

**НАЦІОНАЛЬНИЙ УНІВЕРСИТЕТ ЦИВІЛЬНОГО ЗАХИСТУ УКРАЇНИ
ЧЕРКАСЬКИЙ ІНСТИТУТ ПОЖЕЖНОЇ БЕЗПЕКИ ІМЕНІ ГЕРОЇВ ЧОРНОБИЛЯ
КАФЕДРА ПРОФЕСІЙНОЇ МОВНОЇ КОМУНІКАЦІЇ**

ІНОЗЕМНА МОВА

**Завдання та методичні вказівки
для здобувачів заочної форми навчання
спеціальність 081 «Право»
2-го курсу ОР «бакалавр»
(термін навчання 3 роки 10 місяців)**

Черкаси – 2023

Контрольна робота з дисципліни «Іноземна мова» для спеціальності 081
Право 2-го курсу ОР «бакалавр» (термін навчання 3 роки 10 місяців, 4
семестр,) : завдання та методичні вказівки для заочної форми навчання /
Крічкер О. Ю. – Черкаси: ЧПБ, 2023. – 17 с.

МЕТОДИЧНІ ВКАЗІВКИ ДО РОБОТИ

I. Мета навчання «Іноземної мови» на заочному відділенні.

Основною метою навчання студентів англійській мові в технічному вузі є досягнення ними практичного володіння цією мовою, що в умовах заочного навчання означає формування вміння самостійно читати іноземною літературні джерела за своїм фахом з метою здобуття інформації. Ця програма передбачає, головним чином, самостійну роботу здобувачів. Робота під керівництвом викладача розрахована тільки під час проведення установчих, контрольних-закріплювальних занять.

II. Виконання контрольних завдань та оформлення контрольних робіт.

1. Кількість контрольних завдань, що виконується на кожному курсі, визначається навчальним планом інституту.
2. Кожне контрольне завдання пропонується в двох варіантах. Ви повинні виконати один із двох варіантів згідно з останніми цифрами залікової книжки: здобувачі, шифр яких закінчується на 1-5, виконують варіант № 1; на 6–10 - № 2.
3. Контрольні роботи повинні виконуватися в документі Ворд (14 шрифт).
4. Виконані контрольні роботи направляйте для перевірки в установлені терміни.
5. Якщо контрольна робота виконана не повністю, чи без додержання вказівок, вона повертається без перевірки.

III. Виправлення роботи на основі рецензій.

1. Після отримання від рецензента перевіреної контрольної роботи, уважно прочитайте рецензію, ознайомтеся із зауваженням рецензента і проаналізуйте помилки.
2. Керуючись вказівками рецензента, опрацюйте ще раз навчальний матеріал. Всі речення, де були допущені помилки чи неточності перекладу, перепишіть у виправленому вигляді в кінці цієї контрольної роботи.

3. Контрольні роботи є навчальними документами, які потрібно зберігати. Пам'ятайте, що під час заліку (іспиту) проводиться перевірка засвоєного матеріалу, який увійшов до контрольної роботи.

IV. Підготовка до заліків та екзаменів.

Під час підготовки до заліків та екзамену рекомендується:

- а) повторно прочитати та перекласти найбільш складні тексти з підручника;
- б) переглянути та повторити лексичний та граматичний матеріал;
- в) виконати вибірково окремі вправи з підручника для самоперевірки.

Залік. До заліку допускаються здобувачі, які виконали програмні контрольні роботи, передбачені програмою.

Екзамен. До екзамену допускаються здобувачі, які виконали контрольні роботи.

На екзамені перевіряються вміння:

- а) читати із словником тексти за фахом факультету. Форма розуміння – письмовий переклад. Норма перекладу – 1200 друкованих знаків за 45 хвилин;
- б) читати без словника текст, який містить вивчений граматичний матеріал на 1000 – 1200 друкованих знаків. Форма перевірки розуміння – переклад змісту прочитаного рідною мовою; час підготовки 8-10 хвилин.

Для того, щоб правильно виконати роботу, необхідно засвоїти нижченаведені розділи:

1. Просте поширене речення, прямий порядок слів розповідного речення і спонукального в стверджувальній і заперечній формах, зворотний порядок слів питального речення.
2. Основні випадки словотворення.
3. Прикметник.
4. Present, Past, Future часу групи Indefinite, Continuous, Perfect активного та пасивного стану.

5. Comparatives (порівняння).

6. Модальні дієслова must, mustn't, have to, don't have to, should.

