

**МІНІСТЕРСТВО ОСВІТИ І НАУКИ, МОЛОДІ ТА СПОРТУ УКРАЇНИ
ЧЕРКАСЬКИЙ НАЦІОНАЛЬНИЙ УНІВЕРСИТЕТ
ІМ. Б. ХМЕЛЬНИЦЬКОГО**

Аліфанова С.А

**МЕТОДИЧНИЙ ПОСІБНИК З ПРАКТИКИ АНГЛІЙСЬКОЇ МОВИ
ДЛЯ СТУДЕНТІВ ДРУГОГО КУРСУ ЗАОЧНОГО ВІДДІЛЕННЯ
з дисципліни « ППРАКТИКА АНГЛІЙСЬКОЇ МОВИ»
ЧАСТИНА 1**

Кафедра фонетики та граматики англійської мови

Черкаси – 2012

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Методичний посібник з практики англійської мови для студентів другого курсу заочного відділення. – Черкаси, 2012. - с.

Затверджено на засіданні кафедри фонетики та граматики англійської мови навчально-наукового інституту іноземних мов ЧНУ.

Протокол № від 2012 р.

Рекомендовано до друку на засіданні Ученої ради ЧНУ

Протокол № від 2012 р.

ВІД АВТОРА

Даний посібник призначений для студентів та викладачів 2 курсу філологічних факультетів університетів. Посібник розраховано на студентів, які поглиблено вивчають англійську мову, і передбачає систематизоване вивчення матеріалу з тем ‘Choosing a Career’, ‘Illnesses and their Treatment’, ‘Post Office’, ‘Hotel’ .

Мета розробки – забезпечити практичне оволодіння студентами лексичними та мовленнєвими моделями, необхідними для вільного спілкування по вказаним темам на англійській мові. Матеріал даного посібника сприятиме оволодінню студентами навичками та вміннями читання, мовлення та письма по цим темам.

Посібник складається з 4 юнітів, які включають основний та додатковий вокабуляр по темам, тексти для читання і переказу, що можуть використовуватись як основа для екзаменаційних тем, мовні та мовленнєві вправи для роботи з текстом. Лексичні вправи спрямовані на детальне відпрацювання матеріалу текстів: для тренування граматичних та лексичних структур і моделей, а також для тренування окремих мовних одиниць. Мовленнєві та творчі вправи, які пропонуються на продвинутому етапі вивчення теми, дадуть можливість студентам використовувати засвоєний лексичний матеріал у різних ситуаціях.

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Unit 1.

Topic Area 1. Choosing a Career

When a person is on the threshold of independent life he begins to draw up prospects for future. It is time to choose a profession which will be the main line of his lifetime, an occupation that is really close to his heart and interests.

If he chooses a trade which is his real vocation he'll realize his potentialities. He'll derive pleasure from making a career and serve his country in the best way possible. But if he chooses a profession he is not cut out for, he'll never succeed in it and will be always dissatisfied with his life.

Not to make a mistake you should make your choice consciously. First of all you must estimate critically your abilities and inclinations. You must remember that people of different professions must possess definite qualities. For example: doctors must be attentive and tolerant, drivers can't do without prompt reaction, good eyesight and self-control. Musicians must have a good ear for music.

As for me, I have chosen a profession of a teacher. It is a rather honourable and responsible one. Because the teacher is a sculptor of a young personality, he is akin to an artist whose material is human mind and spirit, which are too wonderful to destroy. The teacher must help his pupils to develop their abilities and satisfy their interests. And of course he himself must be a model of competence. So his thorough mastery of the subject is just out of question.

The relations between a teacher and his pupils must be built on respect and tolerance. The teacher must remember that each child is a unique personality and may have his own opinion.

The main purpose of education is to liquidate ignorance. But it has one more function: to prepare children for real life situations, to help them to live in community. So the teacher must mix the stuff of the lesson with the stuff of life.

Topical Vocabulary

Choosing a Career

to be fond of

occupation, profession, trade

to be on the threshold of independent life

to draw up prospects for future

to be the main line of one's lifetime

vocation

to make a conscious choice

to estimate critically one's abilities and inclinations

to possess definite qualities

to realize one's potentialities

to derive pleasure from making a career

to serve one's country in the best way possible

to succeed in one's trade

to be (dis) satisfied with something

to be cut out for something

to do without something

to have a prompt reaction

a good eyesight

a good ear for music

Teacher's Profession

to be akin to somebody

honourable and responsible profession

to be too wonderful to destroy

to develop abilities and satisfy interests

to be just out of question

thorough mastery of the subject

to be a model of competence
to build relations on respect and tolerance
unique personality
to liquidate ignorance
to help children to live in community
to mix the stuff of the lesson with the stuff of the life

Professions:

shop-assistant	brick-layer	plumber
book-keeper	tailor	combine-operator
clerk	shoemaker	shepherd
designer	night-watch-man	miner
journalist	hair-dresser	typist
engineer	estate agent	driving instructor
lawyer	scientist	carpenter

Exercises

1. Transcribe the following words :

Threshold, to derive pleasure, to succeed, career, conscious, inclination, quality, honourable, akin, wonderful, thorough, tolerance, unique, liquidate, to possess, prompt, ignorance, model, competence, employee, shepherd, warder, occupation.

2. Give English equivalents of the following word-combinations :

- бути на порозі незалежного життя ;
- критично оцінювати свої можливості та схильності ;
- будувати плани на майбутнє ;
- робити свідомий вибір професії ;
- отримувати задоволення від кар'єри ;
- реалізувати свій потенціал ;
- професія, для якої ти створений ;
- розвивати здібності та задовольняти інтереси;
- глибоке володіння предметом ;
- будувати відношення на повазі та терпимості;
- унікальна особистість ;
- бути зрідні артисту ;
- бути незадоволеним чимось.

3. Ask your fellow-students and let them answer:

- * when a person begins to draw up prospects for future ;
- * why it's necessary to choose a career consciously ;
- * if a person must estimate critically his abilities and inclinations ;

- * on what condition a man will be satisfied with his life and will derive pleasure from work ;
- * what happens if a person chooses a trade he is not cut out for ;
- * what qualities are necessary for representatives of different professions;
- * how a person can know what his vocation is ;
- * why a teacher's profession is considered to be honourable and responsible;
- * how a teacher must build his relations with the students ;
- * what the main purpose of education is ;
- * what a teacher does to prepare children to live in community.

4. Look at the list of places of further education and match them with the corresponding profession.

- | | |
|---|-----------------------|
| 1 Business College | a) chef |
| 2 Academy of Music and Dramatic Art | b) nurse |
| 3 Catering College | c) police officer |
| 4 Technical College | d) architect |
| 5 University | e) business executive |
| 6 School of Nursing | f) lawyer |
| 7 Medical School | g) teacher |
| 8 Police Academy | h) plumber |
| 9 Law School | i) surgeon |
| 10 Institute of Architecture and Design | j) actor |

5.a) Write down the jobs which correspond to the following categories :

- can be done by robots ;
- no longer exist ;
- require absolutely no intelligence ;
- have low salaries ;

- are prestigious ;
- require long training ;
- will be most needed in the future ;
- young children typically want to do ;
- can be done from home ;

b) In the right column find the appropriate professional for each situation in the left column.

- | | |
|--|--------------------|
| 1. You want to learn to drive. | architect |
| 2. You want a plan drawn up for a new house. | driving instructor |
| 3. You've decided to sell your house. | psychiatrist |
| 4. Your car won't start. | tailor |
| 5. You think you are going crazy. | lawyer |
| 6. Your house is on fire. | electrician |
| 7. All the lights in your house have fused. | fire brigade |
| 8. You want to build a new house. | estate agent |
| 9. You want to have a new suit made for you. | hairdresser |
| 10. Your hair is getting a bit too long. | brick layer |
| 11. Your kitchen taps are leaking. | garage mechanic |
| 12. You want an advice, investment or insurance. | priest |
| 13. You are planning a church wedding. | plumber |

6. Answer the following questions, explaining your choice.

1. Which is the easiest job?
(baby-sitter, dentist, footballer, teacher)
2. The most boring?
(car-park attendant, assembly line worker, shepherd, window cleaner)

3. The most thrilling?
(doctor, farmer, miner, top-model)
4. The most useful?
(journalist, market researcher, nurse, postman)
5. The worst?
(grave-digger, prison warder, soldier, toilet cleaner)

7.Fill in the blanks with the appropriate expressions from the brackets.

1. When a person is on the ... of independent life, he draws up ... for future. If he chooses a trade which is his real ... , he'll realize his ... and ... pleasure from making a career. But if he dislikes his work, he'll never ... and will ... with his life. That's why you must choose your future profession ... for which you are to estimate ... your abilities and
2. Being a ... of a young personality, a teacher deals with ... mind and spirit which are too ... to destroy. So he must remember that each child is a ... personality. The teacher must help his pupils to develop their ... and ... their potentialities.
3. The main purpose of education is to liquidate So teacher's ... mastery of his subject is just out of question.
4. To prepare children for real life ... a teacher must mix the ... of the lesson with the ... of life.
5. The ... between the teacher and his pupils must be built on respect and

- (- potentialities, threshold, inclinations, vocation, relations, prospects, abilities, situations, ignorance, stuff, tolerance, sculptor;
 - to derive, to realize, to succeed, to be dissatisfied;
 - human, unique, wonderful, thorough;
 - critically, consciously)

8. Paraphrase the sentences, using expressions from the vocabulary notes.

1. When a person is about to start his grown-up life he begins to plan his future.
2. It's time to choose a profession for the rest of your life.
3. If you choose a trade you are really cut out for you'll make success in it.
4. To make a conscious choice one must appraise his talents and aptitudes.
5. People of different professions must have some qualities.
6. Teacher's good knowledge of his subject is indisputable.
7. A teacher must help his pupils to cultivate their abilities and fulfill their interests.
8. To prepare children for life in society a teacher must correlate the material of the lesson with real life situations.

9. Complete the following sentences.

1. When people are on the threshold of independent life ...
2. To make a conscious choice of future career one must ...
3. If you choose a profession you are really cut out for ...
4. If you take a trade which is not your cup of tea ...
5. A teacher is akin to an artist whose material is ...
6. Thorough mastery of the subject ...
7. The main purpose of education is ...
8. School must prepare children for real life situations, that's why ...
9. A teacher must remember that each child ...
10. The relations between a teacher and his pupils ...
11. A teacher must help his pupils ...

10.Translate into English.

