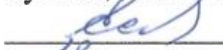




Министерство образования и науки Пермского края
Государственное бюджетное профессиональное
образовательное учреждение
«Пермский агропромышленный техникум»

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«18» июня 2024 г.

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«18» июня 2024 г.



**КОНТРОЛЬНО-ОЦЕНОЧНОЕ СРЕДСТВО
ДЛЯ ПРОВЕДЕНИЯ ПРОМЕЖУТОЧНОЙ АТТЕСТАЦИИ
(ДИФФЕРЕНЦИРОВАННЫЙ ЗАЧЕТ)**

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

специальности: **27.02.07 Управление качеством продукции, процессов и услуг
(по отраслям)**

Рассмотрено и одобрено	Председатель ЦМК
на заседании ЦМК преподавателей по направлению «Сельское, лесное и рыбное хозяйство, управление качеством, туризм» Протокол №11 от «18» июня 2024г.	Плешивых Е.В.

РАЗРАБОТЧИК

Должность	Фамилия, инициалы
Преподаватель	Н.А. Панова

Пояснительная записка

Контрольно-оценочное средство (КОС) разработано для проведения дифференцированного зачёта по учебной дисциплине СГ 02 «Иностранный язык в профессиональной деятельности». Предназначено для проведения контроля и оценки результатов освоения знаний и умений студентов специальности 27.02.07 Управление качеством продукции, процессов и услуг (по отраслям).

Сводные данные об объектах оценивания, формируемых компетенциях, видах заданий

Содержание обучения	Формируемые компетенции	Виды заданий
Раздел 1. Выбор профессии.	ОК.01, ОК.02, ОК.04	Практические задание 1,2.3
Раздел 2 Сельскохозяйственное производство	ОК.01, ОК.02, ОК.04	Практические задание 1,2.3
Раздел 3 Производство и хранение продукции.	ОК.01, ОК.02, ОК.04, ОК.09	Практические задание 1,2.3
Раздел 4 Деловой английский	ОК.01, ОК.02, ОК.04, ОК.09, ПК 2.3.	Практические задание 1,2.3

Порядок и условия проведения работы

Дифференцированный зачёт проводится в группе в количестве 25 человек.

Дифференцированный зачёт заключается в выполнении итоговой работы, которая включает лексические задания к профессиональному тексту : ответить на вопросы, соотнести значения слов).

Количество вариантов – 2

Норма времени: 1 час 30 минут.

Дифференцированный зачет

Вариант 1

Прочитайте и переведите текст (устно). Выполните задания после текста письменно.

Applying for a job

The happiness of any person largely depends on having suitable job. One may learn about a job vacancy in a newspaper, from a friend, from the employment agency or TV advertisement.

To apply for a job you are interested in, it is necessary to convince the prospective employer of your ability to do this job well. The first thing you should do is to prepare a resume (curriculum vitae – Br E). A resume should contain a summary of essential facts from your background: personal data, career objective, work experience, education, and references. You should emphasize your strongpoints in your resume. For example, if you have no job experience, stress your personal qualities (sociability, honesty, reliability, efficiency etc.) or educational background. A well-composed resume will make the prospective employer understand what abilities make you a suitable person for a particular job.

If you interest the employer he will invite you for an interview. Interviews are conducted on the various patterns: there are traditional one-to-one and group interviews, board or panel interviews (where an applicant is interviewed by a panel of interviewers), «deep-end» interviews which give a candidate the opportunity to demonstrate his skills and apply his knowledge.

To make a good impression on the interviewer it is important to find some information about the company you are going to work in. Besides, there are some rules of behaviour in an interview. For instance, when greeting the interviewer you should wait until he shakes your hand. Also, you shouldn't sit down until he offers you to do that. In the interview it is common to avoid discussing personal, domestic or financial problems if you are not asked about.

Interviewers can't check applicant's professional skills immediately, so, the first thing they are attracted to is the agreeable personality and friendly attitude of the interviewee. You shouldn't criticize your former colleagues or employer: criticism helps to reveal your own negative qualities.

Interviewers are usually interested in qualifications of the candidate, his/her previous job experience, motivation and the reasons of applying for that job. In the interview you may ask questions too – about salary, probationary period, social guarantees, transport facilities to or from job, chances of promotion. But you should discuss the subject you are interested in after the interviewer introduced it.

It is clear that a job interview is a stress situation for any applicant. The majority of interviewees feel nervous, and not everyone is able to show his worth in the interview. But it is necessary to concentrate oneself for some time because the conclusion about the candidate is made within the first ten minutes of the interview.

1. Answer the following questions. (Запишите ответы на вопросы):

1. Where may you learn about a job vacancy?
2. What should you do first?
3. What should CV contain?
4. What kinds of interview are there?
5. What are the rules of behavior in an interview?
6. What questions may you ask?
7. What is necessary to do to make a good impression?

2. Match the word combinations with the Russian equivalents. (Соотнесите цифры с буквами):

1. to make a good impression on someone	a) возможность продемонстрировать мастерство
2. career objective	b) произвести хорошее впечатление
3. to shake hands	c) принято избегать обсуждения
4. opportunity to demonstrate skills	d) желаемая должность
5. it is common to avoid discussing	e) кандидатура подходящая на определенную должность
6. company you are going to work in	f) проверить проф. Мастерство претендента
7. some rules of behaviour	g) некоторые правила поведения
8. suitable person for a particular job	h) позвать руку
9. to check applicant's professional skills	i) компания, в которой вы собираетесь работать

3. Paraphrase the sentences. (Перепишите предложения, заменяя выделенное слово словом из рамочки):

*background, resume, panel, emphasize,
contain, prospective, applicant*

1. To apply for a job the first thing you should do is to prepare a curriculum vitae.
2. A resume should include a summary of essential facts from your biography.
3. You should point out your strong points in your resume.
4. A well-composed resume will make the potential employer understand what abilities make you a suitable person for a particular job.
5. A «deep-end» interview gives to a candidate the opportunity to demonstrate his skills and apply his knowledge.
6. A board interview is the one where applicant is interviewed by a panel of interviewers.

