, indication, formerly, stated

A free offer is made when Seller offers goods to regular customers without waiting for an 1)... and sends quotation to those who may be interested in the goods. These offers were 2)... called offers without obligation. There must be an 3)... in such an offer that it is made subject to the goods being 4)... when the order is received. The opening phrases in free offers may be: "We think you will be interested in our 5)... for the goods" or "We have pleasure in 6)... our latest catalogue (or the price-list of our products)".

A firm offer is a promise to supply goods on the terms stated (i.e. at a stated price and within a 7)... period of time). This promise may be 8)... in a letter in the following words: "We make you a firm offer for 9)... by the middle of May at the price quoted" or in some other words like: "The offer is subject to 10)... within fourteen days", or "The offer is open for acceptance until the fifteenth of January".

II. Choose the right answer (*кожна правильна відповідь оцінюється в 2 бали; максимально 30 балів*).

1. That's really not my concern at all and I'm certainly not the business of telling others what to do.
 - a) in ;
 - b) out ;
 - c) of ;
 - d) by.
2. Companies reject applicants for a variety of reasons, the most common of which are lack of relevant ... or experience.
 - a) qualification;
 - b) duties;
 - c) responsibilities;
 - d) tasks.
3. The content of a follow-up letter depends on the decision made by an
 - a) employee;
 - b) employer;
 - c) employment;
 - d) unemployment.
4. Professional negotiators _____ work under many different titles such as diplomats, legislators or brokers.
 - a) need;
 - b) may;
 - c) must;
 - d) ought.
5. I've warned you before that you shouldn't get involved in this matter and you have business discussing it.
 - a) some ;

- b) little ;
 - c) no ;
 - d) not.
6. The dual-concern model of conflict resolution is a perspective that _____ individual's preferred method of dealing with conflict and is based on two themes or dimensions: a concern for self (assertiveness) and a concern for others (empathy).
- a) assumption;
 - b) assumes;
 - c) assuming;
 - d) assumptions.
7. The abbreviation "p.p." means
- a) in honour;
 - b) on behalf of;
 - c) for the sake;
 - d) pay proof.
8. Think of your article (written so far) as a rough diamond that needs
- a) peeling ;
 - b) gridding ;
 - c) rubbing ;
 - d) polishing.
9. Complimentary close appears below the ... paragraph.
- a) third;
 - b) last;
 - c) first;
 - d) next.
10. We received your letter ... 8 February.
- a) —;
 - b) on;
 - c) at;
 - d) with.
11. Based on the dual-concern model of conflict _____ individuals balance the concern for personal needs and interests with the needs and interests of others.
- a) resolution;
 - b) resolute;
 - c) resolving;
 - d) resolved.
12. Why should you be careful of what you post?
- a) Facebook and other sites would delete your data;
 - b) Your posts are searchable;
 - c) Facebook and other sites would ignore you;
 - d) All of the above.
13. The prices ... above are provisional, since we may be compelled by increased costs of raw materials:
- a) quoted;
 - b) questioned;
 - c) queued;
 - d) quarantined.
14. If the product is satisfactory, we will place further ... with you in the future:
- a) owners;
 - b) options;
 - c) oysters;
 - d) orders.
15. What should be written in the conclusion part of a cover letter?
- a) detailing your relevant education, skills, work experience;
 - b) greeting the HR manager;
 - c) detailing your relevant education, skills, work experience;
 - d) your contact information.

III. Use the correct form of the words in the boxes to complete the sentences (*правильна відповідь оцінюється в 2 бали; максимально 10 балів*).

<i>job occupation work employment profession</i>
--

1. People in the medical...work long hours.
2. In order to get a(n)... as a computer analyst, you need a degree in computer science.
3. Betty has been out ofsince January.
4.agencies help people find work in their field.
5. I was asked to write my present.... on the application form.

IV. You work in an international company. You need to take some time off work. Write a letter to your employer. In your letter:

- **explain why you need this time off**
- **give details of when you want this time off**
- **say who can do your work when you are away** (*максимально – 20 балів*).

Загальна кількість балів – 80

Науково-педагогічний працівник



проф. Н.Б. Іваницька

Завідувач кафедри



проф. Н.Б. Іваницька

Міністерство освіти і науки України
Київський національний торговельно-економічний університет
Вінницький торговельно-економічний інститут

Кафедра	іноземної філології та перекладу
Освітній ступінь	бакалавр
Спеціальність	071 «Облік та оподаткування», «Фінансовий контроль»
Семестр	8
Навчальна дисципліна	Іноземна мова спеціальності
Форма навчання	денна

Екзаменаційний білет № 5

I. Insert the correct word given below into the gaps. Translate the text into Ukrainian (*всі правильно заповнені пропуски оцінюються в 10 балів, адекватний переклад оцінюється в 10 балів; максимально 20 балів*).

accurate, experience, communication, opportunity, support, degree, graduate, either, content, range

An excellent 1)... to work for a leading international education group in a small but lively media department. We are looking for a well-organised and motivated 2)... to become part of an international marketing/ media team. The key objective of this role is to 3)... the team in producing a 4)... of print and online materials for worldwide marketing and sales teams. Tasks will include reporting to the media manager, managing fact files, 5)... proof reading and editing, inputting 6)... into our website CMS, coordinating and gathering information, warehouse and stock management and collating and writing newsletters. We are looking for a graduate with excellent 7)... skills, accurate written English, good attention to detail and some 8)... of working in a marketing environment. Training will be provided for Adobe Creative Suite and Tridion, although any working knowledge of 9).... software package would be advantageous. Qualification Level: Undergraduate 10)... essential.

II. Choose the right answer (*кожна правильна відповідь оцінюється в 2 бали; максимально 30 балів*).

1. The assignment arrives at the warehouse on Monday and will be immediately _____.
 - a) undone;
 - b) emptied;
 - c) unsent;
 - d) unloaded.
2. I am writing this letter to you as a sort of last since all my attempts to phone you
 - a) result ;
 - b) return ;
 - c) report ;
 - d) resort.
3. ... type your name after your handwritten signature.
 - a) rarely;
 - b) often;
 - c) never;
 - d) always.
4. Place you signature ... the complimentary close.
 - a) under;
 - b) above;
 - c) on the right;
 - d) in.
5. Follow-up Letter finalizes written communication in the process of job
 - a) hunting;
 - b) recruiting;
 - c) employment;

- d) researching.
6. The abbreviation "c.c." stands for
- a) core carbon;
 - b) core copy;
 - c) copy carbon;
 - d) carbon copy.
7. So what you are doing at this stage is the information and your thoughts before you begin writing.
- a) structuring ;
 - b) building ;
 - c) opening ;
 - d) writing.
8. Five styles or responses _____ negotiation, often called strategies, are based on the dual-concern model.
- a) to;
 - b) along;
 - c) when;
 - d) between.
9. Negotiations occur in personal situations such _____ marriage, divorce, parenting as well.
- a) like;
 - b) as ;
 - c) along;
 - d) though.
10. The quality of a BATNA has the potential to improve a party's negotiation _____, as understanding of one's BATNA can empower an individual to set higher goals when moving forward.
- a) outcome;
 - b) outcomes;
 - c) outcoming;
 - d) outgoing.
11. Although they had high hopes that they would be successful, they out of business within six months.
- a) turned ;
 - b) came ;
 - c) went ;
 - d) fell.
12. When the bomb went off, most of the injured were just ordinary people going their business.
- a) about ;
 - b) along ;
 - c) across ;
 - d) through.
13. You should use digital etiquette if you are writing on:
- a) A screen;
 - b) A message board;
 - c) A panel board;
 - d) A noticeboard.
14. We are looking ... to hearing from you:
- a) upward;
 - b) downward;
 - c) forward;
 - d) inward.
15. What should be written in the body paragraphs of a cover letter?
- a) detailing your relevant education, skills, work experience;
 - b) greeting the HR manager;
 - c) detailing your relevant education, skills, work experience;
 - d) your contact information.

III. Use the correct form of the words in the boxes to complete the sentences (*правильна відповідь оцінюється в 2 бали; максимально 10 балів*).

salary wage income allowance donation

- 1 My _____ gets paid into my bank account every fortnight.
- 2 Steve's parents give him a weekly _____, which he can use any way he likes.
- 3 Some people give _____ to charity organisations.
- 4 Young workers under the age of 21 get the minimum _____ set by the law.
- 5 My _____ from my job isn't sufficient to cover my weekly expenses.

IV. You have received a letter from your bank, asking you to acknowledge receipt of a new bank card. However, the card was missing from the envelope. Write a letter to the bank's head office. In your letter:

- **explain why you are writing**
- **express concern about the missing card**
- **ask them what they intend to do** (*максимально – 20 балів*).

Загальна кількість балів – 80

Науково-педагогічний працівник



проф. Н.Б. Іваницька

Завідувач кафедри



проф. Н.Б. Іваницька

Міністерство освіти і науки України
Київський національний торговельно-економічний університет
Вінницький торговельно-економічний інститут

Кафедра	іноземної філології та перекладу
Освітній ступінь	бакалавр
Спеціальність	071 «Облік та оподаткування», «Фінансовий контроль»
Семестр	
Навчальна дисципліна	8
Форма навчання	Іноземна мова спеціальності денна

Екзаменаційний білет № 6

I. Insert the correct word given below into the gaps. Translate the text into Ukrainian (*всі правильно заповнені пропуски оцінюються в 10 балів, адекватний переклад оцінюється в 10 балів; максимально 20 балів*).

qualifications, curricula, spectacularly, experience, indicative, attainments, relevant, bottom, optional, recent
--

Should your education be proudly at the top of the CV or among the 1)... sections at the end? It all depends on who you are and what job you are trying to get. If you have just left school, college or university, your education 2)... is going to be more immediately 3)... and should therefore be prominently displayed early on. Your potential employer may be keen to hire 4)... graduates and will wish to see exactly what your educational 5)... are. This means you can give plenty of detail of 6)..., theses and grades. However, if you have been in the world of work for 20 years, your education is of little interest to an employer and should go in skeletal form near the 7)... of the CV. What you have achieved since leaving full-time education is obviously more 8)... of your value.

