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САМАРСКИЙ ГОСУДАРСТВЕННЫЙ УНИВЕРСИТЕТ

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АНГЛИЙСКИЙ ЯЗЫК

*Учебное пособие для студентов
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Настоящее пособие предназначено для студентов первого и второго курсов специальности «Документоведение и документационное обеспечение управления». Целью пособия является обучение студентов основам профессионального общения в сфере данной специальности. Пособие состоит из четырех частей, каждая из которых, в свою очередь, включает три урока, состоящих из основного текста, а также лексических и речевых упражнений различного характера. В пособии представлен материал для обучения как диалогической, так и монологической речи. Тематически пособие охватывает основные области деятельности специалиста данного профиля, начиная с документов, заложивших основы государственного устройства англоязычных стран, и документов, определяющих и обеспечивающих международные отношения. В пособие включены материалы, касающиеся способов делового общения (деловое письмо, телефонные переговоры), а также имеющие практическое значение материалы для обучения молодых специалистов составлению и оформлению документов, необходимых для устройства на работу.

Пособие помогает приобрести необходимый лексический минимум, практически закрепить полученные знания, а также овладеть навыками профессионального общения в деловых ситуациях.

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Part I
Unit I
Job Hunting
Resume

An excellent resume may help you get the job of your dreams and a poor resume may mean a lost opportunity.

Since this is the first piece of information a company will receive about you, it is critically important that your resume be well-written.

It should be presented at the beginning of any interview that you have with a company. Ideally, resume should not be longer than one page.

Although resumes are personal documents there are some basic areas of information that most resumes include:

1. Personal information;
2. Job objective;
3. Education;
4. Experience;
5. Activities and/or professional affiliations;
6. Special interests and skills;
7. References.

The resume begins with **PERSONAL INFORMATION**, name, address, telephone number centered at the top page.

After your address, a statement of intent or **JOB OBJECTIVE** should be written. This objective should be well thought out from the very beginning since it will influence the way you will write the rest of the resume. It should not be too general, eg: "To obtain a managerial position in a western company."

Think about your job search and career goals carefully, write them down in a way that shows you have given them much thought.

For example: "Objective: To obtain a position in telecommunication that will allow me to use my knowledge of engineering and take advantage of my desire to work in sales"

Never include your desire to have a well-paid job in this statement. A focus on money in your resume's first sentence will not make the best impression anywhere in the world, not just in Russia.

After the statement of intent, describe your **EDUCATION**.

List the universities, institutes and colleges you have attended in reverse chronological order.

Any studying you have done abroad should be included and courses that you have taken that are relevant.

If you graduated with honors, you should definitely include this. A "red diploma" can be called "graduated with high honors" in English. Do not include your high school.

Your working EXPERIENCE is the next section. List your experience starting with your most recent place of employment, your position, and the name of the company you worked for.

Provide information about your responsibilities, emphasizing important activities by listing the most relevant to your objective. Do not use complete sentences! List your responsibilities in short statements that do not include the words "my" or "I".

Following experience, consider including COMMUNITY, COLLEGE and PROFESSIONAL ACTIVITIES being sure to indicate leadership positions held (i. e. committee chair person, vice president) You might briefly describe major projects undertaken, presentations given or special skills/knowledge you gained from your involvement.

SPECIAL INTERESTS/SKILLS include foreign languages and specific computer knowledge, your favourite leisure activities and travel experiences. They can provide employer with a sense of your personality.

When describing your language abilities, it is best to be honest about assessing your level, "Fluent English," "native Russian," "intermediate German", and "beginning French" are all ways to describe your language abilities.

The last section of your resume is the REFERENCE section. List at least two people, not related to you, who can describe your qualification for the job.

Their names, titles, places of work, and telephone numbers should be included. If you do not have space on your resume for this, write "Available upon request." You will then be expected to give this information to a prospective employer if it is requested.

The style and format of a resume are extremely important. Your resume must be typed, preferably on a computer in order to format it most effectively. A neat and well-written resume with no spelling mistakes will give an employer the impression that you are accurate and take care of details.

Vocabulary Exercises

1. Add the suffixes -er, -or to the following verbs. Translate the nouns into Russian

-er to buy, to produce, to sell, to teach, to write;

-or to visit, to direct, to translate, to supply.

II. Form nouns by adding the suffix **-ian**. Translate them.

History, library, music, politics, mathematics, academy.

III. Translate the following nouns and state what they denote:

- 1) colonist, tourist, revisionist;
- 2) geologist, violinist, botanist, pianist;
- 3) royalist, modernist, nationalist, separatist.

IV. Translate the following correlative pairs of words. State the meaning.

of the suffix **-ee**.

- employer – employee
- interviewer – interviewee
- payer – payee
- trainer – trainee
- voter – votee

V. Suggest the English for:

- высокооплачиваемая работа;
- заявление о намерениях;
- в обратном хронологическом порядке;
- пройти курс;
- закончить с отличием;
- последнее место работы;
- следуйте в обратном хронологическом порядке;
- занятия в нерабочее время;
- потерянная возможность.