1. Представники різних професій повинні мати певні якості. Проте гарне володіння своєю професією – поза питанням для всіх.
2. Коли на порозі самостійного життя молода людина будує плани на майбутнє, вона намагається знайти своє покликання.
3. Людина може отримати задоволення від кар'єри тільки за умови, що вона захоплюється своїм заняттям.
4. Олена збирається стати вчителем англійської мови. Вона вибрала майбутню професію цілком свідомо. Дівчина критично оцінила свої здібності і схильності та зрозуміла, що має всі необхідні якості : робить успіхи в англійській мові, любить працювати з дітьми, бачить у кожній дитині унікальну індивідуальність і поважає її.
5. Олексій працює юристом. Він вважає свою професію почесною і відповідальною, оскільки від його вміння та компетентності залежить доля, а іноді і життя інших людей. Олексій обрав професію, для якої він створений, тому він повністю реалізував свій потенціал і досяг великих успіхів.
6. Перукар зрівняв артисту, чий матеріал – волосся, надто дороге для клієнтів, щоб можна було зіпсувати його.
7. Вчитель повинен не просто ліквідувати невігластво, його мета – допомогти дітям розвивати здібності та задовольняти інтереси.
8. Якщо ви хочете, щоб діти довіряли Вам, Ви повинні будувати відносини з ними на повазі.

11.Language development.

Read the leaflet below and decide with your partner which points are the most important to you in your choice of career. Use the expressions below.

Useful expressions:

What matters most..., I would definitely consider..., Have you thought about...? I would not mind..., ... would interest me.

Eg. SA: Have you thought about what job you want to do ?

SB: Yes, I'm going to university to study language as I want to become a teacher of English.

Guidelines for Choosing a Career

1. Qualifications

It is important that you know what qualifications are required. You may have to sit some more exams or go to university.

2. Previous Experience

Any previous experience you may have of working will be invaluable. Employers like to see that you can cope with working in an office environment.

3. Personality

Are you shy or confident? Would you be able to give presentations? Would you like to spend your life behind the desk in an office or do you want a more physically demanding position?

4. Interests / Hobbies

It is much easier to be successful if you enjoy your work. Do you have any interests or hobbies that could lead to a permanent job?

5. Money

Consider how important money is to you. Would you be prepared to work for less money in a job you really love?

6. Travel

How important is travelling to you? If it is very important, consider taking a year off before you start job-hunting.

7. Ambition

How ambitious are you? Will your job give you the training you need to climb up the career ladder? Will promotion mean relocation for yourself and your family?

8. Family

Do you plan on getting married and having children? Will your career allow for this by letting you work part-time?

Topic Area 2. Applying for a Job

to employ / to hire

employer / employee / employment

employment book / record / agency

job search

vacancy / job opening

to answer a want ad

to fill in / complete one's CV / curriculum vitae / resume / job application

to apply for a position

professional experience

qualification background

diploma

probationary period

half / part / full time job

to work long hours / overtime

to resign / to retire

to be fired / dismissed

working conditions

paid sick leave

minimum wage / salary

raise / increase

bonus

Exercises

1. Read the illustrative sentences and then use the words in bold to complete the sentences below.

- When I worked on the building site, I was paid my **wages** every Friday afternoon.
- The **salary** is \$ 15,000 per year and you will be paid at the end of every month.
- Most people **retire** when they are about 65 years old
- When you retire you get a **pension**, which is paid every month.
- I'm going to get a **rise / pay rise** next week!
- John has just been **promoted** to Senior Manager.
- I'd love to **work as** a clown in a circus, but only for a few months.
- Please, send a **C.V. / resume** with your application form.

1. I have not had a for over 2 years; it's not fair!
2. When I ; I'm going to travel round the world.
3. You need to update your if you are going to start job hunting.
4. Jan's parents were furious when she decided to a waitress.
5. Although she is 92 years old she still walks to Post Office to get her every Tuesday.
6. I love being a nurse, even though the isn't very good.
7. You'll get your every night before you leave the bar.
8. In this company you generally get every 2 years or so.

2. Read and memorize information about compiling a *resume*.

What is a resume? What information should it include? Have you ever written a resume?

A resume should show an applicant's qualifications for a specific job. It should include your name, address, and telephone number, an employment objective; educational and training data; a list of previous work experience. The list should start with present job that shows qualifications for the work you want now. All this data should be listed in an easy-to-read form. The resume gives the first impression of the applicant to the employer. It should be neat and well organized.

It is usually a good idea to attach the resume to the letter of application. An applicant should bring additional copies of his resume to the interview.

Read the following document and complete the tasks which follow.

RESUME

Name Neil Todd

Date of birth 30 / 10 / 85

Address 26 Kingston Drive, Camelthorp, Cornwall CT54

Schools / Colleges attended:

1996 -2003 Parkridge Community College

1990 - 1996 Camelthorp Primary School

Exams

2003 'A' levels in History, Maths, English Literature

2001 GCSEs

History (Grade B)

Geography (Grade A)

Maths (Grade A)

Biology (Grade A)

Physics (Grade B)
Chemistry (Grade A)
Art (Grade B)
English (Grade A)

Employment record (including holiday jobs):

2002 November – present	Part-time work at GAP clothing store
2002 March – September	Saturday working at Sainsbury's supermarket
2001 July and August	Part-time working at McDonald's

Hobbies and interests:

I like listening to music and going out to clubs. I play the guitar. I'm keen on football (I go to Camelthorpe's matches when they play at home)

Additional information:

My experience at the GAP clothing store means I know a lot about shops, so I would be just right for the job at the Speedo Sports Store.

References:

Mary Fisher	Paul Pritchard
Manager	Headteacher
GAP	Parkridge Community College

True or False?

- Neil was born in September.
- When he lists things in chronological order, the most recent thing comes first and the oldest thing comes last.
- Neil has three 'A' levels (exams taken usually at about 18 years old).
- Neil's worst subject is history.

- e) Neil has 11 GCSEs (exams taken usually at about 16 years old).
- f) Neil works for a department store.
- g) Neil worked for the Next clothing store for eight months.
- h) For a few months, Neil worked in a supermarket on Saturdays.
- i) Neil worked for a hamburger restaurant full-time.
- j) Neil plays the piano.
- k) Neil follows his team to 'away' matches.
- l) A teacher and employer have agreed to write good things about Neil if they are asked.

3. Read the information about Nigel Thomas and complete his CV in the same way as Neil's. Imagine you are Nigel.

Nigel Thomas was born in 1975. From 1980 to 1986 he went to Camelthorpe Primary school and then, until 1993, he attended Parkridge Community College. A year later, he went to Leeds University, graduating in 1997. Then he did two years at Camelthorpe College of Further Education.

Apart from his GCSEs, Nigel got an A grade for 'A' levels in history and art, and a B grade in his English Literature exam. He also has a diploma in journalism. At university, his degree was a Bachelor of Arts. He got a 2:1, which is the second-best degree you can get after a first (1).

Nigel has had many jobs, most recently as a reporter (since 2001) for the *Daily Mirror* newspaper. Before that, he worked for four years for the *Camelthorpe Daily News*. From 1994, he worked (for four years) in the Christmas holidays sorting holiday mail. In July and August 2001, he worked at Macdonald's and he did a gap year in Tanzania in 1993-1994. Nigel is keen on football and

supports Chelsea football team in London. He plays tennis and he's an amateur painter.

Nigel thinks his experience equips him perfectly for the job of features editor at the *Times* Newspaper. The work he has done for the *Daily Mirror* (see enclosed documents) is exactly the kind that the advertisement is aiming for. He thinks that colleagues at the *Daily Mirror* will say that he gets on well with people and enjoys the atmosphere of a busy working newspaper.

For references, he is giving Morgan Peters, the *Daily Mirror* editor, and Martha Galvin, editor of the *Camelthorpe Daily News*.

4.The Letter of Application

The letter of application can be as important as the CV in that it often provides the first direct contact between a candidate and an employer. If this letter is not well written and presented, it will make a poor impression. The letter of application normally contains four paragraphs in which you should:

- confirm that you wish to apply and say where you learned about the job
- say why you are interested in the position and relate your interests to those of the company
- show that you can contribute to the job by highlighting your most relevant skills and experience
- indicate your willingness to attend an interview

Below you will find details from Fiona Scott's letter of application. Complete it using the phrases and words in the box.

I consider myself	experience	widely
As you will see	hard-working	fluently

I am writing in response	advertisement	CV
I look forward to hearing	on business	deadlines

Worldwatch Europe IPA

56 Merritts Avenue

Overland Park

Dear David Benton,

..... to your in today's *Guardian* for a journalist based in Geneva.

..... from the enclosed, I studied journalism and modern languages at University College, London, and went on to do a master's in journalism at Queen Mary's College, London.

..... the ideal candidate for the job because I have all the relevant In my present job I am in charge of Eastern Europe publications for Intertec Publishing. Before this, I worked for the BBC World Service, at first covering Mexico and Argentina, then Europe. In my present job I frequently go to Japan I speak French, German, and Spanish

I am an enthusiastic and person. I am good at organizing people and can meet

..... from you in the near future.

Yours sincerely,

Fiona Scott.

Unit 2

Topic Area 1

Text A. Illnesses and their Treatment

During the whole existence the mankind suffered from many diseases and tried to overcome them. Every century people perfected their knowledge of medicine. And nowadays numerous doctors armed with the most modern medicines stand on guard of our health ready to help us to get over any illness. Each of them is a specialist in his own field and you may guess which of them you need from the symptoms of your disease.

Everybody knows: if he is constantly sneezing and coughing and is running a high temperature he has got a cold and must consult a therapist. One can easily recognize a person who is on the point of the nervous breakdown and therefore needs attention of a neuropathologist. His nerves are shattered, he suffers from insomnia, loses weight and looks miserable. Suppose your tooth is loose or there is a cavity in your tooth or the filling has come out - in any of these cases you must see a dentist. If you have an abscess or pain in your joints or you have broken your leg a surgeon will help you. Pediatrician is the doctor who deals with all kinds of children's diseases.

If you have problems with your health and want to recover quickly and to avoid any complications you must timely consult a doctor and follow all his instructions.

If there is nothing radically wrong with you he'll ask you to keep to diet, to have regular meals, to have a good rest and keep off alcohol, and your troubles will pass off by themselves. But if you are in a bad state he'll put you on a sick leave, recommend you to keep to bed and will prescribe you some medicines: pills,

powders or drops. If necessary, he may advise you to undergo a thorough examination or a special course of treatment.