Another thing to bear in mind is that higher 9)... imply lower ones. If you have only got GCSEs, fine. If, however, you have a bachelor's degree, it is unnecessary to mention your GCSEs, or even your A-levels, unless they are 10)... good.

II. Choose the right answer (*кожна правильна відповідь оцінюється в 2 бали; максимально 30 балів*).

1. We ... be grateful if you could deliver the order.
 - a) could;
 - b) would;
 - c) must;
 - d) can.
2. I should like to ... that we have already paid for these cabinets.
 - a) reprimand;
 - b) remained;
 - c) reprimand;
 - d) remind.
3. Even if the order is telephoned, it must be ... in writing.
 - a) established;
 - b) complete;
 - c) confirmed;
 - d) recognized.
4. A _____ of contract can be material or minor.
 - a) breath;
 - b) break;
 - c) breach;
 - d) blank.
5. Posting something on social media is most like:
 - a) Passing a note to a classmate;

- b) Giving a public speech;
 - c) Writing in a diary;
 - d) Calling a friend.
6. We really can't delay any more with our plans and must down to business as soon as possible.
- a) set ;
 - b) get ;
 - c) cut ;
 - d) find.
7. Generally, the meaning of a contract is determined by looking at the intentions of the parties at the time of the contract's _____.
- a) creation;
 - b) creativity;
 - c) citation;
 - d) criticism.
8. I would be grateful if you could let me have a detailed _____, including prices and delivery terms.
- a) quotation;
 - b) term;
 - c) offer;
 - d) order.
9. Some theorists _____ that persuasion and influence are to be added to the main elements of negotiation as they are significant in modern day negotiation success.
- a) beliefs;
 - b) belief;
 - c) believes;
 - d) believe.
10. Negotiations occur in organizations, businesses, between governments, as well as in sales and _____ procedures.
- a) legal;
 - b) legalized;
 - c) legalities;
 - d) legalize.
11. She knew that there was some kind of business going on because strange things were happening.
- a) weird ;
 - b) unusual ;
 - c) funny ;
 - d) stupid.
12. The best alternative to a negotiated agreement (BATNA) is the most _____ alternative course of action a negotiator can take should the current negotiation end without reaching agreement.
- a) advantages;
 - b) advantageous;
 - c) advantage;
 - d) disadvantage.
13. The best way to respond to trolls is to _____ them.
- a) insult;
 - b) threaten;
 - c) ignore;
 - d) copy.
14. We are dealers in textiles and believe there is a ... in our area for moderately priced goods of this kind:
- a) privilege market;
 - b) promising market;
 - c) primitive market;
 - d) procrastinating market.
15. So for an article on blogging, you can approach popular bloggers for their advice, or to internet marketing specialists for a contribution to your article.
- a) reach out ;
 - b) reach into ;

- c) reach to ;
d) reach for.

III. Use the correct form of the words in the boxes to complete the sentences (*правильна відповідь оцінюється в 2 бали; максимально 10 балів*).

<i>mention refer express comment report</i>

1. Most western economies areto as "free markets".
2. My manager asked me to ... back to her after the seminar.
3. The woman....her dissatisfaction to the builder for not having the house ready on time.
4. The politician refused toon the new tax laws.
5. The children didn 't....anything about the trip until the last minute.

IV. You have seen an advertisement for part-time work in a hotel for three months over the summer. Write a letter to the manager. In your letter:

- say what experience you have
- ask what the work involves
- enquire about conditions (*максимально – 20 балів*).

Загальна кількість балів – 80

Науково-педагогічний працівник



проф. Н.Б. Іваницька

Завідувач кафедри



проф. Н.Б. Іваницька

Міністерство освіти і науки України
Київський національний торговельно-економічний університет
Вінницький торговельно-економічний інститут

Кафедра	іноземної філології та перекладу
Освітній ступінь	бакалавр
Спеціальність	071 «Облік та оподаткування», «Фінансовий контроль»
Семестр	8
Навчальна дисципліна	Іноземна мова спеціальності
Форма навчання	денна

Екзаменаційний білет № 7

I. Insert the correct word given below into the gaps. Translate the text into Ukrainian (*всі правильно заповнені пропуски оцінюються в 10 балів, адекватний переклад оцінюється в 10 балів; максимально 20 балів*).

prepare, consideration, remember, furthermore, however, especially, also, reflect, anxiety, responsibilities

It is normal to feel nervous before an interview, 1)... if you are entering the world of work for the first time. 2)..., you can save yourself a lot of stress and 3)... by doing a few simple things. Here is some advice you could take into 4)... the next time you have to go for a job interview.

The key to a successful job interview is preparation. It is very important to make sure your CV is up-to-date and free of mistakes. 5)..., you should make use of the Internet, as well as magazines and newspapers, in order to gather information about the company or organisation you are applying to. 6)..., you must know some things about the specific job position, including general 7)... and daily duties. You should also 8)... questions to ask during the interview. These questions should 9).... your research on the company and position. However, 10).... not to ask any questions about salary on your first interview.

II. Choose the right answer (*кожна правильна відповідь оцінюється в 2 бали; максимально 30 балів*).

1. _____ include more detailed statements, actions and responses to the other parties' statements and actions.
 - a) tactical;
 - b) tactics;
 - c) tact;
 - d) tactically.
2. I am ... to inform you about the rise in interest rates.
 - a) delighted;
 - b) delightful;
 - c) delighting;
 - d) delight.
3. Please ... me know if you need any further information.
 - a) let;
 - b) force;
 - c) ask;
 - d) beg.
4. We must ... for the delay in shipping this order.
 - a) apologize;
 - b) sorry;
 - c) excuse;
 - d) forgive.
5. A breach of contract is a_____, without legal excuse, to perform any promise that forms all or part of the contract.
 - a) false;
 - b) success;

- c) decline;
 - d) failure.
6. If you request information you write:
- a) cover letter;
 - b) enquiry letter;
 - c) order letter;
 - d) acknowledgement letter.
7. The British Embassy in Madrid will ... you :
- a) get intrigued with;
 - b) get in touch with;
 - c) get inspired with;
 - d) get inclined.
8. We asked 1000 customers to___a questionnaire.
- a) complete;
 - b) compete;
 - c) compost;
 - d) comprise.
9. How is flaming similar to teasing?
- a) Both happen only on the Internet;
 - b) Both are spoken aloud;
 - c) Both can hurt people's feelings;
 - d) Both are examples of good netiquette.
10. What is the delivery___?
- a) dot;
 - b) date;
 - c) dote;
 - d) ditto.
11. Strategies used in negotiation _____ include relationships and the final outcome, whereas processes and tools include the steps to follow and the roles to take in preparing for and negotiating with the other parties.
- a) typically;
 - b) typical;
 - c) types;
 - d) type.
12. The degree to which the negotiating parties _____each other to implement the negotiated solution is a major factor in determining whether negotiations are successful.
- a) trust;
 - b) trusts;
 - c) rely;
 - d) relies.
13. Despite all the alterations that are taking place in the department store, the management wanted to explain it was business as
- a) common ;
 - b) practical ;
 - c) frequent ;
 - d) usual.
14. Once you have chosen....., ensure that you include them in the article heading, subheadings (where possible), and at a frequency of three to four times every 500 words of the article.
- a) The article ;
 - b) the text ;
 - c) the keywords ;
 - d) the heading.
15. If a letter begins with the receiver's name, e.g. Dear Mr Smith, it will close with ... :
- a) Yours Painfully;
 - b) Yours Sincerely;
 - c) Yours Faithfully;
 - d) Yours Repeatedly.

III. Use the correct form of the words in the boxes to complete the sentences (*правильна відповідь оцінюється в 2 бали; максимально 10 балів*).

<i>loan debt sum amount deposit instalment budget</i>

1. We're on a tight... this month because we have many expenses. Our housing and car... are due in the next few days.
2. He had parked illegally and was fined the....of £ 20.
3. Could you please tell me the exact... I owe?
4. Joan went to the bank because she wanted to make a(n).....
5. He has asked me to lend him money, as he is in

IV. You normally go shopping in the area where you live. However, you think some of the facilities for shoppers could be improved. Write a letter to your local newspaper. In your letter:

- say in general what you like about shopping in your area
- say what is wrong with the facilities
- suggest how they can be improved (*максимально – 20 балів*).

Загальна кількість балів – 80

Науково-педагогічний працівник



проф. Н.Б. Іваницька

Завідувач кафедри



проф. Н.Б. Іваницька

Міністерство освіти і науки України
Київський національний торговельно-економічний університет
Вінницький торговельно-економічний інститут

Кафедра	іноземної філології та перекладу
Освітній ступінь	бакалавр
Спеціальність	071 «Облік та оподаткування», «Фінансовий контроль»
Семестр	8
Навчальна дисципліна	Іноземна мова спеціальності
Форма навчання	денна

Екзаменаційний білет № 8

I. Insert the correct word given below into the gaps. Translate the text into Ukrainian (*всі правильно заповнені пропуски оцінюються в 10 балів, адекватний переклад оцінюється в 10 балів; максимально 20 балів*).

designation, details, desired, elaborate, precede, present, mention, considerable, recent, duties

In knowing how to write a letter, you must know that if you have a 1)... experienced back ground; writing your experience before the educational qualifications, gives an added advantage. Otherwise, educational qualifications 2)... the work experience. You can also 3)... work experience before education qualification if the 4)... job profile emphasizes more on experience.

All 5)... furnished should be in chronological order, with the 6)... work experience being mentioned first, followed by subsequent work details. The details should be comprehensive in nature, including minutes such as 7)..., work period, duties and responsibilities. You can mention 8)... and responsibilities separately, if exhaustively writing. In knowing how to write a resume, you must know different ways to 9)... your educational qualifications. The details should be 10)...; especially for fresh graduates and in a chronological reverse order.