I Variant

1. Read the text.

Apart from the Constitution of Ukraine, which proclaims major labour rights and guarantees, the Labour Code of Ukraine (LCU) has remained the main source of Ukrainian Labour Law since 1972, the year when it came into effect. It has been adjoined by numerous acts and subordinate legislation. The LCU provides for the conclusion of an employment agreement between an employer and an employee as the basis of their employment relations. An employment agreement shall contain the following: the employee's application and the relevant employer's administrative order on employment; the execution of a written agreement by the parties and the actual start of work by the employee.

Ukrainian law distinguishes between an employment agreement and an employment contract. The latter is a particular form of the former that can provide for additional terms and conditions (e.g. additional grounds for employment termination and liabilities of the parties) as compared to the statutory requirements. Employment contracts can only be concluded with employees strictly specified by the law: as a rule, for private companies, this refers only to a chief executive.

2. Translate the text.

3. Answer the following questions using the information from the text:

1. What year did the Labour Code of Ukraine come into effect?
2. What is the basis of the employment relationship?
3. What is the difference between an employment agreement and an employment contract?

4. Choose if the following statements are true or false and explain why.

1. Only the Constitution of Ukraine proclaims major labour rights and guarantees.
2. There isn't any difference between an employment agreement and an employment contract.

3. An employment agreement between an employer and an employee is the basis of their employment relations.

4. An employment agreement can provide additional terms and conditions.

5. An employment agreement shall contain the possible start of work by the employee.

5. Read the text again to match the parts that form phrases:

1. statutory	conditions
2. employment	an employee
3. written	Termination
4. administrative	Effect
5. labour rights and	guarantees
6. an employer and	order
7. come into	Requirements
8. terms and	agreement

6. Translate the phrases from task 5 into Ukrainian.

7. Write a short summary of the text (2-3 sentences).

8. Complete the gaps with the correct form of the word.

1. The man chose to _____ with everything that was being said to him. (misagree/disagree)

2. Adam felt his doctor had _____ him on how to use the medicine. (disadvised/misadvised)

3. Denise _____ the length of wood she needed and cut it too short. (miscalculated/discalculated)

4. I _____ my lines in the document. (misread/disread)

5. The engineers _____ of the changes the boss was making. (misapproved/disapproved)

9. Match the words together to make common compound nouns.

- | | |
|---------|-----------|
| 1. ice | a. up |
| 2. girl | b. cycle |
| 3. hair | c. ground |

- 4. green d. cut
- 5. motor e. ball
- 6. make f. friend
- 7. back g. cream
- 8. snow h. house

9. Choose “must” or “mustn’t”.

- 1. We *must/mustn’t* be disciplined and responsible at work. It's our duty.
- 2. Mike has a full-time job, so he *must/mustn’t* work from 9 a.m. to 7 p.m. every weekday.
- 5. The employees of this company *must/mustn’t* tell anybody what their salary is. This information is confidential.

10. Choose “have to / has to” or “must”.

- 1. Pauline *has to / must* give a presentation at this meeting because the boss asked her to do it.
- 2. We *have to / must* investigate this case because the committee on health and safety is on its way.

11. Choose “don’t have to / doesn’t have to” or “mustn’t”.

- 1. I feel bad about lying to my boss. I *don't have to / mustn't* do it.
- 2. This is our boss's parking space, so you *don't have to / mustn't* park your car here.

12. Complete the sentences below with “should”, “must” or “have”.

- 1. When we were at the congested area we _____ wear a special uniform.
- 2. You _____ be an expert to use the basic functions of this program.
- 3. You _____ to tell her that you are sorry.
- 4. We _____ go to the meeting. Why don't you go?
- 5. You _____ do what you feel is right in this situation

13. Complete the table with the sentences.

PRESENT SIMPLE	PAST SIMPLE	FUTURE SIMPLE

She was in Kyiv in 2019.

I am a student.

He will come to you tomorrow at 9 pm.

They live in Ukraine.

I visited my colleagues last Monday.

We won't speak about these accidents next month.

14. Choose the correct form of the verb.

1. The Labour Code of Ukraine **has been/was** the main source of Ukrainian Labour Law since 1972.
2. An employment agreement **contain/contains** the employee's application and the employer's administrative order on employment.
3. The law **came /will come** into effect next year.

**15. Put the words from the box into the sentences. There are 3 extra words:
ever/ more/ the/ than/ never/ the most.**

1. I'm going to have _____ most unusual presentation ever.
2. The result is getting more and _____ unpredictable every year.
3. This is _____ helpful advice in this situation.

