4 курс 1 семестр

**Передмова**

Запропоновані контрольні завдання розроблені для студентів IV курсу факультету менеджменту та маркетингу заочної форми навчання, з метою підсумкового контролю знань студентів протягом четверного навчального року.

Контрольні завдання складаються з 8 контрольних робіт, що поділені на два підсумкових блоки стосовно мовного матеріалу.

Кількість контрольних робіт, виконаних на кожному курсі, встановлюється учбовим закладом. Виконувати кожну контрольну роботу доцільно в окремому зошиті. Після одержання незадовільної рецензії рекомендується отримати додаткову консультацію з боку викладача.

Контрольна робота повинна бути виконана письмово у зошиті.

Зразок оформлення контрольної роботи:

Контрольна робота

з англійської мови

варіант №

студента(ки) факультету

групи

П І Б

Перевірив(ла):

У процесі підготовки до заліків та екзаменів рекомендується передивитись матеріал відрецензованих контрольних робіт.

До заліку допускаються студенти, які виконали програмні контрольні роботи та інші завдання в обсязі, передбаченому програмою.

Контрольна робота № 1

1. Find the verbs in the Subjunctive Mood, underline them and translate the sentences into Ukrainian.
2. We insist that the results of these researches be published.
3. You must write the rule lest you should forget it.
4. She spoke as if she were an expert in this field of production.
5. You have our support, whatever you decide.
6. If only drivers would follow the safety regulations.
7. You had better see a lawyer.
8. I’d rather not have gone to the dinner party last night.
9. If I were you, I wouldn’t lie to my parents about what happened.
10. But for your advice, I wouldn’t have been able to solve my problem.
11. White wishes for the following situations adding the phrase “I wish” with Past Indefinite (мені б хотілося) and translate them.

It’s a pity I don’t know my neighbors: I wish I knew my neighbors.

1. If s a pity he doesn’t receive good results during his experiments.
2. It’s a pity I don’t hear the warning.
3. It’s a pity she doesn’t have a good job.
4. It’s a pity I am not an optimistic.
5. It’s a pity she can’t swim.
6. Put the verbs in brackets into the Perfect Tense and translate the sentences into Ukrainian

I wish I had driven to work today. (Шкода, що я не їхав на машині на роботу)

1. I wish І ... (to clean) your room more often.
2. I wish you ... (to help) me in my research work.
3. I wish we ... (to have) our shopping list with us this morning in the supermarket.
4. I wish they ... (to miss) their flight.
5. Translate into English.
6. Якби зараз було літо, ми плавали б у річці.
7. Якби вона подзвонила мені вчора, я принесла б книжку.
8. На вашому місці, я, б поїхав туди поїздом.
9. Хотілося б, щоб це було так.
10. Шкода, що ви не взяли участі у конференції.
11. Сьогодні так холодно, ніби вже зима.
12. Необхідно, щоб ви переклали цей тест на англійську мову.
13. Combine the following pairs of sentences using the

conjunction given. Define the type of the Subordinate Clauses.

1. The market has probably passed its peak. Computer sales are still very high, (although)
2. The president was taken ill. The summit meeting was cancelled (as a result)
3. He put his keys in his briefcase. He didn’t want to lose them, (in order not to)
4. He got the car out of the garage. He wanted to wash it. (so that)
5. We will discus^ the matter. The inspector visits us. (before)
6. Dogs are domesticated. Wolves are wild, (whereas)
7. Fill in the gaps with correct preposition from the list

to, by, under, on. out of

1. She wrote the report ...hand, as the computer wasn’t working.
2. ... Ivan’s surprise, his boss gave him a bonus.
3. Passengers must check in ... arrival at the airport.
4. Don’t worry. I’ve got everything ... control.
5. He was ... breath after running for 10 minutes.
6. Read and translate.

THE CHEQUE CLEARING SYSTEM

In Britain a cheque may be drawn anywhere without being taken to a bank. It may be given to the payee either directly or sent by post. No signature of a bank official is needed. The payee sends or takes the cheque to his bank which credits the amount to his account and sends the cheque to be presented to the drawer’s bank through the clearing system. The payee’s bank also prints the amount of the cheque in magnetic ink at the bottom.

The clearing system is operated by the Clearing House in London, of which the high street banks are members. Every day the Clearing House clears millions of pounds’ worth of cheques. Each cheque is fed into a machine which reads the numbers printed in magnetic ink along the bottom. The Clearing House adds up the total amount each bank owes to each other bank and reconciles the difference in the banks’ accounts with the bank of England (the central bank of the UK). The cheque is then sent to the drawer’s bank which debits the drawer’s account. This process, from the time when the payee pays the cheque into his/her bank until the cheque is debited to the drawer’s bank account, takes three days.