II. Choose the right answer (*кожна правильна відповідь оцінюється в 2 бали; максимально 30 балів*).

1. Damages agreed upon by the parties when they first enter into a contract are called
 - a) actual damages;
 - b) incidental damages;
 - c) anticipatory damages;
 - d) liquidated damages.
2. I didn't like my boss in the beginning, but I soon got ... to his strange ways.
 - a) accustomed;
 - b) familiar;
 - c) aware;
 - d) addicted.
3. If you didn't know whether a female correspondent was married or not it would be correct to address her:
 - a) Miss Johnes;
 - b) Ms Johnes;
 - c) Mrs Johnes;
 - d) Mr Johnes.
4. Most large organisations like banks, audit and IT firms use assessment days ... the fresh talent in their graduate programmes.
 - a) to get;
 - b) to recruit;
 - c) to copy;
 - d) to include.
5. Recruitment ... technique usually include exercises such as presentation, group exercise, one to one Interview, role play etc.

- a) selection;
 - b) education;
 - c) consolidation;
 - d) innovative.
6. On ... , a group of applicants who have applied for a particular role are invited to an assessment centre, where the employers measure the suitability of an individual for the job role.
- a) the day of justice;
 - b) the job day;
 - c) the assessment day;
 - d) the benefit day.
7. The use of CVs as part of the process varies between employers.
- a) educational;
 - b) recruitment;
 - c) tutorial;
 - d) elective.
8. You must complete this ... form before doing anything else.
- a) attraction;
 - b) application;
 - c) interest;
 - d) appeal.
9. The first goal in writing a business letter is to get the recipient's
- a) address;
 - b) attention;
 - c) services;
 - d) trade.
10. A court's award that reimburses a buyer for reasonable expenses when the seller has breached a contract is _____ damages.
- a) incidental;
 - b) actual ;
 - c) real;
 - d) illusory.
11. A promise to give money in exchange for something that has already been done is _____.
- a) binding;
 - b) extortion;
 - c) ratification;
 - d) consideration.
12. When people are considering whether to loan your new business a substantial sum, they are going toyour potential.
- a) encompass ;
 - b) evolve ;
 - c) evaluate ;
 - d) enquire.
13. Your concern is naturally the plan but don't forget your capital or your premises.
- a) firstly ;
 - b) primary ;
 - c) primarily ;
 - d) initially.
14. Lurking is sometimes considered impolite. It is the practice of:
- a) Reading discussions without contributing to them;
 - b) Spending too much time in chat rooms;
 - c) Reading e-mail meant for someone else;
 - d) Sending information to other people.
15. Sending UBE is very much frowned upon. What does UBE stand for?
- a) unsolicited bulk e-mail;
 - b) unwanted boring emoticons;
 - c) unzipped big e-mails;
 - d) unsecured bulk e-mails.

III. Use the correct form of the words in the boxes to complete the sentences (*правильна відповідь оцінюється в 2 бали; максимально 10 балів*).

<i>stand resist tolerate suffer</i>

- 1 I don't like people who lie and cheat. I will not... such behaviour.
- 2 Many people...from allergies in spring.
- 3 I can't....chocolate cake when I see it in front of me.
- 4 I couldn't bear to watch my cat....so | asked the vet to put him down.
- 5 Kate can't....milk and never drinks it.

IV. You are not satisfied with the course that you have taken in the college and would like to change the course. Write a letter to the course director requesting to change your course. You must include details about

- what course you are doing.
- why are you not satisfied with the course.
- what course would you like to change to. (*максимально – 20 балів*).

Загальна кількість балів – 80

Науково-педагогічний працівник



проф. Н.Б. Іваницька

Завідувач кафедри



проф. Н.Б. Іваницька

Міністерство освіти і науки України
Київський національний торговельно-економічний університет
Вінницький торговельно-економічний інститут

Кафедра	іноземної філології та перекладу
Освітній ступінь	бакалавр
Спеціальність	071 «Облік та оподаткування», «Фінансовий контроль»
Семестр	8
Навчальна дисципліна	Іноземна мова спеціальності
Форма навчання	денна

Екзаменаційний білет № 9

I. Insert the correct word given below into the gaps. Translate the text into Ukrainian (*всі правильно заповнені пропуски оцінюються в 10 балів, адекватний переклад оцінюється в 10 балів; максимально 20 балів*).

shifts, aggressive, stable, selective, flexibility, attention, struggle, vulnerable, obviously, order
--

From an employer's perspective, the employment process is always a question of balance. Maintaining a 1)... workforce can improve practically every aspect of business performance, yet many employers want the 2)... to shrink and expand payrolls as business conditions change. Employers 3)... want to attract the best talent, but the best talent is more expensive and more 4)... to offers from competitors, so there are always financial trade-offs to consider.

Employers also 5)... with the ups and downs of the economy. When unemployment is low, the balance of power 6)... to employees, and employers have to compete in 7)... to attract and keep top talent. When unemployment is high, the power shifts back to employers, who can afford to be more 8)... and less accommodating. In other words, pay 9)... to the economy; at times you can be more 10)... in your demands, but at other times you need to be more accommodating.

II. Choose the right answer (*кожна правильна відповідь оцінюється в 2 бали; максимально 30 балів*).

- I don't ... enough money. I need to find a new job.
 - win;
 - beat;
 - gain;
 - earn.
- The customer ... on seeing the manager because the staff were so unhelpful.
 - insisted;
 - lasted;
 - protected;
 - kept.
- Whatever happens in the future there is absolutely no for good market research before you launch a new product.
 - consideration ;
 - criterion ;
 - substitute ;
 - contemplation.
- Even when the economic situation is, there is always present the need for planning in a new business.
 - mighty ;
 - huge ;
 - hefty ;

- d) strong.
- 5. A skills test is an assessment used to provide a validated ... of a candidate's ability to perform the duties listed in the job description.
 - a) award;
 - b) exam;
 - c) evaluation;
 - d) note.
- 6. A minor would be held responsible for the fair value of which of the following?
 - a) athletic shoes;
 - b) CDs;
 - c) medical care;
 - d) video games.
- 7. Which is not a part to a business letter?
 - a) signature;
 - b) indenting;
 - c) inside address;
 - d) salutation.
- 8. Identifying the ... is one of the first steps in planning a business letter.
 - a) audience;
 - b) attention;
 - c) form;
 - d) greeting.
- 9. What is one reason you can write a business letter?
 - a) to express a concern of a product;
 - b) to tell about your day;
 - c) to share a funny story;
 - d) to get a greeting.
- 10. The special format for the business letter is used because it is
 - a) professional-looking;
 - b) official;
 - c) it looks pretty;
 - d) required by law.
- 11. After reaching the age of majority, a person may _____ a contract made during minority by using, selling, or keeping the item, or by making payments.
 - a) confirm;
 - b) disaffirm;
 - c) sign;
 - d) ratify.
- 12. Negotiators can use certain communication techniques to build a stronger relationship and to _____ a more meaningful negotiation solution.
 - a) developing;
 - b) development;
 - c) develop;
 - d) to develop.
- 13. Face-saving approach _____ to justifying a stance based on one's previously expressed principles and values in negotiation.
 - a) is;
 - b) connect;
 - c) means;
 - d) refers.
- 14. Integrated negotiation is a strategic _____ to influence the factors that maximize value in any single negotiation through the astute linking and sequencing of other negotiations and decisions.
 - a) approach;
 - b) approaching;
 - c) approaches;
 - d) approached.
- 15. On the Internet, flaming refers to:
 - a) forwarding risqué e-mails;

- b) stalking a romantic interest in chat rooms;
- c) giving someone a verbal lashing in public;
- d) showing that you are shouting.

III. Use the correct form of the words in the boxes to complete the sentences (*правильна відповідь оцінюється в 2 бали; максимально 10 балів*).

<i>mention refer express comment report</i>

- 1 Most western economies are...to as "free markets".
- 2 My manager asked me to.... back to her after the seminar.
- 3 The woman.... her dissatisfaction to the builder for not having the house ready on time.
- 4 The politician refused to.... on the new tax laws.
- 5 The children didn't....anything about the trip until the last minute.

IV. You are a gift keeper. Write a letter to your supplier, to let him know that you won't need the merchandise you have ordered. Explain what your situation and suggest a solution. (*максимально – 20 балів*).

Загальна кількість балів – 80

Науково-педагогічний працівник



проф. Н.Б. Іваницька

Завідувач кафедри



проф. Н.Б. Іваницька

Міністерство освіти і науки України
Київський національний торговельно-економічний університет
Вінницький торговельно-економічний інститут

Кафедра	іноземної філології та перекладу
Освітній ступінь	бакалавр
Спеціальність	071 «Облік та оподаткування», «Фінансовий контроль»
Семестр	8
Навчальна дисципліна	Іноземна мова спеціальності
Форма навчання	денна

Екзаменаційний білет № 10

I. Insert the correct word given below into the gaps. Translate the text into Ukrainian (*всі правильно заповнені пропуски оцінюються в 10 балів, адекватний переклад оцінюється в 10 балів; максимально 20 балів*).

extracurricular, coordinate, ability, scholarships, identify, carefully, offer, volunteer, valuable, achievements

You may already have a good idea of what you can 1)... employers. If not, some brainstorming can help you 2)... your skills, interests, and characteristics.

Start by jotting down achievements you're proud of and experiences that were satisfying, and think 3)... about what specific skills these achievements demanded of you. For example, leadership skills, speaking 4)..., and artistic talent may have helped you 5)... a successful class project. As you analyze your 6)..., you may well begin to recognize a pattern of skills. Which of them might be 7)... to potential employers? Next, look at your educational preparation, work experience, and 8)... activities.

What do your knowledge and experience qualify you to do? What have you learned from 9)... work or class projects that could benefit you on the job? Have you held any offices, won any awards or 10)..., mastered a second language? What skills have you developed in nonbusiness situations that could transfer to a business position?