But though the doctors are always ready to help us, we must remember that it's much easier to prevent a disease than to treat it and try to lead a healthy mode of life.

Text B. Visit to the Doctor.

Not long ago I got an infection from my brother who was ill with flu. I felt terrible and had to consult the therapist. He listened attentively to my complaints. I explained him that I had a cold in my head and a sore throat. I was constantly sneezing and coughing. My nose was clogged up, I suffered from a severe headache, and I could faint away at any moment.

First of all the doctor took my temperature and said that I had a fever. Then he asked me to show him the tongue and informed that it was coated. After that I stripped to the waist and he sounded my chest. He also felt my pulse and tested my blood pressure. Finally, he informed me that my blood pressure was within normal limits, but the pulse was too quick and there were murmurs in my lungs.

He recommended me to have my chest X-rayed and to undergo a course of special treatment. He put me on a sick leave and advised to keep to bed for at least a fortnight. He wrote down a prescription for a cough mixture and a gargle. He also prescribed some tablets to bring down the fever and drops which were the best remedy for a running nose. He left the instructions for taking those medicines and warned me that to avoid complications I had to follow all his recommendations very strictly.

Topical vocabulary

Specialists

therapist

eye specialist

surgeon

pediatrician

neuropathologist

dentist

skin specialist

attending doctor

Diseases

insomnia

pneumonia

indigestion

constipation

heart trouble

bleeding

quinsy

bronchitis

flu

heart-burn

mumps

chicken-pox

measles

dysentery

ulcer

appendicitis

allergy

infectious / catching / catarrhal / incurable disease

Complaints

to feel miserable / bad / dizzy

to have a severe / splitting headache

a running nose

a cold in one's head

to have a sore throat

a clogged up nose

to be constantly sneezing and coughing

to faint away

to come around

to be running a high temperature

to have a fever

to catch a disease

to suffer from insomnia / unbearable pain

to lose appetite / weight

to be on the point of nervous break down

the nerves are shattered

it hurts me to move / to swallow

to be short of breath

to have pains in the chest

to avoid complications

Diagnosing a Case

to call a doctor in

to treat the patient

to examine the patient thoroughly

to strip to the waist

to breathe in through the nose

- What's wrong / the matter with you?

- What do you complain of?

- Let me see your tongue.

-Your tongue is coated / clear

-Your throat is inflamed

to sound the chest

to feel the pulse

the lungs are sound / inflamed

the pulse is normal

to test blood pressure

the blood pressure is within normal limits

to sound the heart

to X-ray the chest

to have all the analyses taken

to undergo cardiography

- There is nothing radically wrong with you.

- You'll recover soon if you follow all doctor's prescriptions.

- Keep to a diet, have regular meals.

- Keep off alcohol and it'll pass off by itself.

- You are in a bad state.

- You'll be put on a sick leave.

- Keep to bed for 2 weeks.

At the Chemist's (Drug Store)

-Give me smth for headache, please

-This medicine is sold by prescription

-It is the best remedy for

-It will bring you an instant relief

*internal medicines

drops

tablets

powders

cough mixture

purgative

tranquilizer

pain-killer

*external medicines

injections

ointment

mouthwash

gargle

hot-water bottle

At the Dentist's

Sharp / dull toothache

the tooth is loose

the filling has come out

there is a cavity in this tooth

this tooth can't be stopped, it must be removed

to stop the tooth

to insert artificial tooth

Exercises:

1. Transcribe the following words:

insomnia, constipation, indigestion, bronchitis, quinsy, dysentery, ulcer, pneumonia, catarrhal, disease, to breathe, breath, blood pressure, cardiography, severe headache, neuropathologist, therapist, pediatrician, surgeon.

2. Say what expression is extra in each line and why:

- mumps, measles, ulcer, dysentery;
- constipation, chicken-pox, indigestion, heartburn;
- flu, quinsy, bronchitis, pneumonia;
- insomnia, rash, red spots, itch;
- injection, tablets, ointment, mouthwash;

3. Translate into English the following complaints and try to guess what illness the patient suffers from. To make a supposition you may use the following expressions: He may (must) be down with fly

be ill with quinsy

suffer from constipation.

- 1) - я страждаю від безсоння;
 - я втратила апетит і худну;
 - у мене трусяться руки;
 - я легко втрачаю самоконтроль;
- 2) - мене морозить;

- я постійно кашляю і чихаю;
- мені боляче ковтати;
- я жахливо почуваю себе;
- 3) - у мене висока температура;
 - я страждаю від запору;
 - я відчуваю гострий біль у правому боці;
- 4) - у мене нежить;
 - я непритомнію від нестачі повітря;
 - у мене на шкірі висипання, що зудить.

4. A. Give synonyms of the following expressions:

- a catching disease
- to pull out a tooth
- to fill a cavity
- aftereffects
- to come to one's senses
- to abstain from alcohol
- a splitting headache
- an unbearable pain
- to relieve pain
- to be running a high temperature

B. Paraphrase the sentences using expressions from the topical vocabulary:

1. - What troubles you?
 - Oh, the pain in my knee is quite intolerable.
 - Don't worry. I'll give you an injection of a pain killer. It will relieve your pain.

2. Last week I got an infection of flu from my brother, I was running a high temperature. I had a terrible cold in my head and suffered from a severe headache.
3. When she came around she felt bad but she couldn't fall asleep.
4. If you go down with a catching disease you must follow all doctor's prescriptions to avoid aftereffects.
5. I'm afraid the cavity in this tooth can't be filled and you must have the tooth pulled out.

5. Read attentively the definitions of the following verbs and use them and their derivatives to complete the sentences given below.

to cure - to bring back to health – вилікувати:

e.g. The doctors cured her of cancer. What can't be cured, must be endured.

to heal - to become or make smb healthy after a wound of any kind – заживати, гоїти(ся):

e.g. The cut finally healed, but it left an ugly scar.

to treat - to give medical care – лікувати:

e.g. A person must be treated in order to be cured . She was treated for pneumonia.

1. Time is a great
2. Children's diseases are ... by a pediatrician.
3. Fresh air, wholesome food may ... the patient of tuberculosis.
4. He was alone, confronted by a case which he must diagnose and ... without anybody's help.
5. It took his wound much time to
6. She was genuinely grateful to the doctor who had ... her hands of some skin trouble.

7. The doctor said there was no need to hospitalize him. He might as well be ... with antibiotics at home.
8. The noisy and crowded sea resort was precisely the place to provoke rather than ... a nervous breakdown.
9. If they had begun to ... her ulcer a year ago, she would have been ... by now.

6. Explain the meaning of the following words and expressions.

Pattern: **pediatrician - deals with all kinds of children's diseases such as: measles, mumps, chicken-pox**
an infectious disease - is a disease you may catch by getting an infection from a sick person.

- A dentist, a neuropathologist, a surgeon, a skin-specialist, a gastroenterologist, an attending doctor, medicines for internal usage.

7.Enumerate all symptoms of the following diseases:

flu, allergy, heart-troubles, shattered nerves, gastric diseases.

8. Role-play:

Act as a doctor consulting the patients. Read the list of your patient's complaints and decide what examination he needs and name all possible diagnoses.

1. The patient is feverish, has a sore throat and is constantly sneezing and coughing.
2. The patient suffers from a severe headache, he is giddy, and everything reels before his eyes.

3. The patient feels a sharp pain in the left side of his chest.
4. The patient suffers from constipation and stomachache.

You may use the following expressions:

- to sound the lungs; to take the temperature; to ask the patient to strip to the waist; to breathe in deeply; to examine the throat; to X-ray the chest;
- to feel the pulse, to prescribe a pain-killer, to test the blood pressure.
- to sound the chest; to feel the pulse; to recommend the patient to undergo cardiography.
- to examine the tongue; to have analyses taken; to undergo a thorough examination; to find out if it hurts on pressing somewhere.

9.Fill in the blanks with appropriate expressions from the brackets:

1. When I was dizzy and suffered from a ... headache the doctor ... the blood ... and ... the pulse. As my blood pressure was within ... the doctor prescribed me a ..., which brought me an instant
2. Tom came to the gastroenterologist and complained of Besides, it hurts him on pressing on the right side of The doctor examined him ... and sent to have all ... taken. It appeared that there was nothing ... with Tom. The doctor recommended Tom to have ..., to keep to ..., to keep off... and promised that it would ... by itself.
3. If the patient has a ... throat, a ... nose and constantly ..., the doctor usually asks him ... to the waist, ... deeply through the nose while he ... his chest. If the lungs are ... then it's nothing but a cold. The doctor prescribes him a caught ..., and a gargle and the patient ... soon. But if the lungs are ..., then the patient must be put on a

(- to test, to sneeze, to feel, to cough, to strip, to sound, to breathe in, to recover

- unbearable, radically wrong, thoroughly, sore, sound, clogged up, inflamed
- pressure, pain-killer, normal limits, relief, stomach, constipation, analyses, a diet, regular meals, mixture, sick-leave, alcohol)

10. Choose the correct answer.

1. She died after a long
a) disease b) failing c) illness d) sickness
2. The doctor had three of nose-bleeding in the same day.
a) aspects b) cases c) examples d) illnesses
3. He still suffers from a rare tropical disease which he while in the Congo,
a) contracted b) gained c) infected d) received
4. My grandmother is very old and is not..... very good health,
a) from b) in c) on d) with
5. The teachers at the school went..... with flu one after another.
a) down b) off c) out d) under
6. Malaria is by the female mosquito.
a) broadcast b) sent c) transmitted d) transported
7. The school is half empty as a serious epidemic of measles has broken
a) down b) in c) out d) up
8. Several of malaria have been reported.
a) cases b) doses c) occurrences d) types
9. He a rare disease when he was working in the hospital,
a) caught b) infected c) suffered d) took
10. The doctor examined him carefully and influenza,
a) concluded b) decided c) diagnosed d) realised
11. Some diseases quickly from one person to another,
a) catch b) get about c) move d) spread
12. It was a minor illness and he soon got it.
a) around b) on with c) over d) up to

13. The local medical officer reported a serious of food-poisoning,
a) event b) incident . c) outbreak d) state

11. Complete the following sentences:

1. It hurts me to swallow because
2. The filling has come out and there is
3. My nerves are shattered and I'm
4. I'm constantly sneezing and coughing because
5. You seem to have heart-troubles, you must
6. If you follow the doctor's prescriptions, you'll
7. You are in a bad state, you must be
8. I'll give you an injection of a pain-killer, it'll
9. I'll prescribe you this purgative, it's the best remedy
10. I recommend you to consult a skin-specialist as this ointment is sold only
11. I am afraid this tooth can't be stopped, it

12. Using one of the key phrases agree or disagree with the statements below and develop your idea.

Pattern:

1. Purgative is the best remedy for ulcer.

Nothing of the kind. Purgative is the best remedy for constipation.