VI. Suggest the Russian for:

- personal information;
- job objective;
to obtain a managerial position;
- emphasizing important activities;
- activities and professional affiliations;
- major projects;
- travel experiences;
- available upon request;
- format of a resume.

VII. Fill out the blanks with prepositions or adverbs where necessary.

- 1) Spell... the exact dates of employment.
- 2) It should be presented... the beginning of any interview.
- 3) It is best to be honest... assessing your level.
- 4) The resume begins... Personal Information.
- 5) If you graduated... honours, you should definitely include it.
- 6) Name, address are centered... the top of the page.
- 7) Give the full name of the company you worked...
- 8) The job objective should be well thought... from the very beginning.
- 9) The resume should be typed... a computer.
- 10) List the places you studied at... reverse order.
- 11) An applicant should take great care... details.
- 12) There are several ways... looking... a job.

VIII. Express the following in English. Consult the text.

1. Резюме должно быть хорошо написано. Это первая информация, которую компания получает о вас.
2. Плохо написанное резюме – потерянная возможность получить работу.
3. Резюме не должно быть больше одной страницы.
4. Вы должны указать точные даты, должности и места работы.
5. Необходимо перечислить все места учебы в обратном хронологическом порядке.
6. Говоря о своем опыте, начните с последнего места работы.
7. Если вы закончили университет с «отличием», укажите это в разделе «образование».
8. В разделе «Рекомендации» вы можете просто написать: «могут быть представлены по требованию».
9. Резюме посылается работодателю вместе с сопроводительным письмом.

IX. Study the following resume they carefully.

RESUME

Name: Emily Alison Biggins
Address: 47 Putney Hill
London
SW164QX
Tel: London 475 78 65
Age of birth: 15 July 1970
Marital status: Single
Nationality: British

Objective

To secure a part-time position that offers a variety of tasks, in which to use my secretarial skills and knowledge of foreign languages.

Education

Dates: 1987 – 1992

College: South Thames College, London.

Qualifications: Secretarial Courses; Shorthand Grade 2;
Typing Grade 3.

Dates: 1993 – 1994

College: Oxleigh Secretarial College, College Road,
Oxleigh.

Qualifications: Secretarial Skills Refresher Course: Shorthand
(90 w. p. m.);
Typing (60 w. p. m.). Book-keeping Grade One.

Word-processing.

Employment

Dates: 1995 – to present

Company: Philip Wilson Publisher Ltd.

Position: Secretary to the Sales Manager.

Responsibilities: Taking shorthand; typing and maintaining diaries,
office support, etc.

Other Skills & Occupations

I now work regularly as a volunteer for the Red Cross. I also have a clean driver's license and a good knowledge of Spanish and French. My personal interests include classical literature reading, independent travel, modern jazz and swimming.

References

References are available on request.

- X.** Express the following in English basing on the resume given above
1. Каково полное имя Эмили (автора резюме)?
 2. Где она живет?
 3. Какой у нее номер телефона?
 4. Сколько ей лет?
 5. Каково ее семейное положение?
 6. Кто она по национальности?
 7. Почему её интересует именно это рабочее место?
 8. Какое образование она получила, и где?
 9. Какую специальность она получила?
 10. Где она работает?
 11. На какой должности она работает?
 12. Каким языком она владеет?
 13. Каковы ее личные интересы?
 14. Есть ли у нее отзывы с последнего места работы?

XI. Answer the questions given above in English.

XII. Make a short summary of Emily's career by summing up your answers.

XIII. Translate the following text in writing.

Format for Letter of Inquiry or Cover Letter

Date

Dr., Mr., Ms.

Title

Company, Institution

Address

Dear Sir/Madam:

State your reason for writing.

You will either inquire whether any positions are available or you will say which position you are applying for. If you are applying for a specific position identify the source of the information (a person, a newspaper, including date, etc.)

Describe your educational background and professional experience. Focus on those things from your resume that best relate to the position you are applying for.

Say you are enclosing your resume and/or other supporting material. State your willingness to provide more information and to be interviewed.

Thank them for their consideration. Say you look forward to hearing from them.

Yours faithfully, (signature)

Your name

Address

Phone

Enclosure

XIV. Study the following sentences commonly used in Cover Letters.

1) With reference to your advertisement in the "Moscow Times" of Tuesday, January 10, I would like to apply for the position of... in your company.

Ссылаясь на объявление в... от 10 января, вторник, я хотел бы претендовать на должность... в вашей фирме.

2) I recently heard from...that there is a vacancy in your Sales department.

Я недавно услышал от... что у вас в торговом отделе есть вакансии.

3) I appreciate the opportunity to work on my own initiative and to take on a certain amount of responsibility.

Я высоко ценю возможность работать с должной мерой ответственности, проявляя собственную инициативу.