II. Choose the right answer (*кожна правильна відповідь оцінюється в 2 бали; максимально 30 балів*).

1. The destruction of the subject matter of a contract _____ that contract.
 - a) discharges;
 - b) charges;
 - c) avoid;
 - d) limit.
2. A minor who claims to be over the age of majority commits
 - a) fraud;
 - b) misrepresentation;
 - c) extortion;
 - d) larceny.
3. My supervisor was always very pleased with my _____.
 - a) performers;
 - b) performance;
 - c) pro-forma;
 - d) accomplishment.
4. Talking about your experience and _____ is the most important part of any job interview.
 - a) qualifications;
 - b) qualifiers;
 - c) dislikes;
 - d) likes.
5. Integrative negotiation can _____ creative problem-solving that aims to achieve mutual gains for the parties.

- a) involving;
 - b) involved;
 - c) to involve;
 - d) involve.
6. Once you have your letter written, ... it for content, style, grammar:
- a) edit;
 - b) credit;
 - c) merit;
 - d) debit.
7. You might be tired, stressed, or just plain angry, but it always looks worse when you ... those feelings to paper and send it to someone else:
- a) transfer;
 - b) transmit;
 - c) transcribe;
 - d) transgress.
8. I wish to ... a complaint about the quality of food.
- a) make;
 - b) making;
 - c) do;
 - d) doing.
9. Julie lost her ... and started screaming at her colleagues.
- a) temper;
 - b) contact;
 - c) chance;
 - d) control.
10. I wasn't satisfied with the ... I was getting, so I decided to quit my job.
- a) allowance;
 - b) income;
 - c) salary;
 - d) reward.
11. Productive negotiation focuses on the underlying interests of the parties _____ than their starting positions and it approaches negotiation as a shared problem-solving rather than a personalized battle.
- a) thus;
 - b) that;
 - c) so;
 - d) rather.
12. However, negotiators need not sacrifice effective negotiation in _____ of a positive relationship between parties.
- a) favor;
 - b) the favor;
 - c) try;
 - d) the try.
13. The biggest in business can be eliminated if you have sufficient capital to start with.
- a) scene ;
 - b) risk ;
 - c) encounter ;
 - d) harm.
14. A legal means of enforcing a right or correcting a wrong is a(n)
- a) breach;
 - b) remedy;
 - c) avoidance;
 - d) beneficiary.
15. A minor has the right to _____ a contract.
- a) avoid;
 - b) ignore;
 - c) miss;
 - d) break.

III. Use the correct form of the words in the boxes to complete the sentences (*правильна відповідь оцінюється в 2 бали; максимально 10 балів*).

<i>announce inform confess introduce reveal</i>

- 1 When the thief... to the robbery, he was officially charged with the crime.
- 2 The journalist refused to.... her source, saying it was highly confidential.
- 3 The finance minister.... that there would be no wage increases for the following year.
- 4 If you lose your credit card....the bank immediately.
- 5 The potato was.....to Europe in 1565.

IV. Write an inquiry about some products/services you are interested in. (*максимально – 20 балів*).

Загальна кількість балів – 80

Науково-педагогічний працівник



проф. Н.Б. Іваницька

Завідувач кафедри



проф. Н.Б. Іваницька

Міністерство освіти і науки України
Київський національний торговельно-економічний університет
Вінницький торговельно-економічний інститут

Кафедра	іноземної філології та перекладу
Освітній ступінь	бакалавр
Спеціальність	071 «Облік та оподаткування», «Фінансовий контроль»
Семестр	8
Навчальна дисципліна	Іноземна мова спеціальності
Форма навчання	денна

Екзаменаційний білет № 11

I. Insert the correct word given below into the gaps. Translate the text into Ukrainian (*всі правильно заповнені пропуски оцінюються в 10 балів, адекватний переклад оцінюється в 10 балів; максимально 20 балів*).

sufficiently, surrounded, benefits, disturbed, significantly, convenient, least, obvious, initial, filtering

It is common practice these days for 1)... first interviews to be held over the phone. The main reason for this is that it 2)... reduces the cost for employers, who often use telephone interviews as a method of 3)... candidates before moving on to face- to- face interviews. Telephone interviews also have 4)... for the applicants as well. As well as the 5)... financial saving, an applicant may feel more relaxed within their own environment 6)... by their CV and research materials to aid them. You also don't have to wear a suit! It is essential that you organise a time for a telephone interview that is 7... for you. You should suggest a time when you are unlikely to be 8)..., when you are in a quiet environment and you are confident that you have prepared 9)... to convince the interviewer you are the right person for the job, or at 10)... a second interview.

II. Choose the right answer (*кожна правильна відповідь оцінюється в 2 бали; максимально 30 балів*).

1. I'm sure that computer program you use creates a very good letter design but it's far too ... for me:
 - a) composite;
 - b) complicated;
 - c) concentrated;
 - d) comprehensive.
2. Before you put the letter in the envelope, make sure you ... it in the right way:
 - a) double;
 - b) hold;
 - c) fold;
 - d) scramble.
3. It's a good idea to ___ some money in high-tech companies.
 - a) insist;
 - b) infest;
 - c) invest;
 - d) divest.
4. I am writing ... reference to you letter.
 - a) on;
 - b) – ;
 - c) with;
 - d) at;
5. The term “plc” stands for public limited
 - a) corporation;
 - b) campaign;
 - c) campany;

- d) company.
6. Business letters don't usually open with
- a) Dear Sirs;
 - b) Dear Michael;
 - c) Dear Mr Jibe;
 - d) Dear Mr John.
7. Goods which are available immediately from a supplier's stock-holding and therefore with little or no lead time.
- a) ex-stock;
 - e) ex-mill;
 - f) ex-works;
 - g) ex-store.
8. We look forward to ... your order.
- a) received;
 - b) receive;
 - c) receiving;
 - d) receipt.
9. According to another view of negotiation it _____ four elements: strategy, process, tools and tactics.
- a) comprise;
 - b) comprises;
 - c) comprising ;
 - d) compromise.
10. The substance element of negotiation refers to what the parties negotiate over, that is the issues, the agenda, the options, and the agreements reached at the _____.
- a) ends;
 - b) end;
 - c) ending;
 - d) ends-up.
11. As soon as they heard what had happened, they it their business to find out the truth.
- a) made ;
 - b) tried ;
 - c) managed ;
 - d) called.
12. They went business shortly after their children had left home and got married.
- a) out ;
 - b) in ;
 - c) into ;
 - d) on.
13. Netiquette rules include the following:
- a) Sarcasm can backfire;
 - b) Don't attempt to find your own answer;
 - c) Always use all caps and exclamation;
 - d) Never cite your sources.
14. Scrolling the screen in a chatroom is OK when:
- a) No one has said anything for 60 seconds;
 - b) You need to get your fellow chatter's attention;
 - c) It is never OK to scroll the chat screen;
 - d) You are bored by the conversation and you want to live things up.
15. As you begin researching the topic think about the two to three keyyour article must include.
- a) points ;
 - b) notions ;
 - c) aims ;
 - d) goals.

III. Use the correct form of the words in the boxes to complete the sentences (*правильна відповідь оцінюється в 2 бали; максимально 10 балів*).

1. Please my offer and call me if you decide to sell.
2. I have beenof taking a holiday. I ... deserve it because I've worked hard all year.
3. The death penalty isas a barbaric practice by most people.
4. I don't... he really....what he is saying, because he's usually joking.
5. I didn't ... to offend you. Please... me.

IV. During a recent plane journey, you sat next to a businessman who owns a chain of restaurants. You talked to him and he suggested that you should contact him about a possible job in one of his restaurants. Write a letter to this businessman. In your letter:

- remind him when and where you met
- tell him what kind of job you are interested in
- say why you think you would be suitable for this job (*максимально – 20 балів*).

Загальна кількість балів – 80

Науково-педагогічний працівник



проф. Н.Б. Іваницька

Завідувач кафедри



проф. Н.Б. Іваницька

Міністерство освіти і науки України
Київський національний торговельно-економічний університет
Вінницький торговельно-економічний інститут

Кафедра	іноземної філології та перекладу
Освітній ступінь	бакалавр
Спеціальність	071 «Облік та оподаткування», «Фінансовий контроль»
Семестр	8
Навчальна дисципліна	Іноземна мова спеціальності
Форма навчання	денна

Екзаменаційний білет № 12

I. Insert the correct word given below into the gaps. Translate the text into Ukrainian (*всі правильно заповнені пропуски оцінюються в 10 балів, адекватний переклад оцінюється в 10 балів; максимально 20 балів*).

nominal, relevant, look, establish, contribute, important, building, provide, expand, figuring

While you're 1)... out what you want from a job and what you can offer an employer, you can take positive steps toward 2)... your career. First, look for volunteer projects, temporary jobs, freelance work, or internships that will help 3)... your experience base and skill set. You can 4)... for freelance projects on Craigslist and numerous other websites; some of these jobs have only 5)... pay, but they do 6)... an opportunity for you to display your skills. Also consider applying your talents to crowdsourcing projects, in which companies and nonprofit organizations invite the public to 7)... solutions to various challenges.

These opportunities help you gain valuable experience and 8)... contacts, provide you with 9)... references and work samples for your employment portfolio, and help you 10)... your personal brand .