Total: 23 points

Дифференцированный зачет Вариант 2

1. Прочитайте и переведите текст (устно). Выполните задания после текста письменно.

WRITING BUSINESS LETTERS

Writing business letters is very important for normal business activity. Nowadays writing letters is more popular than ever before due to the Internet. In business people prefer to use e-mail than telephone communication, because it takes a lot of time to deal with the huge number of personal contacts. Besides, e-mail helps to work with foreign colleagues or international companies. Business correspondence serves to order a product, to provide or request information, to complain about something etc.

Sometimes business letters are written on printed company forms.

The typical business letter consists of the following standard parts:

- the heading (including the date)
- the inside address • the greeting
- the body of the letter
- the complimentary close
- the signature.

All these parts are separated with a double space. This way of typing letter on a computer is called the block format.

The heading contains the name of the company or a company logo, the postal address, the telephone number(s), the number of fax and e-mail address. Also the heading includes the date. The date is typed two spaces below the sender's return address, always on the right-hand side.

The inside address is the address of the person or company receiving the letter. The name and address of the company to which a letter is written are usually type don the left-hand side.

The greeting (salutation) follows two spaces below the inside address with the words Dear Sir(s), Dear Mr. Jones, Dear Ms Jones or Dear Dr Thomson. Very often comma is typed after the greeting.

Sometimes the writer places the subject line between the greeting and the body of the letter. The subject line helps to stress the purpose of a letter.

The body of the letter contains a message. The style of the business letter is formal. The language should be clear and natural. Sentences and paragraphs shouldn't be too long. As business letters are written on behalf of a firm or company, the plural pronouns we and our are preferred to the singular ones I or my. Also the short forms such as we'll or we've should be avoided in all formal letters.

The body of the letter consists of the introductory, main and concluding paragraphs. To separate different logical parts more effectively, additional spacing is used between paragraphs. In the introductory paragraph the author may refer to any previous correspondence or conversations, mention the sources of information and the reasons for writing the letter. The main paragraph gives information and facts concerning the subject of the letter. If there are some problems to describe in the main part, it is common to start a new paragraph for each idea or subject. In the concluding paragraph it is usual to express the hope for prospect collaboration or future success in business of the sender and correspondent.

The complimentary close is a way to express respect at the end of a business letter. The most common expressions used for the complimentary close are Yours faithfully or Yours sincerely.

A letter on paper should always be signed by hand and in ink, because a signature is a personal mark of the author. Below the personal signature it is necessary to type the name of the author, his position in the company or the name of the department he represents.

It is common to place the complimentary close, the personal and the typed signature on the left-hand side of the letter.

In a modern business letter, punctuation is used only in the sentences and in some abbreviations. There is no punctuation in the heading, the date or after the typed signature.

If there are enclosures, the abbreviation Encl. is typed in the bottom left-hand corner, with a short description of the enclosure (resume, price list, catalogue, copies of cheques, certificates, contracts, documents etc.).

1. Make the following sentences complete by translating the words in brackets.(Найдите перевод слов в тексте и запишите предложение на английском языке):

1. The way of typing letter on a computer (с двойным интервалом) is called the block format.
2. The heading contains the (название компании) or a (логотип компании), the postal (адрес), the (номер телефона), the number of fax and (электронный адрес).
3. The date is typed two spaces below the (обратный адрес отправителя), always on the right-hand side.
4. The language of a (деловое письмо) should be (ясный) and (естественный).
5. As business letters are written (от лица фирмы или компании), the plural pronouns we and our are preferred to the singular ones I or my. Also the short forms such as we'll or we've (следует избегать) in all formal and business letters.
6. The body of the letter consists of the (вступительный, основной и заключительный) paragraphs.

7. (Чтобы выделить) different logical parts more effectively, additional spacing is used (между абзацами).
8. (Принято) to start a new paragraph for each idea or (тема).
9. In the concluding paragraph it is usual to express (надежду на сотрудничество в будущем) or future success in business (для отправителя и получателя).
10. (Самые распространённые) expressions used for the complimentary close are Yours faithfully or Yours sincerely.

2. Answer the following questions.(Запишите ответы на вопросы):

1. Why do people write business letters?
2. What are the main parts of a business letter?
3. What can you say about the language and style of business letters?
4. What can be enclosed along with a business letter?

We write to inform you that we developed a new device at our University (Loughborough) that can identify tiny amounts of explosive particles – invisible to the naked eye. It could provide the solution to better protecting the travelling public from acts of terrorism.

Created by Professor John Tyrer from the University's Wolfson School of Mechanical and Manufacturing Engineering, along with colleagues from the Department of Chemistry, the device is currently undergoing field trials at a number of undisclosed locations across the country.

We would be grateful to receive a prompt reply.

If you think our work is worth being spoken about, we would like to ask you to give us a chance to present it. We would appreciate your attention to our research.

In the recent issue of *Chemical Review* we have found information on the Scientific Conference *New Discoveries in Science* to be held in Swansea. We are looking forward to reporting our new discovery and discussing it with the scientific public.

13 May 2010

Daniel Hatchette
Chemistry Department

Dear Dr Smith,

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- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

Total: 23 points

Критерии оценивания

Оценка	Число баллов, необходимое для получения оценки
«3» - удовлетворительно	15-10
«4» - хорошо	19-16
«5» - отлично	23-20