4) During training for my present job I took courses in...

Во время обучения для получения должности, которую я сейчас занимаю, я закончил курсы...

5) Since my present position offers little prospect for advancement I would prefer to be employed in an expanding organization such as yours.

Так как моя настоящая должность не дает мне больших возможностей для продвижения, я хотел бы работать в такой перспективной организации, как ваша.

6) I am at present earning... per month.

В настоящее время я получаю... в месяц.

XV. There are two essential steps in the job hunting process: research and planning. Research means examining your skills and personality traits and finding out where you can apply them. Planning means deciding how you will

present your skills to a prospective employer. Analyse your interests, abilities and personality traits.

There are ten basic questions to think about:

1. What are my abilities?
2. What special talents do I have?
3. What are my special interests?
4. What are my physical abilities and limitations?
5. What are my attitudes and values?
6. How do I see myself, or what is my self-concept?
7. What is my previous experience?
8. What are my educational plans for the future?
9. Am I the kind of person who works well in a large group, or do I work better with only one or two people?
10. Am I willing to accept change?

When speaking about your personality traits use:

- 1) I am very accurate

adaptable
cooperative
creative
dependable
flexible
mature
organized
punctual
responsible
tactful

- 2) Accuracy is one of my strong points

adaptability...
cooperation...
dependability...
flexibility...
maturity...
organization...
punctuality...
responsibility...
tact ..

XVI. Topics for oral composition.

1. Tell your friend who is looking for a job how to write a resume
2. You have found a new job. Tell your friend how you managed to do it.

Part I

Unit II

An Interview

Nelly Bennet decided to apply for a job of Personal Assistant/Secretary at Compact Systems. So she sent her curriculum vitae, the names of two referees and a cover letter, giving her ideas about what makes a good PA/secretary. A few days later she received a reply inviting her for an interview.

I. Read and translate the interview at Compact Systems.

PM: Personnel Manager

MM: Marketing Manager

HB: Nelly Bennett

PM: Come in. Ah, good morning Miss Bennett. Thank you for coming.

HB: Good morning.

PM: Please sit down

HB: Thank you.

PM: Can I introduce you to Alice Everett, our Marketing Manager.

HB: How do you do?

MM: How do you do?

PM: And I am Sheila Polson, the Personnel Manager. So, Miss Bennett, did you find us easily this morning?

HB: Yes, it's an easy route from where I live in Southtown.

PM: And do you have your own car?

HB: Yes, I have.

PM: Good. Can we check on a few of your personal details? You were born in 1973, is that right?

HB: Yes, 3rd September 1973 to be exact.

PM: And you're single.

HB: Yes, I am.

PM: OK. Can we move on to your education now? You've got four "O" levels including English language?

HB: That's right.

PM: Thank you, very much, Miss Bennett. Alice, would you like to continue?

MM: Yes, certainly. Miss Bennett, can you tell us a little bit about where you have worked before?

HB: Well, my last job was with Format.

MM: And you were a PA there?

HB: Yes, that's right.

MM: And when did you start with them?

HB: Two years ago.

MM: I see. So why did you decide to leave?

HB: Well, perhaps you heard that the company went into liquidation earlier this year.

MM: Yes, we heard about it.

PM: So what did you like about that job?

HB: Well, my job was PA to the Marketing Manager. What I enjoyed most was coming into contact with customers and suppliers both face-to-face and on the phone.

MM: And where did you work before Format?

HB: Ideal Systems.

MM: And how long did you work for Ideal System?

HB: For ten years, as a secretary.

PM: And why did you leave that job?

HB: Well, I felt that I needed a change. I think I had learnt all I could there.

MM: Going back to Format. Who did you work for there?

HB: A man called Peter Smith. Do you know him?

MM: We've met. OK, that's enough on work experience. Do you have any word-processing experience?

HB: Yes, as a secretary at Ideal Systems I used a word-processing system designed by the company. It was called "Word".

MM: And what about Format? That was also a computer company, wasn't it?

HB: Yes, that's right

MM: So how much experience do you have of working in computer companies?

HB: Well, two years at Format and ten at Ideal Systems. Oh, and I also had some work experience with a software company while I was at college.

PM: What secretarial qualifications did you get while you were at college?

HB: Well, I've got two secretarial qualifications I've got RSA Stage III Typing.

PM: So your typing should be pretty good?

HB: Well, in Fact I didn't do much typing at Format. I've got an RSA in shorthand.

PM: And which qualification exactly?

HB: The RSA 100... so 100 words per minute.

PM: Fine. And one final questions. If we decided to offer you the job, when could you start?

HB: Oh, I could start immediately or as soon as you wanted me to.

PM: Fine. I think that's everything. Have you got any questions?

HB: Well, I think it's enough.

Notes

RSA is the Royal Society of Arts which offers secretarial qualifications in different subjects at different levels.

PA means Personal Assistant.