II. Choose the right answer (*кожна правильна відповідь оцінюється в 2 бали; максимально 30 балів*).

- Integrative negotiation often involves a _____ degree of trust and the formation of a relationship.
 - higher;
 - highest;
 - tall;
 - taller.
- The customer ... a full refund because his washing machine didn't work.
 - demand;
 - applied;
 - asked;
 - wondered;
- Applicants for this position are ... to have a degree in Accounting.
 - required;
 - applied;
 - commanded;
 - wondered;
- I am not qualified for the job, so I ... whether I'll get it.
 - worry;
 - mind;
 - trouble;
 - doubt;
- Overcoming a person's will through force is
 - fraud;

- b) duress;
 - c) extortion;
 - d) ratification.
6. For large matters, you can simply reply with an initial ... to the sender to tell him that you received the letter and you are looking over it:
- a) enlargement;
 - b) embodiment;
 - c) astonishment;
 - d) acknowledgment.
7. The development of a new database structure was one of my greatest _____ in my last position.
- a) refreshments;
 - b) accomplishments;
 - c) accomplices;
 - d) hobbies.
8. Most jobs require relevant experience. That's why it is important to explain what experience you have in _____.
- a) detail;
 - b) exact;
 - c) properly;
 - d) all.
9. Clients, colleagues, customers, subordinates, and managers all like to ... people who are open and gracious:
- a) stay with;
 - b) go with;
 - c) deal with;
 - d) make with.
10. ... tomorrow, the official workday at Crewdson, Inc. will be from 8 A.M.to 5 P.M. – thereby beginning the workday one hour earlier:
- a) offensive;
 - b) aggressive;
 - c) obsessive;
 - d) effective.
11. A deliberate deception to secure unfair or unlawful gain is
- a) misrepresentation;
 - b) libel;
 - c) unilateral mistake;
 - d) fraud.
12. But even integrative negotiation is likely to have _____ distributive elements, especially when the parties both value different items to the same degree.
- a) a;
 - b) some;
 - c) -;
 - d) few.
13. Don't pass documents with the left hand in.....
- a) Ukraine;
 - b) UK;
 - c) Saudi Arabia;
 - d) Germany.
14. I'm sure that computer program you use creates a very good letter design but it's far too for me.
- a) comprehensive
 - b) complicated ;
 - c) concentrated ;
 - d) composite.
15. Spamming is very poor Netiquette and means
- a) sending in lines of nonsensical garbage in a chat conversation;
 - b) posting a message that contains graphic descriptions of something really gross;
 - c) spilling the juice of meat-byproducts into your keyboard;

- d) posting or emailing unsolicited advertising messages to a wide audience.

III. Use the correct form of the words in the boxes to complete the sentences (*правильна відповідь оцінюється в 2 бали; максимально 10 балів*).

<i>ensure insure reassure make sure confirm</i>

- 1 ...you lock the windows before you go.
- 2 I had to ring the airline to.... my flight 48 hours in advance.
- 3 You should....your car against fire and theft.
- 4 She....me that everything would go according to the plan.
- 5 The role of the judge is to..... proper legal proceedings.

IV. You have bought a pair of trainers which are faulty – the sole of the trainer has become unglued after one day. In your copy, write a letter of complaint to the company/shop from which you bought it, giving all the details and asking them to replace or refund your money. (*максимально – 20 балів*).

Загальна кількість балів – 80

Науково-педагогічний працівник



проф. Н.Б. Іваницька

Завідувач кафедри



проф. Н.Б. Іваницька

Міністерство освіти і науки України
Київський національний торговельно-економічний університет
Вінницький торговельно-економічний інститут

Кафедра	іноземної філології та перекладу
Освітній ступінь	бакалавр
Спеціальність	071 «Облік та оподаткування», «Фінансовий контроль»
Семестр	8
Навчальна дисципліна	Іноземна мова спеціальності
Форма навчання	денна

Екзаменаційний білет № 13

I. Insert the correct word given below into the gaps. Translate the text into Ukrainian (*всі правильно заповнені пропуски оцінюються в 10 балів, адекватний переклад оцінюється в 10 балів; максимально 20 балів*).

rigid, figure, conversational, proper, rely, unique, apply, outside, broad, scholastic

In addition to having the 1)... skills, you need to learn how to 2)... those skills in the business environment, which can be quite different from your social and 3)... environments.

Every company has a 4)... communication system that connects people within the organization and connects the organization to the 5)... world. The “system” in this 6)... sense is a complex combination of communication channels, company policies, organizational structure, and personal relationships.

To succeed in a job, you need to 7)... out how your company’s system operates and how to use it to gather information you need and to share information you want others to have. For example, one company might 8)... heavily on instant messaging, social networks, and blogs that are used in an open, 9)... way by everyone in the company. In contrast, another company might use a more 10)..., formal approach in which information and instructions are passed down from top managers.

II. Choose the right answer (*кожна правильна відповідь оцінюється в 2 бали; максимально 30 балів*).

1. Since that package contains valuable items, you must send it by post.
 - a) required ;
 - b) resigned ;
 - c) registered ;
 - d) repeated.
2. An offer must be definite, communicated to the offeree, and _____.
 - a) signed;
 - b) implied;
 - c) seriously intended;
 - d) timely.
3. I advise you to check with a letter or a phone call if you intend to pay them a visit in order to save a wasted journey.
 - a) previously ;
 - b) prior ;
 - c) ante ;
 - d) beforehand.
4. The tone you use in your writing plays a ... role in your ultimate success with any issue:
 - a) viral;
 - b) vital;
 - c) vigilant;
 - d) volatile.
5. When a bilateral mistake is made, neither party may _____ the contract.

- a) sign;
 - b) avoid;
 - c) break;
 - d) ignore.
6. Liven up your writing with simplicity and ... :
- a) closeness;
 - b) ambiguity;
 - c) charity;
 - d) clarity.
7. Jane was late ... her job interview.
- a) on;
 - b) into;
 - c) for;
 - d) round.
8. Having a respectful and kind tone in your writing is the best way to ... your chances for winning business relationships:
- a) boost;
 - b) boom;
 - c) book;
 - d) block.
9. I applied to a computer company ... the position of sales representative on offer.
- a) on;
 - b) into;
 - c) for;
 - d) round.
10. Did you _____ the fact that you speak five languages?
- a) speak;
 - b) say;
 - c) talk;
 - d) mention.
11. P1: Do you have any special _____ in your field? P2: Yes, I took a one-year course on Advanced Web Design in 1998.
- a) trade;
 - b) trains;
 - c) training;
 - d) education.
12. My ... gets paid into my bank account every fortnight.
- a) salary;
 - b) payment;
 - c) income;
 - d) denotation.
13. The so called 'win-win' negotiation means that _____ parties benefit from the negotiation.
- a) a;
 - b) both;
 - c) —;
 - d) such.
14. Integrative negotiation also _____ to create value in course of the negotiation by either compensating loss of one item with gains from another ('trade-offs' or logrolling) or by constructing or reframing the issues of the conflict.
- a) attempts;
 - b) to attempt;
 - c) attempt;
 - d) attempting.
15. The phrase "lurk before you leap" means
- a) send your post to the moderator via email before posting it to a discussion group;
 - b) make sure there isn't a host moderating the chat before you scroll the chat screen;
 - c) post test messages to several USENET newsgroups before posting a real message;
 - d) familiarize yourself with a discussion group before actively participating

III. Use the correct form of the words in the boxes to complete the sentences (*правильна відповідь оцінюється в 2 бали; максимально 10 балів*).

<i>say tell speak talk debate</i>

- 1 Don't interrupt the teacher while she's.....
- 2 It's so noisy in here that I can't hear what he's.....
- 3 We were amazed to find out that she... five languages.
- 4 "Don't ...me what to do!" he .to her in a loud voice.
- 5 The panel... women's role in society.

IV. You need to take leave from your work of over one month for personal reason. Write a letter to your boss. In your letter:

- **explain the reason for the leave and the length of leave you need;**
- **explain how will keep up-to- date while you are away;**
- **suggest how your work could be covered while you are away.** (*максимально – 20 балів*).

Загальна кількість балів – 80

Науково-педагогічний працівник



проф. Н.Б. Іваницька

Завідувач кафедри



проф. Н.Б. Іваницька

Міністерство освіти і науки України
Київський національний торговельно-економічний університет
Вінницький торговельно-економічний інститут

Кафедра	іноземної філології та перекладу
Освітній ступінь	бакалавр
Спеціальність	071 «Облік та оподаткування», «Фінансовий контроль»
Семестр	8
Навчальна дисципліна	Іноземна мова спеціальності
Форма навчання	денна

Екзаменаційний білет № 14

I. Insert the correct word given below into the gaps. Translate the text into Ukrainian (*всі правильно заповнені пропуски оцінюються в 10 балів, адекватний переклад оцінюється в 10 балів; максимально 20 балів*).

helpful, sure, prepare, accomplish, precisely, clear, initiate, general, achieve, organizing

A successful message starts with a 1)... purpose that connects the sender's needs with the audience's needs. All business messages have a 2)... purpose: to inform, to persuade, to collaborate, or to 3)... a conversation. This purpose helps define the overall approach you'll need to take, from gathering information to 4)... your message. Within the scope of that general purpose, each message also has a specific purpose, which identifies what you hope to 5)... with your message. The more 6)... you can define your specific purpose, the better you'll be able to fine-tune your message to 7)... your desired outcome. For example, "get approval to hire three programmers by June 1 in order to meet our November 15 deadline" is more 8)... as a planning device than "get approval to hire more staff."

After you have defined your specific purpose, make 9)... it merits the time and effort required for you to 10)... and send the message.