Payment by some form of non-cash instrument, such as cheques, is so common in the UK that only 8 per cent of the total money supply is in the form of notes and coins. People normally use cash only for small purchases so the banks do not have to keep much cash in circulation.

Sometimes the drawer’s bank may decide not to honour a cheque. It may be because there is not enough money in the drawer’s account or the cheque may be incorrectly written. In such cases the drawer’s bank returns the cheque to the payee’s bank marked with the words ’Refer to drawer’.

Ve™ Explanation

Credit

VIII. Match each of the banking verbs on the left with the correct explanation on the right.

pass a cheque

write a cheque make two

change an account move round the

draw two lines

add money into

snow and ask for

pay

subtract money

through the clearing system Debit Honour accounts agree Present Draw country Clear

down the middle of a cheque Cross an account Reconcile payment Adjust Circulate from an account

1. Choose the correct alternative to complete each sentence and translate.
2. A cheque is simply an order to your bank to pay money from /in/ within/ out of your account for /to/ in favour of/at someone else.
3. A customer can pay with /by/ in/ for cheque for goods or services.
4. With a bank card, the customer’s bank guarantees payment down to /up to/ along with/ over a limit, say 50 Gr. or 100 Gr.
5. When an account holder pays a cheque for / into/ in/ within her bank, the bank credits the amount of the cheque in/ by/ for/ to her account and send the cheque to be presented at / to/ towards/ over the drawer’s bank.
6. In Britain the clearing system is operated in/ with/ for/ by Clearing House in London.
7. The Clearing House adds up the total each bank owes to each other bank and reconciles the difference in / for/ by/ of the banks’ accounts at/ on/ by/ with the Bank of England.
8. This process, from the time when the payee pays the cheque at/ inside/ by/ into her bank until the cheque is debited at/ to/ in/ by the drawer’s bank account, takes three days.
9. Payment under/ with/ in/ by some form of non-cash instrument, such as cheques, is very common in the UK.

Контрольна робота № 2

1. Find the verbs in the Subjunctive Mood, underline them and translate the sentences into Ukrainian.
2. The buyers suggested that the suppliers forward the goods immediately.
3. I was afraid lest I should forget the address.
4. He had never been abroad, but he spoke about New York as though he had been there many times.
5. I don’t want to see them, whoever they are.
6. I wish my daughter would tell me what is wrong with her.
7. We had better cut down on our expenses.
8. John would rather his sister made less noise every time she comes back from a party.
9. She would have come to dinner if we had invited her.
10. But for the snowfall, we would have gone on an excursion.
11. White wishes for the following situations adding the phrase “I wish” with Past Indefinite (мені б хотілося) and translate them.

It’s a pity I don’t know my neighbors: 1 wish I knew my neighbors.

1. It’s a pity I don’t have a good memory.
2. It’s a pity we don’t do daily exercises.
3. It’s a pity he is not an actor.
4. It’s a pity she doesn’t drive a car.
5. It’s a pity Mary doesn’t live in the city.
6. Put the verbs in brackets into the Perfect Tense and translate the sentences into Ukrainian
7. wish I had driven to work today. (Шкода, що я не їхав на машині на роботу)
8. I wish І ... (to be) back at school again.
9. I wish I (to take) 2 aspirin when my tooth began to hurt.
10. I wish you ... (to try) harder with your English.
11. I wish she ... (to go) to the restaurant.
12. Translate into English.
13. Якщо б у мене був словник я б зміг перекласти цей текст.
14. На вашому місці я би взяла відпустку.
15. Шкода, що він не в інституті зараз.
16. Якщо б я був молодим, я б грав у футбол.
17. На жаль, вона не знає англійської мови.
18. Необхідно, щоб вантаж був відправлений завтра.
19. Мені хотілося б, щоб ми обговорили цей фільм.
20. Combine the following pairs of sentences using the conjunction given. Define the type of the Subordinate Clauses.
21. Cots have come down. The advances in computer technology have been considerable, (though)
22. It was hot. I turned on an airconditioning. (so)
23. She set her alarm clock. She didn’t want to oversleep, (so that)
24. The doctor examined the patient. He wanted to find out what was wrong with him. (so as to)
25. We will discuss the matter again. The inspector has visited us. (after)
26. Elephants are very intelligent. They are social animals, (besides)
27. Fill in the gaps with correct preposition from the list

for, out, of by, in. at

1. Steve has not been ... touch with us recently.
2. Where have you been? I’ve been waiting ... ages.
3. Medicine should be kept ... the reach of children.
4. This hotel is the cheapest on the island ... far.
5. She selected a CD ... random and put it in the CD player.
6. Read and translate the text.