II. Answer the following questions:

1. How many people took part in the interview?
2. Who were they?
3. What categories of information were the interviewers particularly interested in?
4. What personal details did the interviewers check on?
5. Why did the interviewers start the interview by asking questions irrelevant to its purpose?
6. What was Nelly's educational background?
7. What did Nelly tell the interviewers about her work experience?
 - 1)What was her last job?
 - 2)Where did she work before Format?
 - 3)How much experience did she have of working in Computer companies?
 - 4)What secretarial qualifications did she have?
8. Why did Nelly decide to leave the company she worked with?
9. Did Nelly succeed in getting a new job?

III. After the interview it is appropriate to write a Thank-You letter to the interviewers. A Thank-You letter will enhance your candidacy for the position. Read and translate the following letter in writing.

Sample Thank-You Letter

Mrs. Lori Roberts

Director of Personnel

Johnston Corporation

Austin, Texas 78777

Dear Mrs Roberts:

Thank you for your time and attention during my interview with you last week. I appreciated the opportunity to discuss my qualifications and aspirations with you.

I hope that all questions were answered to your satisfaction however, I would be happy to supply any further information you may need.

I am very interested in the growth potential of the position we discussed, and I hope you will consider me as a serious candidate

I am looking forward to hearing from you soon.

Sincerely yours,
Jeanne Nguyen
1730 Green Street
Austin, Texas 78776
(512) 554-1730

- IV. Cover up the column containing the Russian text and translate the English part independently. Compare your translation with the corresponding Russian sentences in the exercise.

DOs and DON'Ts- For Job Seekers

(Что надо и не надо делать в поисках работы)

DO learn ahead of time about the company and its product. Do your home work.

DO apply for a job in person.

DO stress your qualification for the job opening.

DO mention any experience you have which is relevant to the job.

DO talk and think as far as possible about the future rather than the past.

DO indicate, where possible, your stability, attendance record and good safety experience.

Предварительно получите информацию о фирме и ее специализации. Это будет Ваше домашнее задание.

Обращайтесь за работой лично.

Подчеркивайте, что Вы имеете квалификацию, необходимую для данной работы.

Опишите приобретенный Вами опыт, который доказывает Вашу пригодность для этой работы.

Говорите и думайте больше о будущем, чем о прошлом.

Где только можно, подчеркивайте Вашу стабильность, исполнительность и умение хранить коммерческую тайну.

DO approach the employer with respectful dignity.

DO try to be optimistic in your attitude.

DO maintain your poise and self-control.

DO try to overcome nervousness and shortness of breath.

DO answer questions honestly.

DO have a good resume.

DO know the importance of getting along with people.

DO recognize your limitations.

DO indicate your flexibility and readiness to learn.

DO be well-groomed and appropriately dressed.

Don't keep stressing your need for a job.

Don't discuss past experience which has no application to the job situation.

Don't be untidy in appearance.

Don't display "cocksuredness."

Don't beg for consideration.

Don't mumble or speak with a muffled voice.

Don't be one of those who can do everything.

Приближайтесь к работодателю уважительным достоинством.

Старайтесь быть оптимистом.

Проявляйте выдержку и контролируйте себя.

Не нервничайте и говорите спокойно.

Отвечайте на вопросы честно и прямо.

Имейте при себе хорошее резюме.

Не забывайте, что дружественные контакты имеют большое значение.

Признавайте свои недостатки.

Подчеркивайте Вашу гибкость и готовность учиться.

Старайтесь произвести впечатление ухоженного человека и одевайтесь соответственно случаю.

Не подчеркивайте, что вы нуждаетесь в работе.

Не обсуждайте прошлый опыт, который не имеет отношения к конкретной ситуации.

Не производите впечатление неряшливого человека.

Не демонстрируйте слепую самоуверенность.

Не умоляйте о снисхождении.

Не говорите приглушенным голосом или невнятно.

Не будьте одним из тех, кто может делать все.

Don't hedge in answering questions.

Don't express your ideas on compensation, hours, etc. early in the interview.

Don't hesitate to fill out applications, give references, take physical examinations or tests on request.

Don't hang around, prolonging the interview, when it should be over.

Don't go to an interview without a record of former employment.

Don't arrive late and breathless for an interview.

Don't be a "know it all" or a person who can't take instructions.

Don't isolate yourself from contacts that might help you find a job.

Don't feel that the world owes you a living.

Don't display a feeling of inferiority.

Don't write incorrect information on your CV to make it look better.

Не уклоняйтесь от прямого ответа на вопросы.

Не затрагивайте вопросы относительно зарплаты, рабочего времени и т.д. в самом начале разговора.

Не колеблясь, заполняйте анкеты, предоставляйте отзывы, выполняйте физические и другие тесты по просьбе работодателя.

Не затягивайте интервью искусственно, когда оно должно закончиться.

Не приходите на собеседование без рекомендаций с предыдущих мест работы.

Не приходите на собеседование поздно и запыхавшись.