II. Choose the right answer (*кожна правильна відповідь оцінюється в 2 бали; максимально 30 балів*).

1. If any problems ..., don't hesitate to contact us.
 - a) rise;
 - b) arise;
 - c) raise;
 - d) lift.
2. People sometimes enter into _____ contracts without saying a word.
 - a) voidable;
 - b) express;
 - c) unenforceable;
 - d) implied.
3. There is nothing worse than getting a document loaded with numbers or obscure ... that mean nothing to you:
 - a) tons;
 - b) terms;
 - c) trams;
 - d) trains.
4. The Stress Interview is based on quick asking questions.
 - a) usual;
 - b) weird;
 - c) simple;
 - d) interesting.
5. A specific technique sometimes used to weed out those who cannot handle adversity is called

- a) the Stress Interview;
 - b) the Screening Interview;
 - c) the Selection Interview;
 - d) the Panel Interview.
6. Keeping your writing ... is the best way to get your point across in today's global, complex workforce, where face-to-face interaction is not always possible:
- a) single;
 - b) silent;
 - c) simple;
 - d) sample.
7. The offeree's refusal, or _____, of an offer ends that offer.
- a) rejection;
 - b) revocation;
 - c) implication;
 - d) expression.
8. Integrative negotiation attempts to create value in _____ of the negotiation ('expand the pie').
- a) course;
 - b) courses;
 - c) way;
 - d) ways.
9. Distributive negotiation assumes there is a fixed _____ of value ('a fixed pie') to be divided between the parties.
- a) quality;
 - b) quantity;
 - c) amount;
 - d) depth.
10. When you are going to write an important letter like that, it is absolutely essential that you all the facts first.
- a) connect ;
 - b) join ;
 - c) deliver ;
 - d) assemble.
11. Flame is
- a) a post or email message that expresses a strong opinion or criticism;
 - b) an expert programmer;
 - c) a person who consistently breaks the rules of Netiquette;
 - d) an online chain letter.
12. I came ... the job advertisement in the local newspaper.
- a) on;
 - b) into;
 - c) across;
 - d) round.
13. When the bomb went off, most of the injured were just ordinary people going their business.
- a) about ;
 - b) along ;
 - c) across ;
 - d) through.
14. We really can't delay any more with our plans and must down to business as soon as possible.
- a) set ;
 - b) get ;
 - c) cut ;
 - d) find.
15. The businessman owes his ... to his excellent public relations.
- a) challenge;
 - b) ambition;
 - c) success;
 - d) goal.**

III. Use the correct form of the words in the boxes to complete the sentences (*правильна відповідь оцінюється в 2 бали; максимально 10 балів*).

<i>ask demand wonder question apply</i>

1 The customer.... a full refund because his washing machine didn't work.

2 I'll... my parents if I can go to the concert.

3 You must.... for a visa if you want to visit China.

4 Bill... whether he would be able to finish his report on time.

5 Most patients hardly ever... their doctors' decisions.

IV. Write a letter to your Principal telling him/her of a bullying situation in the school that you know about. Tell him/her what has happened, how long it is going on for and what you think is needed to improve the situation. (*максимально – 20 балів*).

Загальна кількість балів – 80

Науково-педагогічний працівник



проф. Н.Б. Іваницька

Завідувач кафедри



проф. Н.Б. Іваницька

Міністерство освіти і науки України
Київський національний торговельно-економічний університет
Вінницький торговельно-економічний інститут

Кафедра	іноземної філології та перекладу
Освітній ступінь	бакалавр
Спеціальність	071 «Облік та оподаткування», «Фінансовий контроль»
Семестр	8
Навчальна дисципліна	Іноземна мова спеціальності
Форма навчання	денна

Екзаменаційний білет № 15

I. Insert the correct word given below into the gaps. Translate the text into Ukrainian (*всі правильно заповнені пропуски оцінюються в 10 балів, адекватний переклад оцінюється в 10 балів; максимально 20 балів*).

following, gather, executives, visual, aware, opportunities, handle, grasp, essentially, let

Presentations, delivered in person or online, offer important 1)... to put all your communication skills on display, including research, planning, writing, 2)... design, and interpersonal and nonverbal communication. Presentations also 3)... you demonstrate your ability to think on your feet, 4)... complex business issues, and 5)... challenging situations—all attributes that 6)... look for when searching for talented employees to promote.

Planning presentations is much like planning other business messages: You analyze the situation, 7)... information, select the best media and channels, and organize the information. Gathering information for presentations is 8)... the same as it is for written communication projects. The other three planning tasks have some special applications when it comes to oral presentations; they are covered in the 9)... sections.

On the subject of planning, be 10)... that preparing a professional-quality business presentation can take a considerable amount of time.

II. Choose the right answer (*кожна правильна відповідь оцінюється в 2 бали; максимально 30 балів*).

- In order to get a ... as a computer analyst, you need a degree in computer science.
 - job;
 - work;
 - employment;
 - occupation.
- I would be more than happy to provide you ...our company's catalogue.
 - with;
 - on;
 - in;
 - at.
- Once I get ... from you, I will draw up a detailed agenda for our meeting and mail copies to you and your management team:
 - confirmation;
 - occupation;
 - obligation;
 - discrimination.
- Integrative negotiation is a set of techniques to improve the _____ and likelihood of negotiated agreement by taking advantage of the fact that different parties often value various outcomes differently.
 - quality;
 - quantity;
 - amount;
 - depth.
- ... agencies help people find work in their field.

- a) job;
 - b) work;
 - c) employment;
 - d) occupation.
6. Within the Panel Interview the candidate has to answer
- a) one question;
 - b) two important questions;
 - c) many questions;
 - d) several questions.
7. During the Panel Interview the candidate is interviewed by
- a) the HR manager;
 - b) several managers at once;
 - c) the chief director;
 - d) other candidates.
8. Be sure to write in language that everyone can understand and that your writing is not ... :
- a) misconducted;
 - b) misguided;
 - c) miscellaneous;
 - d) misinterpreted.
9. While it is necessary to provide supporting details—facts and statistics—when you are making a ..., or drawing up a proposal, be sure to present only what the reader needs:
- a) recuperation;
 - b) remuneration;
 - c) recommendation;
 - d) reintegration.
10. A(n) _____ occurs when one party to a contract does not do what he or she agreed to do.
- a) Breach;
 - b) Fraud;
 - c) Consideration;
 - d) Ratification.
11. If a valid offer is met with a valid acceptance, the result is
- a) misrepresentation;
 - b) genuine agreement;
 - c) legality;
 - d) capacity.
12. Integrative negotiation is often _____ interest-based, merit-based or principled negotiation.
- a) called;
 - b) call;
 - c) calls;
 - d) calling.
13. Before you put the letter in the envelope, make sure you it in the right way.
- a) fold ;
 - b) double ;
 - c) treble ;
 - d) hold.
14. I've warned you before that you shouldn't get involved in this matter and you have business discussing it.
- a) some ;
 - b) little ;
 - c) no ;
 - d) not.
15. Although they had high hopes that they would be successful, they out of business within six months.
- a) turned ;
 - b) came ;
 - c) went ;
 - d) fell.

III. Use the correct form of the words in the boxes to complete the sentences (*правильна відповідь оцінюється в 2 бали; максимально 10 балів*).

refuse deny regret resist reject

- 1 They...not having installed an alarm system.
- 2 Even though Diane was on a diet, she couldn't...eating the cake.
- 3 Don't that you broke the window. I saw you break it.
- 4 They....to let me into the club because I was under age.
- 5 My application for the position of sales representative was.....

IV. Write a letter of application that you would put with your CV, in reply to the advertisement. The advert appeared in the Evening Herald on July 2nd. (*максимально – 20 балів*).

Загальна кількість балів – 80

Науково-педагогічний працівник



проф. Н.Б. Іваницька

Завідувач кафедри



проф. Н.Б. Іваницька

Міністерство освіти і науки України
Київський національний торговельно-економічний університет
Вінницький торговельно-економічний інститут

Кафедра	іноземної філології та перекладу
Освітній ступінь	бакалавр
Спеціальність	071 «Облік та оподаткування», «Фінансовий контроль»
Семестр	8
Навчальна дисципліна	Іноземна мова спеціальності
Форма навчання	денна

Екзаменаційний білет № 16

I. Insert the correct word given below into the gaps. Translate the text into Ukrainian (*всі правильно заповнені пропуски оцінюються в 10 балів, адекватний переклад оцінюється в 10 балів; максимально 20 балів*).

perform, slipped, recruiters, hiring, reliable, expectations, judge, present, meet, consider

When you know your side of the 1)... equation a little better, switch sides and look at it from an employer's perspective. To begin with, recognize that companies take risks with every hiring decision—the risk that the person hired won't meet 2)... and the risk that a better candidate has 3)... through their fingers. Many companies 4)... the success of their recruiting efforts by quality of hire, a measure of how closely new employees 5)... the company's needs. Given this perspective, what steps can you take to 6)... yourself as the low-risk, high-reward choice? Of course, your perceived ability to 7)... the job is an essential part of your potential quality as a new hire. However, hiring managers 8)... more than just your ability to handle the job. They want to know if you'll be 9)... and motivated—if you're somebody who “gets it” when it comes to being a professional in today's workplace. A great way to get inside the heads of corporate 10).... is to “listen in” on their professional conversations.

II. Choose the right answer (*кожна правильна відповідь оцінюється в 2 бали; максимально 30 балів*).

- Lasting relationships _____ usually not achieved in one-off negotiations as these are more likely to require integrative negotiations.
 - is;
 - are;
 - was;
 - were.
- Theorists generally distinguish _____ two types of negotiations: one-off and integrative.
 - in;
 - with;
 - between;
 - at.
- You need to improve the of this letter because one or two things are in the wrong place.
 - description ;
 - indication ;
 - layout ;
 - picture.
- The purpose of writing a letter of recommendation is to present true, important and ... information about the applicant, and to show that he/she is qualified for a certain job.
 - relevant;
 - reliable;
 - remarkable;
 - responsible.
- The best way to act during the job interview is to behave...
 - persistently;

- b) quickly;
 - c) slowly;
 - d) naturally.
6. A contract that contains a promise by both parties is
- a) express;
 - b) implied;
 - c) bilateral;
 - d) unilateral.
7. Engage your reader in the first paragraph by providing important and ... information in as compelling a way as possible:
- a) reverent;
 - b) rebellious;
 - c) relevant;
 - d) reunion.
8. One great way to save time in your letters is to remove the warm-up ... :
- a) activities;
 - b) outcomes;
 - c) revision;
 - d) paragraph.
9. We should, of course, be glad to ... your order if you will confirm our terms of payment:
- a) figure;
 - b) frustrate;
 - c) find;
 - d) fulfil.
10. If there is any further information you require, please ... us at any time:
- a) contact;
 - b) contract;
 - c) consist;
 - d) conclude.
11. In these circumstances we hope you will be able to meet your ... from some other source:
- a) requirements;
 - b) regiments;
 - c) restrictions;
 - d) recreation.
12. A letter of recommendation can be presented to an ... during an interview.
- a) employee;
 - b) employer;
 - c) employment;
 - d) unemployment.
13. Writing a letter of recommendation presents ... legal and ethical considerations.
- a) both;
 - b) neither;
 - c) either;
 - d) or.
14. If you find something of interest, you can it.
- a) download;
 - b) attach ;
 - c) give;
 - d) look.
15. I think it would be a good idea to in your letter that you have worked in that type of business previously.
- a) describe ;
 - b) mention ;
 - c) show ;
 - d) demonstrate.