PLASTIC MONEY

Plastic money is the name given to all types of plastic card which are used in place of cash. There are different names for these cards but in general they have two main purposes: to enable people to obtain cash; or to make payments without using cash or cheques.

Banks now make available to their customers a single card which does three things: it guarantees cheques (like a bank card or cheque guarantee card); it obtains cash from automatic teller machines (ATMs); and it pays for goods by electronic funds transfer at point of sale (EFTPOS).

A fourth use for plastic cards is to give customers credit when they purchase goods or services. Credit cards are issued by credit card companies such as Access, MasterCard, Visa, American Express. Some of there are owned by banks. Charge cards (American Express, Diner’s Club) are similar to credit cards except that the holder has to pay the account in full each month and there is also an annual membership fee.

Debit cards are like credit cards except that they are used to debit (subtract) money to the customer’s bank account when a purchase is made. An existing credit balance is reduced. But when a credit card is used, a debit balance is increased.

The latest development in plastic money is the Smart Card. This carries a microchip on it with account information on the holder. It can also carry information about previous transactions

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which can be viewed at enquiry terminals. Clearly such a card could also be used to carry non-banking information, such as medical and other personal details.

1. In these phrases, the first noun acts like an adjective, e.g. cheque book. How many two-word phrases can you make?

Debit Transfer

Cheque Machine

Bank Information

Video Terminal

Cash Fee

Account Screen

Identification Balance

Enquiry Statement

Membership Number

Teller Card

Credit Account

Charge Dispenser

fund Book

holder

1. Choose the best verb to complete each sentence and translate.
2. The bank is charging / providing / giving/ requesting a minimum rate of 8 per cent for the loan.
3. They wrote to the bank asking it to provide / sell/ make/ offer a credit of 10,000 Gr. for one year.
4. Banks have / give / make offer available various means of payment.
5. You can obtain / become/ dispense/ grab cash at any time of the day or night.
6. Some cash machines give / make / reveal/ sell information about accounts.
7. Banks maintain / hold / keep/ guard secret all information about their customers.
8. They paid / awarded / gave/ credited the money to his wife’s account.
9. Nowadays it’s easier to refund / draw/ take/ remove money from your account than to pay money in.
10. She deposited / paid/ put/ placed the cheques in her account.

Контрольна робота № З

1. Find the verbs in the Subjunctive Mood, underline them and translate the sentences into Ukrainian.
2. It is desirable that the form and method of payment be clearly specified in the order.
3. She closed the window lest the children catch cold.
4. Mary talks as if she knew everything.
5. It takes 3 hours, whichever route you take.
6. If only the customers would be more polite.
7. You had better apply to a university in your country.
8. I’d rater Rate hadn’t take her father’s car yesterday.
9. If I were you, I wouldn’t go out in this weather.
10. But for you, we would loose our way.
11. White wishes for the following situations adding the phrase “I wish” with Past Indefinite (мені б хотілося) and translate them.

It’s a pity I don’t know my neighbors: I wish I knew my neighbors.

1. It’s a pity my room is not big enough
2. It’s a pity I am not a President.
3. It’s a pity we don’t sell the goods.
4. It’s a pity he can’t speak English.
5. It’s a pity you don’t do your morning exercises.
6. Put the verbs in brackets into the Perfect Tense and translate the sentences into Ukrainian

I wish I had driven to work today. (Шкода, що я не їхав на машині на роботу)

1. I wish you ... (to practice) harder before the concert.
2. I wish the report ... (to be) successful.
3. 1 wish they ... (to be present) at the conference.
4. I wish 1 ... (to have) my umbrella with me.
5. Translate into English.
6. Ми читали б англійські книжки, якби знали мову.
7. Шкода, що ви не поїхали на цю конференцію.
8. Мені хотілося б жити у горах.
9. Вчитель наполягає, щоб ми вчили по 10 нових слів кожен день.
10. Мені хотілося б, щоб ви обговорили цю книжку.
11. Важливо, щоб вони відправили мені ці документи.
12. Вчитель наполягає, щоб ми вели експерименти в лабораторії.
13. Combine the following pairs of sentences using the conjunction given. Define the type of the Subordinate Clauses.
14. Machines are more reliable. They are more complex, (but)
15. The manager was taken ill. The meeting was cancelled, (consequently)
16. We put the letters on the table. We didn’t want to forget to post them, (so as not to)
17. I’ve taken out a loan. I want to buy a car. (to)
18. I can’t do any washing. The washing machine is repaired, (as long as)
19. Many people warned him that the river was polluted. He swam in it. (in spite of the fact)
20. Fill in the gaps with correct preposition from the list