2. If you have pains in your chest and it hurts you to breathe you are ill with pneumonia.

So it is. You may know that your lungs are inflamed if your chest pains, it hurts you to breathe, you feel miserable and exhausted.

Key phrases:

- *so it is*
- *nothing of the kind*
- *you are quite right*
- *I am afraid you are wrong*
- *I agree with you completely*
- *I am afraid i can't agree with you*
- *I share your opinion*

1. When your nerves are shattered you suffer from insomnia.
2. The people who are down with catching diseases must be isolated from others.
3. When you are running a high temperature you are to call a doctor in.
4. All the medicines for external use are sold only by prescription.
5. If the doctor finds out that your lungs are sound, he'll ask you to undergo cardiography.
6. The patients who suffer from gastric diseases are usually recommended to keep off alcohol.
7. If you want something for rash you may take this cough mixture.
8. If the doctor wants to test your blood pressure he usually asks you to breathe in deeply through the nose.
9. Regular physical exercises exhaust our organism.
10. The whole body must be washed as often as possible.
11. We must abstain from everything that intoxicates.
12. It's not so easy to keep our teeth in a good condition.
13. If there is nothing radically wrong with the patient he's usually put on a sick leave.

13. Insert prepositions or post verbal adverbs:

1. What do you complain ...?
2. The best remedy ... a headache is this painkiller.
3. The doctor gave him a sick-leave to avoid complications ... his heart ... quinsy.
4. The weather has been nasty lately and many people have fallen ill ... flu.

5. You'd better take a tablet of analgine ... your headache.
6. Shake this mixture carefully ... use.
7. He often suffers ... pains ... his stomach ... meals.
8. The doctor recommended him to keep ... alcohol, to keep ... diet ... fruit and salads and promised that the illness would pass itself.
9. These powders will help you to bring the temperature
10. – A woman has fainted Send ... the doctor. - Don't worry. She'll come ... soon.
11. My nerves are so shattered. I'm ... the point ... the nervous breakdown.
12. You must be ... a bad state if you get short ... breath after such a short walk.

14. Ask your fellow students and let them answer:

- ... what diseases she was ill with when a child.
- ... what doctor she consults if she suffers from indigestion.
- ... what the best remedy for constipation is.
- ... if she knows any incurable diseases.
- ... what catching diseases she knows.
- ... if she has ever had any complications after a disease.
- ... what the symptoms of a nervous break-down are.
- ... how she felt when she was down with flu.
- ... why she visited the dentist last time.
- ... if she has ever had her chest X-rayed.
- ... what medicines her doctor prescribed her when she was ill with quinsy.
- ... why the doctor gave her a sick-leave.
- ... if she follows the doctor's prescriptions.
- ... what the simplest laws of health are.

15. Translate the following sentences into English:

1. - Лікарю, я почуваюсь жахливо. Мені заклало носа, у мене запаморочується голова.
 - Зараз я огляну горло, послухаю грудну клітину, та поміряю ваш тиск ... Тиск у вас нормальний, а от горло і легені запалені. Вам треба пройти флюорографію.
2. - У мене хитається зуб, з нього випала пломба.
 - Боюсь, цей зуб вже не можна запломбувати. Його треба видалити. Але не хвилюйтесь. Ми зробимо вам ін'єкцію знеболюючого і ви нічого не відчуєте. А згодом ви зможете вставити штучний зуб.
3. - Ці краплі принесуть Вам полегшення тільки, якщо Ви дотримуватимесь рекомендацій лікаря.
4. - Дайте мені щось від головного болю, будь ласка.
 - Найкраще знеболююче це ці порошки, але вони продаються лише за рецептом.
5. - Вона знепритомніла! Покличте лікаря!
 - Не хвилюйтесь: вона вже прийшла до тями. В неї, мабуть, підвищений тиск.
6. - Док, я в поганому стані? Я зовсім втратив апетит і страждаю від безсоння.
 - З Вами нічого страшного, але у вас може бути нервовий зрив, якщо ви не відпочинете.
7. - Я швидко одужаю?
 - Я ще не знаю. Ви повинні пройти ретельне обстеження, здати всі аналізи. А поки що я дам Вам лікарняний.
8. Якщо Ви хворієте грипом, Вам краще не вставати з ліжка щоб уникнути ускладнень.
12. - На що ви скаржитесь?

- Я почуваюсь жахливо. Я відчуваю болі в грудях. У мене запаморочується голова, і я задихаюсь навіть після коротенької прогулянки. Учора я знепритомніла і прийшла до тяму лише через 20 хвилин.
- Зараз я вас ретельно огляну, поміряю ваш тиск і пульс ... Ваш тиск у межах норми, а пульс трохи швидкий. Роздягніться, будь ласка, до талії, і давайте я прослухаю ваше серце. Ваше серце у поганому стані. Вам треба пройти кардіограму і здати всі аналізи.

16.What will you say or do if ...

- ... you have a headache and want to buy a medicine in the drugstore.
- ... you suspect that you have a high blood-pressure and want to check it up.
- ... you want to know how soon you'll be healthy again.
- ... after the doctor's visit you are interested if your friend will attend the classes or stay at home.
- ... you are down with flu and want to complain to the doctor.
- ... you complain to the doctor of allergy.
- ... you consult the dentist after the filling has come out of your tooth.

if you are a doctor and:

- ... want to know what is wrong with your patient.
- ... want to examine your patient thoroughly.
- ... you have just sounded your patient's chest.
- ...you have just tested your patient's pressure.
- ... you want to prescribe treatment to the patient who is down with quinsy.

17.When will you say:

- I'm on the point of the nervous break down;

- I feel feverish;
- I have a sore throat;
- I must have an allergy ;
- My nose is clogged up;
- It hurts me to move;
- Will you stop my tooth?

18. React to the following statements in 4 possible ways.

Pattern:

Statement: I have a terrible toothache.

Question: Hasn't your filling come out?

Observation: If you don't treat your teeth timely you may get toothless;

Supposition: One of the nerves must have got exposed.

Recommendation: You must have your tooth stopped.

Statements:

1. I feel feverish.
2. She fainted away from the lack of air.
3. An unbearable stomachache kept me awake all night.
4. I've been suffering from insomnia lately.
5. The doctor put me on the sick leave.

19. Render Ukrainian sentences into English and reproduce the dialogues:

- На що ви скаржитесь?
- I have a sore throat, my nose is clogged up and I'm feverish.
- Ви міряли температуру?
- Yes, it's 37,3. And I feel a bit dizzy.

- Дозвольте мені вас оглянути. Відкрийте рота, будь ласка. Що ж, Ваше горло запалене, а язик обкладений.
- Am I in a bad state?
- Ваші легені чисті. Тож з вами нічого страшного. Це просто простуда.
- Doctor, what must I do to recover quickly?
- Ви повинні виконувати всі мої поради. Приймайте ці пігулки 2 рази на день, вони знизять температуру. А ці порошки і полоскання - найкращій засіб від кашлю.

* * *

- Що з вами?
- I'm dizzy and I'm suffering from a splitting headache, I get short of breath even after a short walk.
- Ви міряли пульс та кров'яний тиск?
- Yes, my blood pressure was within normal limits, and my pulse was a bit too rapid.
- Дозвольте мені послухати вашу грудну клітину. У вас шуми в серці. Вам потрібно зробити кардіограму. Я рекомендую вам залишатись у ліжку щонайменше тиждень.
- Will you take me to hospital?
- В цьому немає потреби. Я выпишу вам лікарняний. Та не забувайте, будь ласка, дотримуватися режиму дня, не паліть та не вживайте алкоголь.

* * *

- Що вас турбує? Ви така бліда!
- I feel exhausted. My nerves are shattered. I easily lose my self-control and get annoyed at any trifle.
- Вам сняться кошмари?

- I don't see any dreams at all. I suffer from insomnia.
- А як щодо апетиту?
- That's another problem. I've lost 10 pounds.
- Мені шкода це казати, але ви на межі нервового зриву. Ви повинні припинити хвилюватися, добре відпочити і дотримуватися режиму.
- But the illness won't pass off by itself, will it?
- Я призначу вам снодійні краплі, найкращий засіб від безсоння, і заспокійливе, що допоможе вам відновити самоконтроль.
- Thank you. I'll follow all your prescriptions exactly.
- Тоді через місяць ви будете повністю здорові.

20.Role-play.

1. The students of the group act as the 1st-year students of the medical college. Soon they'll have to choose their speciality. To facilitate this choice their Dean has invited some specialists to introduce their professions. 6 students act as guest specialists (therapist, paediatrician, psychiatrist, dentist, cardiologist, surgeon). Their task is to enumerate illnesses they treat and to tell about pros and cons of their professions. The rest of the group listen and prepare questions to each specialist.
2. You are a dentist invited to deliver a lecture to schoolchildren. You are to explain them why it is so important to have healthy teeth and what they are to do to secure a good condition of the latter.

Topic Area 2.

Text C. The Laws of Health.

Everybody knows that a good health is a real blessing. There are some laws of health which help us to remain healthy and are so simple that even a child can learn them.

Most important for our body is food. People must be moderate in eating and take meals in regular periods of time. Never swallow your food wholesale and you'll never complain of indigestion. We must remember that many food products are polluted by consequences of Chernobyl Catastrophe. So we must abstain from everything that intoxicates and first of all of alcohol and nicotine not to make the situation still worse. To keep our body in good condition we must provide it with exercises which invigorate and purify it.

Rest is also necessary for health. The best time to sleep is during the darkness and stillness of the night. Late hours are very harmful for health as they exhaust our nervous system.

A constant supply of pure fresh air is very important for good health. To provide this nothing impure should remain in or out of our house and every room must be properly ventilated. A perfect cleanness is also essential. The skin is full of little pores which breathe the way the lungs do. So the whole body must be washed as often as possible.

Thus, we must remember that moderation in eating, regularity in recreation and exercise, cleanliness lay the foundation for good health and long life.