III. Use the correct form of the words in the boxes to complete the sentences (*правильна відповідь оцінюється в 2 бали; максимально 10 балів*).

<i>accept postpone force cancel delay</i>

- 1 All trains were... due to a power failure.
- 2 I had to ... all my appointments as I was ill.
- 3 Joel's busy today, so we have to the meeting until next Friday.
- 4 I ... the job offer because it was too good to refuse.
- 5 I can't you to do this if you don't want to.

IV. You have received the offer letter for a course you were interested in. But, You are unable to accept the offer now. Write a letter to the principal of the college. Include the following in your letter:

- Which course you had applied for
- Why you cannot accept the offer
- Ask about the availability of future courses (*максимально – 20 балів*).

Загальна кількість балів – 80

Науково-педагогічний працівник



проф. Н.Б. Іваницька

Завідувач кафедри



проф. Н.Б. Іваницька

Міністерство освіти і науки України
Київський національний торговельно-економічний університет
Вінницький торговельно-економічний інститут

Кафедра	іноземної філології та перекладу
Освітній ступінь	бакалавр
Спеціальність	071 «Облік та оподаткування», «Фінансовий контроль»
Семестр	8
Навчальна дисципліна	Іноземна мова спеціальності
Форма навчання	денна

Екзаменаційний білет № 17

I. Insert the correct word given below into the gaps. Translate the text into Ukrainian (*всі правильно заповнені пропуски оцінюються в 10 балів, адекватний переклад оцінюється в 10 балів; максимально 20 балів*).

lookout, take, dedicated, introduce, need, vast, target, leaders, valuable, end
--

Networking is more essential than ever, because the 1)... majority of job openings are never advertised to the general public.

Start building your network now, before you 2)... it. Your classmates could 3)... up being some of your most 4)... contacts, if not right away then possibly later in your career. Then branch out by identifying people with similar interests in your 5)... professions, industries, and companies. Read news sites, blogs, and other online sources. Follow industry 6)... on Twitter. Be on the 7)... for career-oriented Tweetups, in which people who've connected on Twitter get together for in-person networking events. Connect with people on LinkedIn and Facebook, particularly in groups 8)... to particular career interests. Depending on the system and the settings on individual users' accounts, you may be able to 9)... yourself via public or private messages. Just make sure you are respectful of people, and don't 10)... up much of their time.

II. Choose the right answer (*кожна правильна відповідь оцінюється в 2 бали; максимально 30 балів*).

1. Mediation is a form _____ negotiation with a third-party catalyst who helps the conflicting parties to negotiate when they cannot do so by themselves.
 - a) in;
 - b) with;
 - c) of;
 - d) at.
2. The taking back of an offer by the offeror is
 - a) revocation;
 - b) rejection;
 - c) cancellation;
 - d) consideration.
3. A contract that amounts to nothing and has no legal effect is
 - a) bilateral;
 - b) voidable;
 - c) void;
 - d) unilateral.
4. You must try and hurry up because my patience is out.
 - a) running ;
 - b) racing ;
 - c) pacing ;
 - d) turning.
5. Someone who cannot interact well with management and co-workers may the functioning of the whole department.
 - a) help in;
 - b) disrupt;

- c) change for better;
 - d) understand.
6. Your letter should be addressed to a(an) ... rather than to an organization or department.
- a) individual;
 - b) person;
 - c) human;
 - d) people.
7. An application letter should be no longer ... one page.
- a) than;
 - b) then;
 - c) that;
 - d) this.
8. We will submit further orders, if this one is completed to our ... :
- a) sublimation;
 - b) satisfaction;
 - c) sacrifice;
 - d) suffocation.
9. Your early attention to this order will be ... :
- a) appropriated;
 - b) advocated;
 - c) alienated;
 - d) appreciated.
10. As you have failed to deliver the goods within the agreed time, we have no alternative but to ... our order:
- a) continue;
 - b) cancel;
 - c) compromise;
 - d) comprehend.
11. Some job-vacancy ads are ... ads; they do not identify the hiring company by name and provide only a box number address.
- a) blind;
 - b) short-sighted;
 - c) mute;
 - d) color-blind.
12. You should have those shares when they were cheap.
- a) taken out ;
 - b) sold off ;
 - c) bought up ;
 - d) taken over.
13. This supermarket is trying to young shoppers by offering fashionable clothes.
- a) target ;
 - b) persuade ;
 - c) encourage ;
 - d) trap.
14. ... colloquialisms and old-fashioned phrases.
- a) catch;
 - b) evade;
 - c) avoid;
 - d) avert.
15. The government has changed its policy and had a complete change of
- a) view ;
 - b) opinion ;
 - c) mind ;
 - d) heart.

III. Use the correct form of the words in the boxes to complete the sentences (*правильна відповідь оцінюється в 2 бали; максимально 10 балів*).

- 1 I ... to turn off the TV last night, so it was left on all night long.
- 2 It's cruel to ... pets as they rely on their owners.
- 3 Why is Jill... Bill? Aren't they talking to each other anymore?
- 4 I don't want people to know I was involved in this project so....my name from the credits.
- 5 I've... the concert tickets upstairs. Could you get them?

IV. You are looking for a part-time job. Write a letter to an employment agency. In your letter:

- **introduce yourself**
- **explain what sort of job you would like**
- **say what experience and skills you have** (*максимально – 20 балів*).

Загальна кількість балів – 80

Науково-педагогічний працівник



проф. Н.Б. Іваницька

Завідувач кафедри



проф. Н.Б. Іваницька

Міністерство освіти і науки України
Київський національний торговельно-економічний університет
Вінницький торговельно-економічний інститут

Кафедра	іноземної філології та перекладу
Освітній ступінь	бакалавр
Спеціальність	071 «Облік та оподаткування», «Фінансовий контроль»
Семестр	8
Навчальна дисципліна	Іноземна мова спеціальності
Форма навчання	денна

Екзаменаційний білет № 18

I. Insert the correct word given below into the gaps. Translate the text into Ukrainian (*всі правильно заповнені пропуски оцінюються в 10 балів, адекватний переклад оцінюється в 10 балів; максимально 20 балів*).

hold, direct, whoever, applicant, tough, take, background, work, picking, yell

Everybody has 1)... days. Before 2)... up the telephone, smile. It will help a voice sound pleasant even if not feeling pleasant. Here are some tips:

- Be kind, polite, 3)..., enthusiastic, and speak with a strong voice.
- Try to find a quiet room where there is no 4)... noise (i.e. television, radio).
- Do not 5)... at children or talk to others in the room while on the telephone.
- Do not eat, drink, or chew gum while talking on the telephone.
- Always have paper and pen by the telephone as well as resume, references, 6)... history, questions.
- Make sure the other people in household are prepared to 7)... messages.
- Do not let children answer the telephone.
- Never put an employer on 8)... to answer call.
- When a person in household answers the telephone, tell them not to ask who it is before they say if applicant is home.
- If asleep when an employer calls, 9)... answers the telephone should be instructed to wake the 10)... immediately, especially if an employer is calling during the late morning or afternoon hours.

II. Choose the right answer (*кожна правильна відповідь оцінюється в 2 бали; максимально 30 балів*).

1. Which emotion is most likely to be triggered in a flamewar?
 - a. Grief.;
 - b. Anger.;
 - c. Shame.;
 - d. Apathy.
2. The conversion metric CPM stands for:
 - a. Clicks per Million (Users);
 - b. Cost per metric;
 - c. Conversion per metric;
 - d. Cost per Mille.
3. The process of finding people for particular jobs in Am. English is _____.
 - a. hiring;
 - b. employment;
 - c. headhunting;
 - d. selection process.
4. To reply to an advertisement is to _____ for a job.
 - a. turn down;
 - b. employ;
 - c. recruit;
 - d. apply.

5. You often have to give the names of two people who are prepared to write _____ for you.
- headhunters;
 - employers;
 - references;
 - candidates.
6. A change you make in order to progress.
- career break;
 - career prospects;
 - career ladder;
 - career move.
7. A cover letter sent to a definite, announced job opening is called
- solicited application;
 - unsolicited application;
 - single application;
 - fast application.
8. If a letter begins with the receiver's name, e.g. Dear Mr Smith, it will close with ... :
- Yours Painfully;
 - Yours Sincerely;
 - Yours Faithfully;
 - Yours Repeatedly.
9. To get the receiver of your letter to take action, you must... .
- insult their names;
 - threaten to tell their boss;
 - state only facts and give suggestions for improvement;
 - use coarse and vulgar language.
10. People negotiate daily, often without considering _____ a negotiation.
- it;
 - them;
 - ;
 - they.
11. The aim of the Screening Interview is to... .
- to verify the information in CV;
 - to find your advantages;
 - to find your disadvantages;
 - to correct your CV.
12. What is one difference between online and face-to-face communication?
- People tend to be more honest online;
 - Miscommunications happen more frequently face to face;
 - Online, you can't tell tone of voice;
 - Body language is more important in online communication.
13. As you scan through the relevant articles, Google (or other search engines) will suggestions on other similar search phrases.
- throw into;
 - throw to ;
 - throw at ;
 - throw up.
14. I would ask you kindly not to interfere with what I'm doing as in all honesty it's of your business.
- no ;
 - nothing ;
 - none ;
 - nor.
15. Negotiation is often _____ by putting forward a position and making concessions to achieve an agreement.
- discussed;
 - conducted ;
 - played;
 - thought.

III. Use the correct form of the words in the boxes to complete the sentences (*правильна відповідь оцінюється в 1 бали; максимально 10 балів*).

<i>employer employee colleague clerk officer attendant</i>
--

1. The car park....is responsible for parking customers' cars.
2. All....are expected to be at work by 8.30. Ourinsist on it.
3. Jill worked as a(n)...for a law firm before entering politics.
4. All my ...at the office are friendly.
5. Bob is a senior...in te armed forces.