Не будьте «всезнайкой» или человеком, который не признает советов.

Не избегайте контактов, которые могли бы помочь Вам найти работу.

Не считайте что весь мир несет за Вас ответственность.

Не демонстрируйте чувство приниженности.

Не включайте в свое CV ложные сведения, чтобы представить себя в лучшем свете.

V. Go over exercise IV and say which of the pieces of good advice listed there may be helpful in everyday situations.

Vocabulary exercises

I. Add the suffixes -dom, -hood, -ship to the following words to form abstract nouns. Translate them.

-dom free, wise, king;

- hood child, boy, brother, mother, girl;
- ship dictator, leader, friend, member, citizen.

II. Translate the following nouns formed with the help of the suffix – (e)ry. Guess the meanings of the suffix.

bravery, snobbery, gallantry, savagery, peasantry, stationary, jewellery, ancestry, poultry.

III. Suggest the English for:

- опыт работы;
- компании, занимающиеся программным обеспечением;
- оставить работу;
- нуждаться в переменах;
- компания ликвидировалась;
- если быть точным;
- подробности личного характера;
- собственная машина;
- легкая дорога;
- перейдем к вашему образованию;
- что вам нравилось в вашей работе?;
- происходящий с глазу на глаз;
- стенография;
- предложить работу;
- у вас есть вопросы;
- когда вы могли бы начать?

IV. Copy out six general and six special questions from the text of the interview.

V.

VI. Complete these sentences using question tags.

1. You heard that the company went into liquidation early this year,...?
2. I think it's enough,...?
3. So you had some work experience with a software company,...?
4. Your last job was with Format, ..?
5. We can check on a few of your personal details now, ..?
6. You didn't do much typing at Format,...?
7. You didn't find us easily this morning,...?

VII. Choose from those listed below words and word combinations close in meaning to the following.

Exact, right, route, qualification, to decide, to continue, final, immediately (road, precise, to go on, to make up one's mind, competence, true, concluding, at once)

VIII. Choose the right word.

"job" – anything that one has to do; task, duty.

"position" – person's place or rank in relation to others in employment, in society, job, employment.

"occupation" – that which chiefly engages one's time; one's trade.

1. We went to the manager in order to formally ask...
2. Knitting is a useful... for long winter evenings.
3. My sister occupies an important... in the Department of Health.
4. He had a hard... painting the car.
5. He was unemployed doing only odd...
6. My friend applied for a... of assistant Manager.

Unit III

Business communication

Letter-writing

Реквизиты делового письма

Деловое письмо международного образца имеет четкую структуру, определенный набор реквизитов и стабильное расположение каждого из них. Реквизитом в ГОСТе называется «элемент официального документа».

Каждому реквизиту письма отведено на бланке определенное место и даже рассчитана постоянная площадь.

The Letterhead	Авторские реквизиты	<u>Global Interface Group, INC.</u> 5432 Valles Avenue, Riverdale, N. Y. 10471 U. S. A. Tel 718-796-6787*Fax 718- 7965242
Your reference	<u>Ваш индекс</u>	<u>Your Ref: 07-02/46</u>
Our reference	<u>Наш индекс</u>	<u>Our Ref: K1/18</u>
The Date	<u>Дата</u>	<u>15 March 2000</u>
The Inside Address	<u>Адресат</u>	<u>Mrs A Everett</u> Compact Systems 96 Rosewall Drive Southtown SO34BT England
The Opening Salutation	<u>Обращение</u>	<u>Dear Mrs Everett</u>
The Subject	<u>Заголовок (тема)</u>	<u>RE: Order B7693</u>
The Body of the Letter	<u>Текст</u>	<u>Please find enclosed our order. Ord. B7693. for 100 IBM compatible Compact Accounts packages.</u> We have decided to place an order for 100 packages and accept the 20 p. c. trade discount off net list prices as

discussed.

We would be much obliged if you could dispatch the goods so that they reach us no later than 30 July, and look forward to receiving your acknowledgement

The Complimentary Closure	Заключительное приветствие	→	<u>Yours sincerely</u>
The signature	Подпись	→	<u>P. Barker</u>
Enclosures	Приложение	→	<u>Encl: Ord. B7693</u>
The Copies Sent	Отметка об отправленн копии письма	→	<u>Cc Intellect Service</u>

Реквизит №1: название и эмблема организации, справочные данные об организации, т.е. индекс предприятия связи, почтовый адрес, номера телефонов, телексов и факсов, адрес в интернет.

Реквизит №2: ссылка на индекс полученного письма и индекс самого письма.

Реквизит №3: Дата составления письма. Это обязательный реквизит любого письма. Дата указывается через один интервал после ссылок, но может располагаться и после внутреннего адреса.