Topical Vocabulary

to lay down foundation for good health

to remain healthy

to be moderate in eating

to swallow the food wholesale

to be polluted by fertilizers and industrial wastes

to keep the body in good condition

to provide smb with smth

to invigorate and purify the body

to be harmful

to exhaust the nervous system

a constant supply of pure fresh air

regularity in recreation and exercise

Exercises

1. Complete the following sentences:

1. Not to gain extra weight you must be
2. If you don't swallow your food wholesale, you'll never
3. To keep our body in good condition we must
4. Late hours are harmful for organism as
5. Moderation in eating, regularity in recreation and exercise and cleanliness lay down ...

2. DIET. Choose the right answer.

1. Overweight people have to avoid exercises.

- a) an affectation b) a disposition c) an inclination d) a tendency

2. You should take more exercise if you want to keep
a) fat b) fine c) fit d) fresh
3. The doctor told her that she would be well-advised to some weight.
a) leave b) light c) lose d) sell
4. After her diet, she looked very and healthy.
a) hungry b) skinny c) slim d) thin
5. Very fat men sometimes have a at the back of the neck.
a) double chin b) roll of fat c) spare tyre d) ton of flesh
6. The doctor advised my mother to keep a watch on her weight.
a) near b) severe c) strict d) tight
7. It's important to keep your body in good
a) contour b) figure c) form d) shape
8. You shouldn't eat so much chocolate meals.
a) between b) else c) except d) through
9. She has put a lot of weight since last year.
a) down b) in c) off d) on
10. She remained depressingly fat all her efforts to slim.
a) against b) although c) contrary d) despite

3. Fill in the blanks with the words below. You may use each word only once.

activity	children	dietary	Energy	include
lean	nursing	nutrients	People	person
products	rapidly	tissue	well-	
			balanced	

Special Diets

Certain groups of such as young children or older people, have special needs. Because grow , they need food not only to replace worn-out tissues and provide but also to build new

A child's diet should milk and milk eggs, meat, poultry, fish, fruits, vegetables, and cereals.

A diet is important to the older as it is to the child. Older people need as many as young adults. But if their is reduced, they will need fewer calories. Expectant or mothers and babies also need special diets.

4. SMOKING. Choose the right answer.

1. Smoking is a dirty
a) custom b) fashion c) habit d) manner
2. You will die of lung cancer if you in smoking so many cigarettes,
a) assist b) consist c) insist d) persist
3. It is well-known that smoking can do you great..... .
a) damage b) danger c) harm d) trouble
4. I used to be quite a smoker, but I gave it up several years ago.
a) bad b) frequent c) heavy d) strong
5. Smoking is a very bad habit, which many people find difficult to
a) beat b) break c) breathe d) cough
6. All cigarette packets carry about the effect of smoking on health,
a) an advice b) an alarm c) an alert d) a warning
7. It has been conclusively that smoking causes many diseases,
a) admitted b) approved c) declared d) established
8. Experts have found that breathing in tobacco smoke can be to non-smokers,
a) harmful b) spoiling c) unhealthy d) wholesome
9. You have a very nasty cough. You must on cigarettes,
a) cut down b) give up c) reduce d) take down
10. I hope you don't to my smoking.
a) disapprove b) disagree c) object d) oppose
11. Many people have smoking. Why don't you follow their example!
a) ended b) given up c) gone .from d) left

5.Translate the following sentences:

1. Щоб залишатись здоровими і ніколи не скаржитись на шлункові хвороби, люди повинні регулярно харчуватись і утримуватись від усього, що отруєє наш організм, тобто від нікотину та алкоголю. Останнє особливо важливо в наш час, коли багато харчових продуктів забруднені пестицидами, промисловими залишками та наслідками Чорнобильської катастрофи.
2. Щоб забезпечити постійне постачання свіжого повітря, всі кімнати в будинку повинні провітрюватись належним чином.
3. Щоб підтримати гарну фізичну форму ми повинні забезпечувати організм фізичними вправами, які очищують і оживляють його. Але необхідно пам'ятати, що відпочинок після вправ також дуже важливий для організму.

6.Role-play.

A group of specialists is invited to the University because of the bad situation concerning the student's attendance. They are to investigate the situation and to suggest some measure to remedy it.

UNIT 3

Text. Post Office.

The General Post Office and local post offices have many duties. They not only deliver letters, telegrams, newspapers and magazines, but also pay out all kinds of pensions, subscribe for periodicals, take and deliver parcels.

Inside the post office there is a long counter divided into departments for parcels, stamps, money orders, etc. There is a post-box in all post offices where you can drop your letters and postcards. There are several collections a day and your letter will soon reach the addressee.

When we have written a letter we sign it, fold it up and put it into an envelope. We stick down the flap, write the address of both the addressee and the sender and stick on a stamp in the upper right-hand corner.

If your letter contains anything valuable, it's a good idea to register it. You'll pay the registration fee, the clerk will give you a receipt and the letter will be delivered to the addressee's home. If you don't know the addressee's full address you may send a poste restante letter. It'll be kept at the Post Office until called for by the addressee.

If you have an urgent message to convey you can send an ordinary, urgent or express telegram. And don't forget that telegrams are charged for according to the number of words, so they must be economically worded.

If you want to send a parcel or a book-parcel you must have it wrapped, tied and weighed on a parcel balance. Then the clerk will paste on the necessary stamps and obliterate them. The postmark bears the name of the city, post-office number, the date and hour of posting. You may also have your parcel insured if you want to declare its value.

The Money Order Counter handles operations for sending or cashing money orders. To send a money order you must fill in an order form stating the name and address of the recipient and the sum of money you are sending. To cash the money order the recipient must present his passport. And if someone does it for him, he must also show a letter of attorney with the witnessed signature of the addressee.

Among other services offered by a local Post Office there is a branch savings bank. Every depositor has a savings-bank book and can deposit or withdraw a certain sum of money on presenting this book. All he has to do is to complete a paying-in or paying-out form stating the sum and signing it. Various bills may be paid by instructing the bank to draw the necessary sums from depositor's account. Housed under the same roof with the post office there is often a municipal service counter. There you can pay the rent, electricity and gas bills and the telephone rental.

These are the principal functions of the post office.

Topical Vocabulary.

to collect / dispatch / convey mail

to deliver parcels

to subscribe for periodicals

to pay out old-age pensions

a long counter divided into departments

to handle operations

a collect / ordinary / registered / poste-restante letter

an ordinary / urgent / express telegram

to fold up the letter

to stick down the flap

to be economically worded

to have the parcel weighed on the parcel balance

to obliterate the stamp

to have the parcel insured

to declare the value

to cash money order

to fill in / complete the form

to state the address of both the sender and the recipient

to present a letter of attorney

a witnessed signature

the branch savings bank

to deposit / withdraw money

a paying-in / paying-out form

to pay the bill

to draw money from depositor's account

municipal service counter

“Please forward” (to be forwarded)

Exercises

1. Transcribe the following words:

Parcel, to convey, to subscribe, periodicals, poste restante, ordinary, urgent, value, obliterate, ensure, witness, signature, deposit, municipal, addressee, recipient.

2. Give English equivalents of the following word combinations:

- збирати / відправляти / доставляти пошту
- здійснювати підписку на періодику
- термінова телеграма
- звичайний / зареєстрований, до запитання/ лист
- погасити марку
- оцінити посилку
- отримати гроші по грошовому переказу
- заповнити бланк
- вказати адресу відправника і отримувача
- пред'явити доручення
- завірений підпис
- зняти гроші з рахунка / покласти на рахунок
- оплатити рахунки
- відділ оплати побутових послуг

3. Choose the right answer:

1. Poste restante letters are : left until called for / delivered immediately
2. They charge more for: an ordinary / urgent telegram
3. On festive occasions we send: greetings / ordinary telegrams
4. If you get a collect letter you have: to pay postage on it / to return it to the post office.

5. To cash a money order for your friend you must have a letter of attorney / an application.
6. When sending a registered letter you are given: a receipt / a special form.
7. To withdraw money from your account you are to fill in: a paying in / a paying out form.
8. At the municipal service counter you can: pay the telephone rental / subscribe for periodicals.
9. To have your parcel insured you must: present a letter of attorney / declare its value .

4. Match a word from the right column with its definition from the left one

- | | |
|--|---|
| <ul style="list-style-type: none"> • a document containing a record of customer's account with the bank • an official document requiring a witnessed signature of the owner, authorizing other person's possession of the former's property • automatic machine for selling some small items • the amount of money charged by Post Office for conveying mail • an official paper of stated value bought from a Post Office and sent to someone instead of money • a letter kept at the Post Office until called for • a letter sent by special mail for a special charge, and requiring a personal signature of the addressee on being delivered to his home • a letter requiring double postage for sending and delivery • a column-shaped box in the street | <ul style="list-style-type: none"> postage bank-book pillar- box registered letter money-order collect-letter poste-restante letter of attorney slot-machine |
|--|---|

5. Complete the following sentences:

1. A letter of attorney must contain...
2. People insure their parcels in order to...
3. Filling in the money order form you are to state...
4. Money order may be cashed on presenting...
5. At the municipal services counter you may pay...
6. All you need to deposit or to withdraw some money from your account is...
7. A telegram must be economically worded because...
8. Inside every Post Office there is...
9. When we've written a letter we...
10. When you register your letter you...
11. If you don't know the addressee's full address...
12. If you have an urgent message to convey...
13. To send a parcel you must have it...
14. The postmark bears...

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

- ...what operations Post Office handles in this country;
- ...where you can buy such small items as stamps, envelopes, postcards, etc ;
- ...what kinds of letters can be sent in Ukraine;
- ...when it's advisable to send your letter registered;
- ...when people send letters marked "post-restante";
- ...how you address the envelope if you want the letter to follow the addressee to a new address;
- ...how many mail collections and deliveries there are daily in your town;
- ...if there is any weight limit for book-post;

- ...what one can send by book-post;
- ...what it is necessary to do to have your parcel insured;
- ...where you can get a box for your parcel;
- ...if there is any charge for the sender`s address in the telegram;
- ...what you must do if you want someone to cash a money order for you ;
- ...what you are to fill in if you need to withdraw money from your account;
- ...what bills can be paid at the municipal service counter;

7. Respond to the following sentences according to the pattern using the hints in the brackets.

Pattern:

-Ann complained that she had had to pay a double postage for my letter.

(to send the letter unstamped)

-Haven`t I told you that it was a bad idea to send the letter unstamped.