IV. You are looking for a full-time job. Write a letter to an employment agency. In your letter:

- **introduce yourself**
- **explain what sort of job you would like**
- **say what experience and skills you have** (*максимально – 20 балів*).

Загальна кількість балів – 80

Науково-педагогічний працівник



проф. Н.Б. Іваницька

Завідувач кафедри



проф. Н.Б. Іваницька

Міністерство освіти і науки України
Київський національний торговельно-економічний університет
Вінницький торговельно-економічний інститут

Кафедра	іноземної філології та перекладу
Освітній ступінь	бакалавр
Спеціальність	071 «Облік та оподаткування», «Фінансовий контроль»
Семестр	8
Навчальна дисципліна	Іноземна мова спеціальності
Форма навчання	денна

Екзаменаційний білет № 19

I. Insert the correct word given below into the gaps. Translate the text into Ukrainian (*всі правильно заповнені пропуски оцінюються в 10 балів, адекватний переклад оцінюється в 10 балів; максимально 20 балів*).

courteous, outgoing, commit, fit, expect, match, handle, essential, basic, intense

Interviews give employers the chance to go beyond the 1)... data of your résumé to get to know you and to answer two 2)... questions. The first is whether you can 3)... the responsibilities of the position. Naturally, the more you know about the demands of the position, and the more you've thought about how your skills 4)... those demands, the better you'll be able to respond. The second essential question is whether you will be a good 5)... with the organization and the target position. All good employers want people who are confident, dedicated, positive, curious, 6)..., ethical, and willing to 7)... to something larger than their own individual goals. Companies also look for fit with their individual cultures. Just like people, companies have different "personalities." Some are 8)....; others are more laid back. Some emphasize teamwork; others 9)... employees to forge their own way and even to compete with one another. Expectations also vary from job to job within a company and from industry to industry. An 10)... personality is essential for sales but less so for research, for instance.

II. Choose the right answer (*кожна правильна відповідь оцінюється в 2 бали; максимально 30 балів*).

1. Negotiation can take a variety of forms, from a multilateral conference of all UN members to a business encounter to _____ a deal.
 - a) made;
 - b) make;
 - c) be;
 - d) take.
2. Thank you ... for assistance you may provide regarding the purchase.
 - a) for advance;
 - b) in advanced;
 - c) in advance;
 - d) on advance.
3. I am writing you ... a recent purchase of promotional items.
 - a) concerning;
 - b) concerns;
 - c) concerned;
 - d) concern.
4. In correspondence that does not have a printed letterhead, the sender's address is written ... the top righthand side of the page.
 - a) at;
 - b) in;
 - c) on;
 - d) of.
5. ... are quoted to indicate what the letter refers to.
 - a) enclosures;

- b) signatures;
 - c) salutation;
 - d) references.
6. We are sorry to have to tell you that we cannot make use of you favorable ... at present:
- a) order;
 - b) owner;
 - c) offer;
 - d) over.
7. We have carefully ... your letter of 21 December:
- a) conducted;
 - b) considered;
 - c) concluded;
 - d) convinced.
8. Autonomous negotiation is conducted by machines or by algorithm, but the participants and the process _____ to be modelled correctly.
- a) must;
 - b) may;
 - c) have;
 - d) can.
9. They are completely up with all the noise in the centre of town.
- a) tired ;
 - b) fed ;
 - c) sick ;
 - d) ill.
10. The five styles based on one's preferences depend on pro-self and pro-social goals _____ include accommodating, avoiding, collaborating, competing, compromising.
- a) when;
 - b) where;
 - c) who;
 - d) that.
11. The task of HR manager during the screen interview is also to find out
- a) if the person meets the qualifications for the job;
 - b) the representative's interesting hobbies;
 - c) if the person goes in for sports;
 - d) the representative's personal qualities.
12. An unsolicited ... letter is written to an organization that has not advertised a vacancy.
- a) application;
 - b) recommendation;
 - c) enquiry;
 - d) offer.
13. The application letter is also called a ... letter, because it introduces the major points in your resume.
- a) cover;
 - b) recommendation;
 - c) enquiry;
 - d) offer.
14. Do you want to as a candidate in the local elections?
- a) stand ;
 - b) sit ;
 - c) go ;
 - d) try.
15. I would be very interested in for that job.
- a) entering ;
 - b) working ;
 - c) applying ;
 - d) writing.

III. Use the correct form of the words in the boxes to complete the sentences (*правильна відповідь оцінюється в 2 бали; максимально 10 балів*).

convince persuade urge attract appeal

- 1 The teacher... the students to study harder after the terrible test results.
- 2 After a lot of discussion, I was able to ... Anne to come with me even though parties don't.... to her.
- 3 The company tried to ... the public that they were not polluting the river.
- 4 Children sometimes cry just to ...attention.

IV. You live in a small university town. Last week, you drove to a big city about two hours away to buy a new laptop at a good price. You worked on the laptop all week and finished writing a long assignment that is due shortly. However, this week, the laptop doesn't even switch on. Write to the store. In your letter:

- **tell the store where you live & what happened**
- **explain the problem with the laptop**
- **state what action you would like the store to take** (*максимально – 20 балів*).

Загальна кількість балів – 80

Науково-педагогічний працівник



проф. Н.Б. Іваницька

Завідувач кафедри



проф. Н.Б. Іваницька

Міністерство освіти і науки України
Київський національний торговельно-економічний університет
Вінницький торговельно-економічний інститут

Кафедра	іноземної філології та перекладу
Освітній ступінь	бакалавр
Спеціальність	071 «Облік та оподаткування», «Фінансовий контроль»
Семестр	8
Навчальна дисципліна	Іноземна мова спеціальності
Форма навчання	денна

Екзаменаційний білет № 20

I. Insert the correct word given below into the gaps. Translate the text into Ukrainian (*всі правильно заповнені пропуски оцінюються в 10 балів, адекватний переклад оцінюється в 10 балів; максимально 20 балів*).

extracurricular, coordinate, ability, scholarships, identify, carefully, offer, volunteer, valuable, achievements

You may already have a good idea of what you can 1)... employers. If not, some brainstorming can help you 2)... your skills, interests, and characteristics.

Start by jotting down achievements you're proud of and experiences that were satisfying, and think 3)... about what specific skills these achievements demanded of you. For example, leadership skills, speaking 4)..., and artistic talent may have helped you 5)... a successful class project. As you analyze your 6)..., you may well begin to recognize a pattern of skills. Which of them might be 7)... to potential employers? Next, look at your educational preparation, work experience, and 8)... activities.

What do your knowledge and experience qualify you to do? What have you learned from 9)... work or class projects that could benefit you on the job? Have you held any offices, won any awards or 10)..., mastered a second language? What skills have you developed in nonbusiness situations that could transfer to a business position?

II. Choose the right answer (*кожна правильна відповідь оцінюється в 2 бали; максимально 30 балів*).

1. The destruction of the subject matter of a contract _____ that contract.
 - a) discharges;
 - b) charges;
 - c) avoid;
 - d) limit.
2. A minor who claims to be over the age of majority commits
 - a) fraud;
 - b) misrepresentation;
 - c) extortion;
 - d) larceny.
3. My supervisor was always very pleased with my _____.
 - a) performers;
 - b) performance;
 - c) pro-forma;
 - d) accomplishment.
4. Talking about your experience and _____ is the most important part of any job interview.
 - a) qualifications;
 - b) qualifiers;
 - c) dislikes;
 - d) likes.
5. Integrative negotiation can _____ creative problem-solving that aims to achieve mutual gains for the parties.

- a) involving;
 - b) involved;
 - c) to involve;
 - d) involve.
6. Once you have your letter written, ... it for content, style, grammar:
- a) edit;
 - b) credit;
 - c) merit;
 - d) debit.
7. You might be tired, stressed, or just plain angry, but it always looks worse when you ... those feelings to paper and send it to someone else:
- a) transfer;
 - b) transmit;
 - c) transcribe;
 - d) transgress.
8. I wish to ... a complaint about the quality of food.
- a) make;
 - b) making;
 - c) do;
 - d) doing.
9. Julie lost her ... and started screaming at her colleagues.
- a) temper;
 - b) contact;
 - c) chance;
 - d) control.
10. I wasn't satisfied with the ... I was getting, so I decided to quit my job.
- a) allowance;
 - b) income;
 - c) salary;
 - d) reward.
11. Productive negotiation focuses on the underlying interests of the parties _____ than their starting positions and it approaches negotiation as a shared problem-solving rather than a personalized battle.
- a) thus;
 - b) that;
 - c) so;
 - d) rather.
12. However, negotiators need not sacrifice effective negotiation in _____ of a positive relationship between parties.
- a) favor;
 - b) the favor;
 - c) try;
 - d) the try.
13. The biggest in business can be eliminated if you have sufficient capital to start with.
- a) scene ;
 - b) risk ;
 - c) encounter ;
 - d) harm.
14. A legal means of enforcing a right or correcting a wrong is a(n)
- a) breach;
 - b) remedy;
 - c) avoidance;
 - d) beneficiary.
15. A minor has the right to _____ a contract.
- a) avoid;
 - b) ignore;
 - c) miss;
 - d) break.

III. Use the correct form of the words in the boxes to complete the sentences (*правильна відповідь оцінюється в 2 бали; максимально 10 балів*).

<i>announce inform confess introduce reveal</i>

- 1 When the thief... to the robbery, he was officially charged with the crime.
- 2 The journalist refused to.... her source, saying it was highly confidential.
- 3 The finance minister.... that there would be no wage increases for the following year.
- 4 If you lose your credit card....the bank immediately.
- 5 The potato was.....to Europe in 1565.

IV. Write an inquiry about some products/services you are interested in. (*максимально – 20 балів*).

Загальна кількість балів – 80

Науково-педагогічний працівник



проф. Н.Б. Іваницька

Завідувач кафедри



проф. Н.Б. Іваницька