II Variant

1. Read the text.

As basic work conditions, the following major requirements are to be observed by an employer: the monthly wage of an employee shall not be less than a minimum wage established by law; the working week shall not exceed 40 hours; overtime work is permitted only under certain conditions.

Employees are entitled to join trade unions. Ukrainian law vests trade unions with significant powers, namely: to conclude a collective agreement on behalf of the employees; to consider issues on introduction, revision and change of work norms, labour remuneration, additional payments and benefits; to consider the need for overtime work, issues on the dismissal of employees at the demand of the employer; to control the performance of employer's obligations with regard to labour and labour protection law, etc.

In 2003 the Parliament accepted the new draft Labour Code as a basis. The bill is still being worked on. The latest draft determines the borders of extension of the labour law to relations with foreign participation, stipulates the rules of succession in employment relationships, the terms and conditions of employment of a chief executive, etc.

2. Translate the text

3. Answer the following questions using the information from the text:

1. What major requirements are to be observed by an employer?
2. What powers are vested in trade unions by Ukrainian law?
3. What does the latest draft of Labour Code determine?

4. Choose if the following statements are true or false and explain why.

1. The working week can be more than 40 hours.
2. A trade union can change work norms.

3. The Labour Code of Ukraine doesn't provide the clear term of annual vacation.
4. Trade unions are entitled to have agreements only with an employee.
5. The Labour Code of Ukraine foresees the employment provisions as the basis of employment relations.

5. Read the text again and match the words from the opposite columns to form phrases:

1. on behalf of	a) conditions
2. rules of	b) law
3. the terms and	c) Succession
4. vest	d) benefits
5. conclude	e) conditions
6. payments and	f) powers
7. established by	g) the employees
8. under certain	h) a collective agreement

6. Translate the phrases from task 5 into Ukrainian.

7. Write a short summary of the text (2-3 sentences).

8. Complete the gaps with the correct form of the word.

1. The tins were _____. (mislabelled/dislabelled)
2. He was _____ about the time of the meeting. (misinformed/disinformed)
3. The television series was _____ the negative response. (discontinued/miscontinued)
4. I _____ every word you say. (disbelieve/misbelieve)
5. The inspector _____ him after testing his knowledge about the health and safety issues. (misqualified/disqualified).

9. Match the words together to make common compound nouns.

- | | |
|----------|-----------|
| 1. ice | a. up |
| 2. girl | b. cycle |
| 3. hair | c. ground |
| 4. green | d. cut |
| 5. motor | e. ball |

- 6. make f. friend
- 7. back g. cream
- 8. snow h. house

9. Choose “must” or “mustn’t”.

1. I think the working conditions *must/mustn't* be safe at all factories.
2. You *must/mustn't* stay home if you are not really ill. Go to work!
3. He *must/mustn't* join the union trade.

10. Choose “have to / has to” or “must”.

1. There's a conference tomorrow. You have no choice, you *have to / must* take part in it.
2. I'm ill and I want to lie down and do nothing, but I feel that I *have to / must* go to work.

11. Choose “don’t have to / doesn’t have to” or “mustn’t”.

1. Patrick *doesn't have to / mustn't* do this task, he is just helping you
2. You *don't have to / mustn't* work overtime, but it would be good if you could do it a couple of times this week.

12. Complete the sentences below with “should”, “must” or “have”.

1. We _____ discuss this issue one day if we have time.
2. Where are you? What are you doing? You _____ be here!
3. We _____ not talk to each other because it is a very important meeting.
4. You _____ do what you feel is right in this situation.
5. You _____ do what is right in this situation.

13. Complete the table with the sentences.

PRESENT SIMPLE	PAST SIMPLE	FUTURE SIMPLE

Tom works with papers every day.

Will you analyze the risk this week?

He usually doesn’t perform this job.

Do you know about your duties?

Did he study the papers 2 days ago?

Does the secretary answer phone calls?

14. Choose the correct form of the verb.

1. The draft accepted in 2003 **stipulates/stipulated** the rules of succession in employment relationships.
2. Any employees **is/are** entitled to join trade unions.
3. Next year, our trade union **considered/will consider** the need for overtime work.

15. Put the words from the box into the sentences. There are 3 extra words:

the/ ever/ more/ than/ never/ as

1. Oh, look! Your mobile is the same _____ mine!
2. I think it is the most inspiring speech I've _____ heard!
3. We managed to overcome the problem earlier _____ they predicted.

ДОВІДНИК

SEQUENCING

When we give instructions, describe a process, or tell stories, we use sequencers to organize our speaking.