1. We can`t buy this fridge. We don`t have enough cash (to withdraw money from your account)
2. It looks as if nobody were going to meet us. May be our letter hasn`t come yet. (to send an urgent telegram)
3. They charged so much for the telegram. (to be economically worded)
4. Again they haven`t got this magazine on sale. (to subscribe for your favourite periodicals)
5. The letter with my diploma hasn`t come yet. It must have been lost. (to register it)
6. They refused to cash your money order. I couldn`t convince them that it`s your signature. (to be officially witnessed)
7. I sent the letter a month ago and it hasn`t yet reached the addressee. What if it`s lost? (to sign the envelope legibly)

8. The airplane is reported to have crashed and all the mail it was carrying has burned down. (to have the parcel insured)
9. I owe a big sum of money for various municipal services but I have neither time nor desire to settle all these bills. (to instruct the bank to pay the bills by drawing the necessary sums from your depositor`s account)

8. What would you do (or say) if:

- you received a letter marked “Collect”;
- you wanted to send a letter with some important documents;
- your parcel contained something valuable;
- you had no paper to wrap your parcel;
- you didn`t know how to fill in a money-order form properly;
- you had some bills to pay;
- you wanted to have your mail sent to your new address;
- you wanted to get your poste restante mail;
- you wanted to cash your friend`s money order.

9. When would you say :

1. May I have my parcel insured?
2. Must I state the name of the addressee in full?
3. Must I obligatory declare the value of my parcel?
4. Where is the municipal service counter?
5. Must I obligatory have my friend`s signature witnessed?
6. How should I fill in the paying-in form?
7. How much do you charge per word?
8. Here is my identity card. Will you, please, see if there is any mail in my name?
9. Will you forward the mail coming in my name to this address?

10. Will this letter be delivered to the addressee`s home?

10. React to the following statements making use of the following expressions of regret: *What a pity!*

I wish I could do something.

Take it easy.

It can`t be helped.

Let`s hope for the better.

Pattern: A : I sent off a letter to Mary without a stamp.

B : Well, it can`t be helped. She`ll have to pay double postage.

- 1 I wanted to collect my poste restante mail, but I left the passport at home.
- 2 I wanted to cash my money order but I`ve fallen ill.
- 3 I was going to stick on stamp on the envelope at the Post Office but suddenly found out that I had left it at home.
- 4 Yesterday I forgot to send the letter and tomorrow there will be no one at the station to meet grandmother.
- 5 I have received a parcel from my aunt but some things are missing.
- 6 I was going to send these papers by book-parcel but they weigh 9 kg.
- 7 I have to send my passport to Kyiv but I`m afraid it may be lost on its way.
- 8 My mother asked me to send the parcel and to pay our electricity bill but there`s so little time left as in half an hour all the offices will be closed.
- 9 What`s to be done? I can`t cut down my telegram but I haven`t enough money to pay for all I`ve written.
- 10 I must urgently drop my letter and there is not a clerk at the department where they sell envelopes.
- 11 I left my purse at home and have no money to buy a stamp.

11. Fill in prepositions and post-verbal adverbs where necessary.

- 1 Filling... money order you must write legibly and... abbreviations.
- 2 They charge...3 grivnas per word...an ordinary telegram.
- 3 This year we have subscribed...the magazine "England".
- 4 May I ask you...three postcards? - Sorry, we've run... ..them. You can buy them...the next counter.
- 5 What window do they pay...old age pensions...?
- 6 What's the postage...a registered letter? - That depends...its weight.
- 7 Do you take...parcels here? - Yes, we do. But you'd better send these books...book-post.
- 8 Why don't you get your mail...your address? - You see, our Post Office is just...our street. I pass...it at least twice...a day. So I find it more convenient to get my post there, left until called... .
- 9 Could I have my mail forwarded...this new address?
- 10 What a head I've got! Yesterday I wrote a letter to my cousin, folded it...carefully, put it...the envelope and stuck...a stamp. But when I had already dropped it...the pillar-box I remembered I had forgotten to stick...the flap and write the address.
- 11 The slot-machine is either empty or... ..order: I couldn't get any stamps...it.

12 Translate into English:

- 1 Я б хотіла відправити цього листа зареєстрованим. Скільки це коштуватиме? – Спочатку я повинна його зважити, оплата залежить від ваги.
- 2 Я б порадила вам застрахувати бандероль. - А на яку суму? –Я не знаю напевне, але, здається, є якесь обмеження на суму страховки.
- 3 Я не пам'ятаю його поштовий індекс. – Подивися у довіднику.

- 4 Заповніть, будь ласка, цей бланк. Пишіть розбірливо і не робіть ніяких скорочень.
- 5 –Де я можу одержати пошту до запитання? –У наступному відділенні. – Подивіться, будь ласка, чи є пошта для Іванової. Ось моє посвідчення особистості.
- 6 Заклей конверт, наклейте марку, напишіть адресу і опусті листа у поштову скриньку по дорозі до Університету. Не забудьте вказати поштовий індекс.
- 7 Можу я одержати поштовий переказ за мого товариша? – Ваш паспорт та доручення, будь ласка. Нажаль я не можу видати вам гроші: підпис вашого товариша не завірений.
- 8 Можу я попросити вас пересилати пошту на нову адресу? Ми переїхали у нову квартиру, а листи, мабуть, ще деякий час приходять на це поштове відділення.
- 9 Тут приймають телеграми? Я хочу послати термінову телеграму з оплаченою відповіддю.
- 10 Я хочу зняти 100 гривень зі свого рахунку. Можу я взяти видатковий ордер?
- 11 Доплатні листи не кидають у поштову скриньку, листоноша доставляє їх додому до адресата.
- 12 Скільки раз на день збирають пошту у вашому місті?
- 13 – Де я можу оплатити рахунки за газ, електроенергію та телефон? – В одній будівлі з місцевим поштовим відділенням знаходиться відділення оплати комунальних послуг. До речі, ви можете проінструктувати ваш банк оплачувати ваші рахунки, переводячи гроші з вашого вкладницького рахунку.
- 14 А що це за значок на марці? – Це поштовий штемпель, він гасить марки, які клерк наклеює на бандероль після того як загорне, зв'яже та зважить її. На ньому вказані назва міста, номер поштового відділення та час відправки.

13. Think of all possible arguments for and against:

- insuring your parcel;
- opening an account with a bank;
- getting your mail poste-restante not sent to your address;
- instructing your bank to pay your bills by drawing necessary sums of money from your account.

14. Describe the procedure of:

- cashing a money-order;
- sending a parcel;
- getting a poste restante letter;
- making arrangements with local Post Office to forward your mails;
- sending an ordinary letter.

15. Translate Ukrainian sentences into English and reproduce the dialogues:

- Do you take in urgent telegrams?
- Так. Але плата за слово набагато більше, ніж у звичайних телеграмах.
- Це не важливо. Моє послання дуже термінове. Де я можу взяти бланк?
- On that table. And remember that you must write legibly.
- Must I state the sender`s address?
- Обов`язково, але за зворотню адресу плата не береться.

* * *

- Можу я попросити вас про послугу?
- Certainly. What can I do for you?

-Отримайте, будь ласка, гроші по цьому поштовому переказу. Сьогодні пошта закрита, а завтра вранці я їду у відрядження. Ось доручення.

-But your signature isn't witnessed.

-Я думаю її можна завірити у деканаті, просто сьогодні у мене не було часу зайти туди.

-Don't worry. I'll take care of that.

* * *

-How do I go about sending a parcel?

-Візьміть, будь ласка, бланк і заповніть його, поки я упакую і зважу вашу посылку.

-How soon will you send it off? You see, it's urgent.

-Негайно. Вона буде доставлена адресату не пізніше ніж завтра вранці.

-And can you guarantee that it won't be damaged or lost?

-Якщо у вас є якісь сумніви, ви можете застрахувати її.

16. Role-play.

1. You and your friend are sending a wedding present to his sister. Discuss what to send and how to send a parcel.

2. You are not sure if it's worth while opening a bank account. Ask your friend for a piece of advice.

3. Your mother asks you to pay several bills for municipal services. You've never done it before. Ask your mother for all the necessary information.

4. Your friend is seriously ill and can't cash his money order. Offer him your help.

Appendix

Read the following text thoroughly.

Letter writing

1. Personal letters are written in a colloquial style. Successful letter is one written in a natural way just as if the writer were actually in conversation with the recipient. We should use good note-paper, and if the address is not already printed on the paper we must write it together with the date in the top right hand corner. A little lower, on the left, we begin: "Dear Mr. Brown", or "Dear Mrs. Brown", etc. The letter should be written legibly, well punctuated and divided into short paragraphs. We finish a letter with "Yours sincerely" if the letter began with a person's name or "Yours faithfully" if it began "Dear Sir", or "Dear Madam".

2. On the envelope the order is: (1) the name of the person(s) to whom the letter is being sent; (2) the number of the house and the name of the street or road; if the house has a name, this is placed on a separate line above the name of the street or road; (3) the name of the town or village; (4) the name of the country unnecessary if the town is large or well known), and in the USA the name of the state. The return address is usually placed on the seal flap. However it may be in the lower or upper right hand corner.

3. There are three kinds of letters: personal letters, business letters and official letters from or to authorities. Business letters should be written in a simple, clear and concise style. Below is a model letter written by a girl in reply to the following advertisement: "Shorthand typist required in large office with ideal working conditions: 5-day week; two weeks' annual holiday with pay. Write

stating experience and salary required. Reen & Sons, Ltd.. 12-14, High Street, Birmingham.

211 Marine Drive

Birmingham

1 December, 1994

Dear Sirs,

I am applying for the post of shorthand typist advertised by you in today's Birmingham Morning News.

I am already employed, but only as a typist, and I wish to obtain a position in which I can use my shorthand and gain wider experience of secretarial work generally.

I was educated at York High School for Girls and at the Municipal Commercial College.

If you wish to interview me I am free any day between 1 and 2 p.m. or after 5.30 p.m. At any other time I should have to obtain special permission to leave the job.

Yours faithfully,

Susan Martin.

Task 1. Following the pattern of the advertisement given in the text "Letter writing" make out an advertisement for a newspaper inviting a teacher of English to a specialized English school.

Task 2. Write a letter in reply to the advertisement given in a newspaper. Follow the pattern of Susan Martin's letter.

Task 3. Draw an envelope and address it to Mrs. Burton.

She lives in Leeds in the county of York. The name of her house is May Flower, number 6; the street is called Poplar Avenue.