Реквизит №4: Внутренний адрес (адрес получателя) Он состоит из следующих расположенных построчно элементов:

- 1) имя и фамилия получателя;
- 2) его должность (факультативно);
- 3) наименование компании;
- 4) номер дома, улица;
- 5) город;
- 6) название штата или графства, номер почтового округа;
- 7) страна

Если письмо адресуется определенному лицу или отделу, то они указываются в начале адреса. При написании адреса чаще всего используется «открытая пунктуация» т.е. без запятых и точек.

Реквизит №5: вступительное обращение. Оно пишется с новой строки, отступив от адреса четыре межстрочных интервала.

В английских письмах приняты следующие вступительные обращения:

Sir, sirs, – к государственным лицам;

Dear Sir, – к мужчине, с которым вы не знакомы;

Dear Sirs, – письмо адресовано компании в целом;

Dear Madam, – письмо адресуется женщине или девушке, с которой вы не знакомы.;

Dear Mr. Baker,

Dear Mrs Baker,

Dear Miss Baker.

}
}
}

К знакомому должностному лицу
(соответственно мужчине женщине
или девушке);

В американских письмах используются следующие вступительные обращения:

Gentlemen:

Dear Sirs:

в целом;

Dear Gentlemen:

}
}

письмо адресовано компании в

Dear Mr. Brown:

Dear Mrs. Brown:

Dear Ms. Brown:

}
}
}

письмо адресовано определенным
должностным лицам;

Реквизит №6: заголовок письма. Печатается через один интервал после вступительного обращения. Данный реквизит не является обязательным. Заголовок сообщает о теме, предмете письма. Этот реквизит может предваряться словами:

Re: RE – сокращение от regarding;

In re – сокращение от in regard to;

Concern – concerning;

Subject – предмет, тема, вопрос

About – about.

Реквизит №7: текст письма. Текст письма обычно не превышает одной страницы и содержит 3-4 абзаца.

Реквизит №8: Заключительная формула вежливости. Печатается через 2 межстрочных интервала после текста письма.

Если письмо начинается словами: Dear Mr Baker, Mrs Baker. Miss Baker, то оно заканчивается выражением: Yours sincerely (искренне ваш).

Если приветствие имеет вид: Dear Sir (Sirs, Madam), то заключительная формула вежливости будет: Yours faithfully/truly (амер.) (С уважением.)

Реквизит №9: личная подпись автора. Печатается после заключительной формулы вежливости через 5 межстрочных интервалов. Подпись ставится четко и разборчиво чернилами. После подписи следует расшифровка, которая включает: на первой строке имя и фамилию, на второй – должность.

Реквизит №10: отметка о наличии приложения.

Реквизит №11: сообщение о направленных копиях. При направлении копий нескольким адресатам в конце письма ставятся буквы "CC" с фамилиями лиц или компаний, которым направлены копии.

More Information About the structure of the Business Letter

The business letter consists of seven principal parts: (1) the letterhead, (2) the date, (3) the inside name and address, (4) the salutation, (5) the message, (6) the complimentary closure and (7) the writer's signature and official position.

1. The letterhead

The letterhead expresses a firm's personality. It gives the name and address of the firm, telephone numbers, telegraphic addresses, the telegraphic codes, fax numbers, and states the company's business. For companies registered in the United Kingdom with limited liability the word *Limited (Ltd)* must form part of the name. Companies formed with limited liability in the United States use the word *INC*

2. The Date

Always type the date in full, in the logical order of day, month, year, thus:

12th October 19..

Example:

Date: 20th September 19..

Miss E. Hughes,
100 South Street,
PURLEY, Surrey,
CR2 4TJ.

Dear Miss Hughes,

3. Inside name and address

The usual practice is to write the name and address of one's correspondent at the head of the letter, though it is sometimes placed at the foot, in the bottom lefthand corner, in official (i.e. Government) correspondence.

Where the head of department is known, address the letter to him by his official title, thus:

The Sales Manager
The Hercules
Engineering Co Ltd
Brazennose Street
MANCHESTER
M 60 8 AS

All the names must be spelled correctly. To address T.B. Cartside as T.B. Carside is impolite.

(a) *Courtesy titles*

The courtesy titles used in correspondence are *Mr, Mrs, Miss, Messrs. Sir*, he is addressed by his title and *Mr* must not be used. We write, *Dr J. Brown Prof. L. Carter, Col W. John-son, Sir Arnold Plant.*

(b) *Foreign correspondence*

When you write letters to other countries, always include the name of the country, even if the town mentioned is the country's capital.

The Vice President
The Eagle Press Inc
24 South Bank
BOSTON
Mass 02116
USA

4. The salutation

This is the greeting with which every letter begins. The usual greeting in a business letter is *Dear Sir*, but others are used too. For example:

Dear Madam (for both single and married women);

Dear Sirs (when a company is addressed);

When your correspondent is unknown to you and may be either a man or a woman, always use the form *Dear Sir*.

These are the formal openings normally used, but at the present time, especially if your correspondent is known to you personally, or if you have traded with him for some time the warmer and more friendly greeting, *Dear Mr*

... is then preferred. The greetings *Sir*, *Madam* and *Gentlemen* are very formal and are now seldom used in English business letters, though *Gentlemen* is usually preferred by American writers.