on, at, in, for, from

1. James is ... a bad mood today.
2. Her name is Joanna, but we call her Jo ... short.
3. I bought this computer .. .a good price.
4. He erased his project from the computer and had to start ... scratch.
5. I mustn’t eat any chocolate. I am ... a diet.
6. Read and translate the text.

INTERNATIONAL TRANSFERS

There are four types of international transfer which are available to personal account customers - telegraphic transfers, banker’s drafts, instant cash transfers and mail transfers. Instants cash transfers are only possible when the sending bank has computer links with the receiving bank. The mail transfer is almost as quick because banks now use SWIFT services. Where possible, they put a large number of smaller remittances on to one SWIFT transmission.

In the past, telegraphic transfers were the fastest method of sending money from one country to another - and the most expensive. If the sending and receiving banks are correspondent banks and have accounts with each other it is a simple matter for them to adjust these accounts. Otherwise another bank which is a correspondent has to be used, which can act as an intermediary between the remitting and receiving banks.

A cheaper but slower way of sending money is for the customer to buy a banker’s draft and post it to the person or bank at the other end. A banker’s draft is simply a cheque issued by a bank drawn on itself or on a correspondent bank in another country. It is better than a personal cheque because it has the backing of the issuing bank. Also it can be made out to pay a named account at a specific bank to give absolute security.

The Royal Bank of Scotland and the Bank of Santander have led the way in linking themselves to each other by computer. This enables them to offer instant cash transfers between the UK and Spain.

1. The phrases on the left have been taken from the text. Match each of them with the expressions of equivalent meaning on the right.

Fastest method Joining up

From one country to another Pioneered

Sending Complete safety

Act as an intermediary Mail

between Security

Post Internationally

The backing Represent

Absolute security Quickest method

Led the way in remitting

Linking them selves to each other

1. Supply the missing words to complete the following sentences (funds, process, converted, further, cash, hold, best, transfer, limit, subject).
2. Instant ... transfer can be made any time.
3. You can transfer ... across international boundaries.
4. You may ... your funds in this account. (= keep)
5. You can ... money from one country to another.
6. Use the account paying the ... rate.
7. Your bank card will enable staff to ... your transfer.
8. Payments are automatically ... into local currency.
9. You may overdraw your account to an agreed ...
10. All transactions are ... to Barakonian law.
11. For ... information, contact Manara Lombard Bank in Zamina.

Контрольна робота № 4

1. Find the verbs in the Subjunctive Mood, underline them and translate the sentences into Ukrainian.
2. The experts recommended that the agreement be extended for 3 years.
3. He closed the door lest the kids catch cold.
4. He spoke as if he knew this question very well.
5. They walked slowly up the stairs as though they were carrying something heavy.
6. I wish my staff would get to work on time.
7. You had better not talk to him about it.
8. I’d rather go to the dentist tomorrow.
9. If Jane had been more careful, she wouldn’t have made such a big mistake.
10. But for the rain, we would work in the garden today.
11. White wishes for the following situations adding the phrase “I wish” with Past Indefinite (мені б хотілося) and translate them.

It’s a pity I don’t know my neighbors: I wish I knew my neighbors.

1. It’s a pity you aren’t on time.
2. It’s a pity she can’t speak English.
3. It’s a pity Larry isn’t married.
4. It’s a pity we don’t go to that party.
5. It’s a pity my patient don’t take their medication properly.
6. Put the verbs in brackets into the Past Perfect Tense and translate the sentences into Ukrainian.