Task 4. Study the following sample letters (1-4)

(1) A letter of thanks: *Please accept my very best (warmest) thanks for the trouble you have taken. We are deeply grateful to you. We remain Yours sincerely, etc.*

(2) A letter of apology: *Please, excuse my absence from the club last night. With humblest apologies, remain, etc.*

(3) A letter of condolence: *It came as a great shock to us to hear of the death of your husband. Please accept our sincerest sympathy in your sad bereavement.*

(4) A friendly invitation: *We are having a few guests to dinner tomorrow, and should be delighted if you would join us. Looking forward to seeing you, etc.*

and write:

- a) a letter of thanks to your friends after having stayed at their place for a week;
- b) a letter of invitation to a birthday party;
- c) a letter of greetings to your newlywed friends;
- d) a love letter to your boy/girl-friend.

Unit 4

Topic Area1. Shopping for Food

Small shops which are still numerous in our towns generally deal only in certain goods. At the grocer's you can buy a variety of foodstuffs, such as flour, butter, eggs, biscuits, jams and jellies, sugar, spices, tinned and frozen foods. The greengrocer's deals in fruit and vegetables. We go to the fishmonger's for fish, and to the poulterer's if we want to buy chickens, ducks, geese or turkeys. A milk shop is called a dairy, where they sell milk, butter, cheese and cream. When we run out of bread we go to the baker's and ask for a loaf of white or brown bread. The confectioner's always has a good choice of sweet things that make every child's mouth water - chocolates, toffees and pastries of all kinds.

In our towns there are shopping centers which have several departments to sell various food stuffs under one roof. Supermarkets are open Monday through Sunday, some of them work non-stop. These spacious shops are well-stocked with a lot of beautifully-arranged goods. Most products are ready-packed and have clearly-marked prices on them; they are displayed on shelves, in reach-in refrigerator units or in trolleys and are always within easy reach of the customers. Many factors can explain the popularity of such shops: first of all they have an excellent assortment of goods; secondly, you have an opportunity to choose the goods you like—they are displayed openly for you to choose from; then, the service is swift there; and, which is also of great importance, you save a lot of your precious time if you buy everything in one shop under one roof.

Most of the food stores operate on the self-service system: you go in, pick up a wire basket or a trolley and walk round the shop looking for bargains. When you have chosen all you need you go to the check-out. The cashier puts your money into the cash register, gives you the change and the receipt.

Topical Vocabulary:

poulterer's

baker's

dairy shop

confectioner's

(green) grocer's

fruiterer's

butcher's

*granulated / lump sugar

Loose / bottled milk

cottage cheese

ground / minced meat

stale bread

cereals

a jar of a sour cream

a can of beef

a package of biscuits

a faulty container

*convenient location

reasonable / moderate prices

helpful, obliging sales people

swift service

beautifully arranged, ready-packed goods

to be displayed on the trolleys and in reach-in refrigerators

self service shop

specialized shops

Exercises.

1. Transcribe the following words:

Greengrocer's, poultry, dairy, confectionery, spacious, refrigerator, bargain, receipt, faulty, biscuits, trolley, loose, reasonable, minced.

2. Say at what shops you can buy the following:

Bread, buns and rolls; ham, ground meat, mutton; fresh and cured fish, caviar, oysters; chicken, duck and geese; bottled cooking oil, lump or granulated sugar, cereals; cottage cheese, sour cream, butter; onions, carrots, potatoes; toffees, candies and chocolates; oranges, apples, pears; cakes, pies, pastry.

3. Say what the following shops and tradesmen sell:

The butcher; the fruiterer; the grocer; the confectioner; the dairy's; the fishmonger; the poulterer; the cake shop; the baker.

4. Using the names of foodstuffs below make up lists of different kinds of:

-cereals;

-fish;

-vegetables;

-fruit;

-meat.

Oat, persimmon, cod, mutton, shrimp, marrow, sturgeon, brocade, millet, veal, plaice, sorrel, peach, perch, beef, oyster, semolina, pomegranate, cambric, barley, pork, trout, parsley.

5. In the right-hand column find an appropriate definition for each word in the left one.

Loose milk	Products preserved in hermetically sealed containers and having the limitation term on the lid
Tinned foods	Unbottled one
Toffee	A cake with a filling inside
Ready-to serve foods	Sweets made of sugar and butter boiled together till mixture becomes thick.
A fancy cake	Products which are ready to use immediately after being unpacked

6. Ask your fellow students and let them answer:

- ...what specialized food shops there are in her/his street;
- ...what kind of meat she/he usually buys;
- ...if it is sold ready-weighed and ready-packed;
- ...what fruit can be bought all the year round (in season);
- ...what dishes she/he can make of potatoes;
- ...what bread she/he prefers: wheat or rye;
- ...how often she/he buys flour, sugar, cereals, cooking oil;
- ...what fish products she/he buys for festive supper;
- ...if she/he likes to do shopping at a self-service shop and why;
- ...what dairy products are most useful for health;
- ...what kind of sweets she/he likes best.

7. Complete the following sentences:

1. Is the mutton...?
2. –What can I do for you? –I want 2 bottles of... , a jar of... , 2 packages of... and a can of... .
3. I must drop in to the baker's. We've run out of...
4. Meat salad is easy to make. Buy...
5. I always do the shopping at this supermarket. The sales people here are...and the prices are...
6. It's very convenient when all products are...
7. We are expecting guests today. We need...
8. Once a week we buy...

8. Insert prepositions or post-verbal adverbs where necessary:

1. The baker usually deals ... bread, buns and rolls. He has all kinds ... bread ... sale.
2. I prefer to do the shopping ... a self-service shop. One takes a basket and moves ... the counters which are filled ... various food-stuffs. After you've chosen the things you want you come ... the cash-desk and pay ... them.
3. They sell apples and oranges all the year ... but strawberry is sold only ... season.
4. ... the fishmonger's one can buy smoked, salted, fresh and frozen fish.
5. We go ... a milk shop ... dairy produce.
6. Bread is sold ... loaves, meat ... kilos, eggs ... dozens (tens).
7. If you've run vegetables you'd better go ... the greengrocer's now.
8. How much does a bottle ... milk cost?
9. ... the way, have you got pickled cucumbers or tomatoes?

10. Will you drop ... the baker's and buy some rolls?
9. Where do I pay ... the things I've bought? ... cash-desk which is ... the exit.
10. Mushroom soup is made ... mushrooms, potatoes and onions.
11. This shop is famous ... its biscuits all ... the city.
12. The poulterer deals ... poultry.

9. Translate into English:

1. У нас закінчилося масло. Зайди, будь ласка, по дорозі зі школи в магазин и купи двісті грамів. Візьми також триста грамів сиру.
2. Я збираюся пекти торт. Для цього мені знадобляться п'ять яєць, склянка розсипного цукру, двісті грамів сметани, два склянки борошна. Цукор, борошно і яйця є, а сметана закінчилася. Петро, збігай в молочний магазин і купи сметану, будь ласка. Якщо буде сир, візьми дві пачки.
3. - Що треба купити в овочевому магазині? - Пакет картоплі, кілограм цибулі, півкіла солоних огірків і банку зеленого горошку. Я хочу зробити на вечерю м'ясний салат. У холодильнику лежить кусок відвареного м'яса.
4. Коли підеш в аптеку, зайди, будь ласка, по дорозі в хлібний магазин і купи половину чорної хлібини та два батони.
5. Біля нашого будинку є великий універсам. Я дуже люблю робити там покупки. На це мені потрібно не більше ніж 30-40 хвилин.
6. - Скажіть, будь ласка, чи є у вас розливне молоко. - Ні, тільки у пляшках. Але після обіду буде і розливне.

Topic Area 2. Shopping for Consumer Goods

If we want to buy things, we can go either to specialized shops or large department stores. For example, we buy cloth at a draper's and ready-made clothes at a dress-shop, a man's outfitter's or a department store. The tailor's and the dress-maker's make clothes made to measure for men and women. The hatter's sells men's hats, but the milliner's sells hats for ladies. The hosier's sells hosiery or knitted goods like stockings, socks and underclothes.

Those who need paper, pens, ink, rubbers, rulers, notebooks, exercise-books, clips, drawing-pins and glue can get them at the stationer's. The bookseller's sells books and magazines. If they don't happen to have the particular book you want in stock, they will order it for you. All you have to do is to leave a postcard with your request, and your address. The watchmaker's sells clocks and watches, the jeweller's sells jewellery, and also things of gold and silver, ornaments (that is candlesticks, vases and other objects). The china-shop has a large stock of china, porcelain and earthenware. The ironmonger's supplies everything made of iron (hardware) from nails to gardening-tools and labour-saving devices for the home. The furniture-shop sells furniture. A chemist's sells many things besides medicines - perfume, toilet articles such as soap, toothpaste, sponges and tooth-brushes.

Nowadays we can buy a lot of things either for cash or on hire-purchase, that is the customer pays the deposit (or a down payment) on the goods and pays off the balance in installments. Payment may be spread over a period of up to two years. This hire-purchase system helps people to buy such expensive things as refrigerators, TV sets, washing machines, sewing and knitting machines, sets of furniture, and many other things.

Topical Vocabulary

jeweller's

milliner's (hatter's)

draper's

hosier's

haberdasher's

stationer's

hardware shop

fishmonger's

to buy something for cash / on hire purchase

the payment may be spread over the period of...

-How much do I owe you? How much is it ?

-How much does it come to (all in all)?

-The change is wrong

-What size do you take in gloves?

-I'm after a suit in size 48.

-I want a blouse in brown.

-I'm stock size.

-Are you being served / attended to?

-Can I try on these shoes?

-We are sold out at the moment

to be on sale

to be in (out of) fashion

to like the cut

made to measure

to become — to improve the appearance

to fit — to be of the right size, neither tight nor loose

to match — to harmonize in colour, style, shape

to be misfit

-I must have it taken in at the waist / let out at the shoulders

-I finally decided on a cotton frock

to be water proof, colour-fast, crease-resistant

to show the dirt too quickly

Exercises

1. Transcribe the following words:

Hosier's, milliner's, stationer's, ironmonger's, porcelain, jewelry, hire-purchase, hire-purchase, installment, jewelry, crease-resistant .

2. Say at what shops you can buy the following:

High-heeled shoes and peep-toe sandals; stockings and tights; a blouse, a shirt and a jacket; a brooch and cuff-links; a coffee-set; lace and handkerchiefs; medicines and toilet articles; a packet of cigarettes and a tin of pipe tobacco; a man's suit and overcoat; a lamp and electric stove; nails and tools; rulers and note-books; wool and genuine silk; lipstick and scents.