5. The message

This forms the body of the letter and is the part that is really important. Before you begin to write or dictate, ask yourself the following questions:

(i) What is the purpose of this letter?

(ii) What do I hope to get by it?

(iii) What is the best way to write it?

Don't waste words on unnecessary remarks. Keep your sentences and paragraphs short and start a new paragraph for each new point of your letter. Short sentences and paragraphs provide easier reading and are easy to understand.

6. The complimentary closure

The complimentary closure is a matter of tradition and a polite way of ending a letter which must suit the occasion and reflect the relations between the parties.

The following salutations and closures are the most usually used in the modern business letter:

Salutation	Closure	Comment
Dear Sir(s)	Yours faithfully	Formal, used as standard practice.
Dear Madam		
Dear Mr Harris	Yours sincerely	Informal, used between persons known to each other, or where there is a wish to be less formal.

Yours truly is rather less formal than *Yours faithfully*, but it is now little used.

Do not end letters with *I am*, *We are*, *I remain*, etc; These phrases are as old-fashioned, as sentences introduced by *Thanking*, *Hoping* and similar participles.

7. Signature

Always sign your letters by hand, in ink and in the same style. One must not sign *Eric Castle* on one occasion and *E. Castle* on another.

A signature must not carry a title. Do not, for example, sign as *Mr J. Plaft* or *Professor R. Butler*. There is one exception to this: a woman writing to a stranger should indicate whether she is married or single and may do so by

adding (*Mrs*) or (*Miss*) in brackets in front of her signature thus:

(Miss) Alice H Brooks

If a married woman in business wants to be known by her unmarried name she must of course be addressed as *Miss*, e.g.

Dear Miss Thompson

Because many signatures are not clear, it is good modern practice to type the name of the signer and to place his signature immediately above it, thus:

H.W. Webster

(From: Model Business Letters by L. GARTSIDE)

Vocabulary Exercises

I. Answer the following questions:

1. What are the parts of the business letter?
2. What is the difference between the English and American ways of writing the date?
3. What is the difference of writing the inside address in English and in Russian?
4. How do the English and the American write the opening salutation?
5. What does the letterhead comprise?
6. Why is it important to spell the names correctly?
7. When are the warmer and more friendly greetings preferred? What are they?
8. What questions should one be able to answer before one begins to write or dictate a letter?
9. What is the complimentary closure?
10. What should one remember when signing a business letter?
11. Which parts of the business letter are optional?

II. Find the English for the following:

- заголовок письма (шапка),
- внутренний адрес,
- (вступительное) обращение,
- содержание письма,
- текст письма,
- заключительная формула вежливости,
- вложения (приложения),
- наш индекс,
- ваш индекс,
- нижний левый угол,
- приветствие,
- соответствовать случаю,
- ограниченная ответственность,
- замужняя и незамужняя женщина.

III. Suggest the Russian for:
Yours faithfully,
Yours sincerely,
formal openings,
unnecessary remarks,
each new point of your letter,
sign your letter by hand,
unmarried name,
immediately above,
at the head of the letter,
placed at the foot (of the letter),
to state the company's business,
keep your sentences and paragraphs short,
a matter of tradition,
to refute the relations between the parties.

IV. Write the following dates in English.
3.1.1988, 9.3.2001, 9.12.1991, 1.9.1989, 7.10.2002, 2.11.1990, 4.5.1900.
What is the American practice of writing the same dates?

V. Write the following dates at the heading of the letter.

1. The fourth of April, nineteen sixty-one.
2. The twenty-third of May, nineteen ninety-eight.
3. The twenty-first of February, two thousand.
4. The twenty-second of October, two thousand and two.
5. The thirty-first of August, nineteen hundred.
6. The second of June, nineteen eighty.

VI. Read the following dates:

1. 12th April, 1962
2. 31st March, 1964
3. 23rd October, 1993
4. 2nd November, 1999
5. January 15, 1955
6. May 11, 1987
7. June 22, 1996
8. December 11, 2000

VII. Match the following Opening Salutations with the appropriate Complimentary Closures.

Dear Sirs,

Dear Madam,

Dear Mrs Brown,

Sirs,

Gentlemen:

Dear Mrs Baker,

Dear Mr Brown.

СТИЛИ ДЕЛОВОГО ПИСЬМА

В английской деловой корреспонденции существуют несколько стилей письма, из которых основными считаются **полувтянутый** стиль письма (Semi-indented Letter Style) и **цельноблочный** стиль письма (Fully-blocked Letter Style). При полувтянутом стиле письма употребляется закрытый тип пунктуации и абзацы начинаются с отступлением на пять знаков.