I wish I had driven to work today. (Шкода, що я не їхав на машині на роботу)

1. I wish І ... (to do) my homework last night.
2. I wish he ... (be prepared) for this English test.
3. I wish you ... (to forget) to go to the bank.
4. I wish she ... (to be) well qualified specialist. She didn’t get the job.
5. Translate into English.
6. Якби зараз була зима, ми ходили б на лижах.
7. Якби ви прийшли вчора в сьомій годині, ви б мене застали вдома.
8. Він купив би піаніно минулого року, але в той час у нього не було грошей.
9. Вони пішли б у кіно сьогодні ввечері, але їм треба готуватися до екзамену.
10. Шкода, що ви не бачили цей фільм.
11. У неї такий вигляд, ніби вона стомлена.
12. Дуже важливо, щоб ви прочитали цю статтю.
13. Combine the following pairs of sentences using the conjunction given. Define the type of the Subordinate Clauses.
14. We have investigated a number of sites. We haven’t made a decision jet. (although)
15. He was sleeping soundly. We couldn’t wake him. (so)
16. They will take some magazines with them. They may get bored, (in case)
17. We’ll take some food with as. We might get hungry, (in case)
18. We saw the smoke. We turned into our street, (when)
19. There has been an anti-litter campaign. People still drop litter in the streets, (despite)
20. Fill in the gaps with correct preposition from the fist.

In, out of. at. on. by

1. She searched ... for the missing money.
2. I don’t believe in love ... first sight.
3. That style of skirt went... fashion years ago.
4. Peter has gone to London ... business.
5. He put salt in his tea ... mistake, thinking it was sugar.
6. Read and translate.

Business accounts are more complicated to open than personal accounts. Clearly, a business was formed to carry on certain activities. The bank is interested in what kind of business it is. If the business has some legal form such as a limited company, the bank needs to have documents to show how it was set up in case there is some restriction on the drawing of the cheques.

There may be many people working in the business and the bank needs to know the names and signatures of the owners of the business and who has the right to sign cheques. Sometimes the company may want two signatures on each cheque.

Banks need information on how limited companies were formed, because the formation can affect borrowing or the writing of cheques. But they do not want details of how non­limited companies such as partnerships or sole traders were formed. On the other hand some banks do try to collect as much information about the owners of the business as possible at the account opening stage. Whole sections of the account opening form ask for details of the assets of the owners of the business - other bank accounts, home ownership, life insurance policies and pension schemes. This information is given by customers only if they wish. They may refuse to give it and provide only the information needed to open an account.

Naturally there are many services in addition to those offered to personal customers that can be offered to businesses. The type of service depends on the type and size of business and it is the information on the account opening form that helps banks to sell further services to customers later on. So when a firm opens a business account, many banks use the opportunity to collect information about the customers and to find out what services they need.

1. Choose the correct alternative to complete each sentence.
2. The bank did not carry out/on my instructions.
3. They carried out/on sending my statement to the wrong address.
4. The document sets out/up the details of the agreement.
5. They set out/up a market stall in the main square.
6. I would be interested in/to hear more about the offer.
7. I would be interested in/to hearing more about the offer.
8. Choose the best verb to complete sentence. (Sometimes two answers are acceptable)
9. Every business needs to / get/ create/ make/ do sales.
10. We need the money to / pay/ fund/ finance/ cash production.
11. Banks are well equipped to /handle/ take/solve/settle these problems.
12. Giving / Presenting/ Supplying/ Providing credit is one of the things suppliers do to help sales.
13. Companies have to / work /manage/ provide /employ extra staff.
14. They also have to /struggle / defeat/ fight/ battle competition.
15. Customers not paying their debts can /mean/ signify/ spell/ produce disaster for a business.
16. When /meeting/ faced/ living with the choice, most people would buy the less expensive model.
17. There are many brands /vying/struggling/ competing to supply our needs in the home.
18. Firms exist which specialize in /repaying/collecting/ getting/ extracting debts.
19. курс 2 семестр

Контрольна робота № 1

1. Fill in the relative pronoun or adverb. Put commas where necessary. Write I- for identifying, N1- for non-identifying sentences. Translate.

Paul, whose birthday is on Friday, is having a party tonight.

1. My office ... is very big is on the first flour.
2. Ann ... lives next door is a wonderful cook.
3. My friend ... works in the library writes poetry in his spare time.
4. This is the reason ... I haven’t finished.
5. The boy ... won the lottery gave an interview to the magazine.
6. Rewrite the sentences in all possible ways, as in the example and translate into Ukrainian.

Jane moved to Spain in 2004

It was Jane who /that moved to Spain in 2004 It was Spain that Jane moved to in 2004 It was in 2004 that Jane moved to Spain.

1. Paul sold his old car last week.
2. Ann lost her keys this morning
3. Ivan made dinner last night.
4. Finish rewriting the following sentences to make them more emphatic using the words given.

I have seldom eaten at such an expensive restaurant. Seldom have I eaten at such an expensive restaurant.

1. She had no sooner fallen asleep than the telephone rang. No sooner ...
2. We not only got lost, but our car broke down. Not only