4. Say what the following shops and tradesmen sell:

The hosiery department; the millinery department; the leather goods' department; the footwear department; the perfumery department; the stationery department; ready-made clothes' department; haberdashery department; man's outfitter's; the

draper's; the jeweller's; the department of electric appliances; the hardware shop; the glassware department.

5. In the right-hand column find an appropriate definition for each word in the left one.

to match	to be the right size
to fit	to improve the appearance and shape
to become	to harmonize in colour, shape, design
a shoe-horn	to have a standard figure
to be stock size	it's not on sale
it won't fade	it won't change the colour under the influence of sunrays and water
it's not in stock	a special device for convenient shoe dressing

6. Look at these words. Which of them can be used to describe which clothes? Choose one article from your list to put after each adjective.

pleated	T-shirt
high-heeled	wind-breaker
waterproof	shoes with pointed toes
cotton	slippers
long-sleeved	rain coat
leather	skirt
short-sleeved	training shoes
flat-heeled	vest
striped	blazer

7. Fill in the blanks with the words *to fit, to match, to become, to suit, to go with*.

1. The dress doesn't ... me: it is a bit too loose at the waist and tight round the hips.
2. This colour doesn't ... you.
3. I want a grey jacket ... my skirt.
4. The gloves don't ... with my shoes.
5. At last I have found the dress which ... me perfectly.
6. The jacket ... you, but the colour ... you.
7. What colour tie will you recommend ... my light-grey shirt?
8. I don't think grey shoes will ... with your brown coat.
9. The dress is to my taste but the price doesn't ... me.
10. The coat seems to...well. - Oh, don't you think it's a bit baggy?
11. I can't say this hairdo...you. It makes you look older.
12. She was wearing a brown dress with a hat and gloves... .

8. Translate into English, paying attention to the words: *to become, to fit, to match, to go with, to suit*.

1. Вона шукала капелюшка в тон своєму бежевому пальто.
2. Мені здається, цей колір вам не пасує. Він вас повнить.
3. Жакет не дуже добре сидить на тобі: надто вузький в плечах.
4. Покрій цього плаття їй дуже пасує - підкреслює її тонку талію.
5. Якого кольору шарф ти порадиш мені купити, щоб він пасував до мого темно-синього пальто?
6. Цей колір мені не пасує, але плаття сидить на мені добре.
7. Мене не влаштовує ціна цих черевиків.

9. Ask your fellow students and let them answer:

- ...what can be bought at the chemist's besides the medicines;
- ...if she is stock size;
- ...if she likes to have her clothes made to measure;
- ...when she buys ready-made clothes;
- ...which dress wears better: a cotton or a silk one;
- ...if pleated skirts are in fashion now;
- ...if she always tries a dress on before buying it;
- ...what shoes she buys for summer wear;
- ...when she wears high-heeled shoes;
- ...what hats are in her taste;
- ...what colour and pattern of cloth is her favourite;
- ...if she often drops in to the jeweller's.

10. Complete the following sentences:

1. I like the colour but...
2. The hat is all the fashion but it doesn't...
3. The dress is too expensive, I...
4. What size do you take in...
5. Mother usually wears low-heeled shoes because...
6. If you don't have enough cash you may buy the refrigerator...
7. I'm not stock size, so...
8. The dress is too loose, you are to have it...
9. I've tried on several dresses but I finally...

11. When do you say or hear:

1. Are you being attended to?
2. The suit is a perfect fit.
3. These hats are all the fashion now.
4. What have you got in stock?
5. She is hard to please.
6. May I try it on?
7. Well, I have finally decided on a woollen suit.
8. It's a bargain at that price.
9. How much does it all come to?
10. I'm stock size.
11. The blouse is a bit too bright for me.
12. I'm afraid I cannot afford it.

12. What will you do or say if:

1. You want to know the price of the skirt.
2. You want to know how much you must pay for all your purchases.
3. You can't buy the thing because it's too expensive.
4. Your coat is a bit too loose round the hips.
5. You are not sure if the skirt will fit you.
6. You've finally chosen what shoes to buy.
7. You want to say the coat won't let the water in.
8. You want to describe what shoes you need for summer wear.
9. You want to say the colour won't fade.
10. You want to know if you are to pay at once or if the payment can be spread to the period of up to a year.
11. Your jacket doesn't need ironing after being washed.

13. Answer the following questions using one of the opening sentences given below. Add some words developing the idea.

Yes, I would . Thank you very much. Yes, I'd like to, very much. I'd love to. That would be lovely.

I'd love to, but I'm afraid I can't. I wish I could, but I'm afraid I can't. I'd rather not. No, thank you, I don't feel like it (now).

1. Would you go shopping with me today?
2. Would you buy my new dress from me? It's a bit tight for me.
3. Would you buy that dress if the prices were reduced?
4. Here is the money. Would you go and buy a dress-length for yourself? You are hard to please.
5. Would you like me to borrow some money for you?
6. Would you ask Fred where he buys his ties? They always match his suits perfectly.
7. Would you like to have a pair of high-heeled shoes like those?
8. Would you drop in at the men's outfitter and see whether they've got drip-dry shirts on sale?
9. Would you go to the tailor's and collect my suit?
10. Would you tell me if this style is in fashion now?

14. Insert prepositions or post-verbal adverbs where necessary:

1. ... the jewelry department they sell beautiful rings and bracelets.
2. May I try this dress ... ? I don't think it fits me perfectly: it is too tight ... the hips.
3. This hat won't go ... your coat and besides its colour is too bright ... you.
4. Have you got these woolen dresses ... dark-green?

5. What size do you take ... gloves?
 6. What does the hosiery department deal ... ?
 7. Dresses made ... measure fit one better than ready-made dresses.
 8. What colors are ... fashion this season?
 9. At last I've decided ... a light-blue sleeveless dress.
 10. Could I have a pair ... canvas shoes ... summer wear, size 39?—Yes, please.
- You may pay ... the cash-desk. -Could I have some black shoe-cream and a plastic shoe-horn? -Yes, certainly. You can get all these things...the counter over there. And the cashier will tell you how much it all comes...

15.Translate into English:

1. Пробачте, а де відділ готового плаття? - На другому поверсі, напроти відділу галантереї. - Дякую. - Що б ви хотіли? - Покажіть мені оте світло-сіре шерстяне плаття, будь ласка. - Який розмір ви носите? - 46. Можна його примірити? -Звичайно. Примірочна знаходиться зправа. - Вам не здається, що воно трохи велике? - Так, мабуть. Примірте 44 розмір. - Ні, боюсь, воно буде вузьке. А що ще у вас є в сірих тонах? - Мені здається, вам підійде ось це плаття з великим коміром і кишенями. - Так, це мій стиль. Сидить прекрасно. Скільки воно коштує? - ... гривень. - Це чиста шерсть? - Так. - Загорніть, будь ласка. Я його беру. А де відділ трикотажних виробів? До цього плаття потрібні панчохи в тон. - На першому поверсі, справа. - Дякую.
2. Чим я можу вам допомогти? - Мені потрібні вечірні туфлі на високих підборах. - Який розмір ви носите? - 37. - Примірте ось ці чорні лаковані туфли. - Боюсь, що ліва туфля мені трохи жме. - А ось ці? - У них надто високі підбори. - Але ви хотіли вечірні туфлі? - Так, звичайно, але підбори надто високі для мене. - Може ви приміряєте ось ці темно-червоні шкіряні туфлі? - О, який прекрасний колір! Я думаю, вони підійдуть до мого

вечірнього плаття. Сидять на нозі чудово. Скільки вони коштують? - ... гривень. -Де каса? - В кінці відділа направо.

16. Translate Ukrainian sentences into English and reproduce the dialogues.

-Are you being attended to?

-Я шукаю легке літнє плаття у сіро-блакитних тонах.

-What size do you wear?

-Я ношу 46 розмір, і у мене стандартна фігура.

-The dresses on that rail are all size 46. Look at them and you may find something to your taste.

-May I try on this flowered sleeveless dress? Do you think it fits me? Isn't it too baggy?

-Зовсім ні. Такий просторий покрій зараз надзвичайно модний.

-But this is not genuine silk. It'll be too hot for summer wear.

- Ви не заглянете до нас через декілька днів? Ми чекаємо більшу частину літньої колекції (summer stock) у кінці тижня.

* * *

-Can I help you, madam?

-Я шукаю святкову блузку, щоб підійшла до цієї спідниці. Я ношу блузки 48 розміру.

-Have a look at this cambric amber-coloured blouse. It is sure to harmonize with your skirt.

-Не думаю, що вона мені підійде, ці гудзики її псують.

-Try on this chiffon one. I think this umber shade really becomes you.

-Хіба ви не бачити, що вона надто тісна у плечах?

-I think it's a perfect fit, but it's up to you to decide. And how do you find this blouse in Indian red. This stand-up collar is all the fashion now and it's genuine silk.

-I think I've finally decided on the first one. Will you wrap it up for me?

* * *

-What can I do for you?

-Я ношу взуття 38 розміру, і я б хотіла купити щось на літо.

-We've just received a big collection of summer shoes. How do you like these patent leather shoes with long pointed toes and high stiletto heels?

-Боюсь, що ці підбори надто високі. Я хочу прочні (strong) туфлі для щоденної носки.

-Then try on these low-cut flat-heeled pumps. Don't they pinch?

-Ані трохи. Але ця замша носка (lasting) ?

-It's very wearable. And those buckles make them look so smart. Don't hesitate.

17. Think of all arguments for and against:

-doing the shopping at the self-service super markets;

-doing the shopping in small specialized shops;

-buying things on hire-purchase;

-buying ready-made clothes and having them made to measure.

18.Role-play

1.You cannot make up your mind what present to buy for your boy (girl)-friend. Discuss it with a friend of yours.

2.Your husband informs you that in half an hour you are going to have guests. You open your fridge and find out that you've run out of the basic products. Ask him to do all necessary shopping.

3.You are on the eve of the 10-th anniversary of your wedding. Your husband is convinced that you deserve something exquisite and valuable as a present and gives you a free choice. Drop in to the jeweller's and make up your mind.

4.You are a regular customer at the near-by foot-wear shop and have a fair reputation of a very picky one. This time you need a pair of shoes for summer wear. It must be something wearable, convenient, fashionable, elegant and not very expensive.

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