Sequencers organize your ideas into sections and put them in order and make your speech coherent.

to begin with

firstly

first of all

initially

next

after that

then

meanwhile

simultaneously

at the same time

subsequently

finally

in the end

eventually

WORD-BUILDING

NEGATIVE PREFEXES

Префікс **in-** використовується зі словами, що починаються з голосних (окрім **i** і **u**) та приголосних:

accurate → **in**accurate (неточний), organic → **in**organic (неорганічний)

Префікс **im-** приєднується до слів, що починаються тільки на приголосні **m** та **p**:

mobile → **im**mobile (нерухомий), possible → **im**possible (неможливий)

Префікс **il-** вживається зі словами, що починаються з приголосного **l**: legal → **il**legal (нелегальний), logical → **il**logical (нелогічний)

Префікс **ir-** вживається тільки з тими словами, що починаються з приголосного **r**:

responsible → **ir**responsible (безвідповідальний), rational → **ir**rational (нераціональний)

COMPOUND WORDS

Складні іменники утворюються шляхом сполучення двох чи більше самостійних елементів, слів.

tooth + brush = toothbrush

eco + friendly = eco-friendly

animal + lover = animal lover

ACRONYMS

Acronyms are formed:

✓ from the initial letters of the words of the phrase:

the Labour Code of Ukraine - LCU, WHO – World Health Organization

✓ from the initial letters of the constituent words of the phrase:

ASAP – as soon as possible

NRN –no reply necessary

Y/N –yes or no?

SFW –safe for work

LMK –let me know

IMO –in my opinion

BTW –by the way

IDK – I don't know

FYI –for your information

TYT –take your time

TENSES
ACTIVE VOICE

SIMPLE TENSES REVISION

PRESENT SIMPLE	PAST SIMPLE	FUTURE SIMPLE
Always Every day Usually Often/Seldom/ From time to time	In 1991 Yesterday Last year 3 years ago	Tomorrow Tonight Soon In 2025 Next Monday
I You <u>research/know</u> We They He She <u>researcheS//knowS</u> It	I You We They <u>researchED/ knew</u> He She It	I You We They <u>will research</u> He She It
I You <u>don't research/know</u> We They He She <u>doesn't research/know</u> It	I You We They <u>didn't research/know</u> He She It	I You We They <u>won't research</u> He She It
I <u>Do</u> you <u>research/know</u> ? we they he <u>Does</u> she <u>work/know</u> ? it	I you we <u>Did</u> they <u>work/ know</u> ? he she it	I you we <u>Will</u> they <u>research</u> ? he she it

TENSE MARKERS

<i>Present Perfect</i>	<i>Past Simple</i>
ever	ago
(not) yet	in 2018
already	in December
so far	at Christmas/ last Christmas
recently	last week
lately	yesterday
since	when I was 19...
for	
Have you ever...?	

PRESENT PERFECT

	positive (+)	negative (-)	question (?)
I, you, we, they	I have visited clients.	I have been to this enterprise	Have you ever worked?
He, she, it	He has collected information.	The officer has started the investigation.	Has she checked it?

COMPARATIVES

How to use comparatives		
Jack's company is BIGGER THAN Peter's.	This is THE BEST engineer in our company.	She is as intelligent as you are.
My duties are MORE IMPORTANT THAN yours.	My department coped with the task THE MOST EFFICIENTLY .	Is this equipment THE SAME AS that one?

MODAL VERBS

MUST (мусимо по закону чи по власним переконанням)	HAVE TO (Past – HAD TO) (зовнішній примус)
Employers must learn the Labour Code of Ukraine. I must help my colleagues because we are a team.	Technicians have to clean their equipment. According to the contract, we had to follow the rules.
MUSTN'T (заборонено)	DON'T HAVE TO (Past - DIDN'T HAVE TO) (непотрібно, зайве)
You mustn't smoke in the office. You mustn't be here. It's only for our managers. You mustn't speak now because we are listening to very important information from the attorney.	You don't have to work overtime, there is no need in it. He doesn't have to come because we can do it ourselves.
SHOULD (giving a piece of advice, moralizing) (слід)	
You should study harder this year if you want to be an A student. Employers should take care of their health. They should be more careful on the road.	

PASSIVE VOICE

He is recruited by a big enterprise.

Yesterday, I was invited to a party by my friends.

Productivity will be increased thanks to the efforts of our lawyers.

Tense	Active	Passive
<u>present simple</u>	I make a decision.	A decision is made (by me).
<u>past simple</u>	I made a decision.	A decision was made (by me).
<u>present perfect</u>	I have made a decision.	A decision has been made (by me).
<u>future simple</u>	I will make a decision.	A decision will be made (by me).