В настоящее время все большую популярность приобретает **цельноблочный** стиль, хотя на практике встречаются и другие стили. В цельноблочном стиле 1) не нужно соблюдать никаких «красных строк»: абзацы), внутренний адрес, заголовок к тексту письма, вступительное обращение и заключительная формула вежливости печатаются от границы левого поля. Так повелось, потому что практически все письма печатаются на компьютере. При этом каждое смысловое предложение письма или смысловый блок из двух-трех предложений отделяется от предыдущего дополнительным межстрочным интервалом.

Это самый оптимальный вариант оформления письма, и его можно встретить чаще всего, так как он очень простой и очень удобный.

Однако, многие пособия предлагают докомпьютерные формы делового письма с «красными строками» и подписями в правом углу. Это, так называемый, **полублочный** тип письма, который несколько устарел для деловой переписки, но все еще иногда используется.

В некоторых письмах классический полублочный тип делового письма весьма уместен потому, что мы имеем дело с престижными компаниями, где торжественный официоз никого не смутит. Адрес отправителя и подпись в таком письме сдвинуты вправо — как при «красной строке». Этот стиль оправдан в оформлении писем по поводу каких-либо значимых событий, соболезнований или просто писем-поздравлений с днем рождения вашего партнера по бизнесу.

VIII. Read and translate the following letter, which is an example of the Fully-blocked Letter Style.

PRENTICE-HALL, INC.
ENGLEWOOD CLIFFS, NJ. 07632

Your reference 12

Our reference MS/AP/101

17 August 2001

Ms Sheila Jones

The Modern School for Secretaries

12 Hamngton Place

Greenpoint N.Y. 10020

USA

Dear Ms Jones:

RE: The Style of Setting up a letter.

You asked me if there is any one style of setting up a letter that is used more than the others. Probably more business concerns use the block style of letter than any other style, because its marginal uniformity saves time for the typist

The inside address in such letters is blocked and the paragraph beginnings are aligned with the left margin. Open punctuation is used in the address.

The date and reference lines are flush with the right margin. The date line is two spaces below the letterhead, and the reference line is two spaces below the date line. The complimentary close begins slightly to the right of the center of the page. Both lines of the signature are aligned with the complimentary close.

As the dictator's name is typed in the signature, it is not considered necessary to include his or her initials in the identification line.

Sincerely Yours

M. Scott

Martha Scott

Correspondence Chief

Accounting

Department

Enclosure: Order №34

Cc M Pryor, Accounts Manager

Address Telephone Number Fax Number VAT registered XXXXXXXXXXXX

Notes:

1. business concerns – фирмы, предприятия;
2. marginal uniformity – одинаковое расположение текста относительно поля;
3. the inside address...is blocked – внутренний адрес представлен в виде блока (т.е. единого целого, оформленного по определенным правилам);
4. identification line – расшифровка подписи (т.е. строка в которой расшифровывается подпись).

IX. Answer the following questions.

1. Who is the author of the letter? What position does he hold?
2. Who is the addressee? Where does she work?
3. What question does Ms Jones ask Martha Scott to clear up?
4. What letter style according to M Scott is used more than any others?
5. What is one of the block style important advantages?
6. What style does M Scott herself use in her letter to Ms Jones?
7. How does the style of M. Scott's letter differ from the block style she recommends?

- X. Rearrange the parts of M. Scott's letter according to her own instructions. Draw a layout of the block style letter.

EXPRESSIONS MOST COMMONLY USED IN COMMERCIAL LETTERS

Для подтверждения получения письма, факса, телекса
и т.п. используются следующие фразы:

We have received your letter of...	Мы получили ваше письмо от...
We are in receipt of your letter of... →	
We acknowledge the receipt of your...	Подтверждаем получение Вашего...
We thank you for your letter dated...	Благодарим за Ваше письмо, датированное...
In reply to your letter of...	В ответ на Ваше письмо от...
We are obliged (thankful) for your letter of...	Мы Вам признательны (благодарны) за Ваше письмо...

При ссылке на следующую переписку, на какие либо документы, телефонные разговоры, переговоры и т.д. обычно употребляются следующие выражения:

With reference to...	Ссылаясь на...
Referring to your (our) letter of...	Ссылаясь на Ваше (наше) письмо от...
We refer to your (our) letter of...	Мы ссылаемся на Ваше (наше) письмо от...
Reverting to our letter of...	Возвращаясь к нашему письму от...
With further reference to...}	Повторно ссылаясь на...
Again referring to... }	
Further to our letter of...	В дополнение к нашему письму от...
...our letter of 6 th July and our telegram of the same date...	...наше письмо от 6 июля и наша телеграмма того же числа...
Referring to our telecon of today's date... or of yesterday's date...	Ссылаясь на нашу телефонную беседу (телефонную «конференцию») от сегодняшнего числа... или от вчерашнего числа...

Фразы используемые для вежливых деловых просьб о чем-либо:

Please inform us...	Пожалуйста сообщите нам...
We ask you to inform us... }	Просим Вас сообщить нам...
We beg you to inform us... }	
We shall be obliged if you will... }	Мы будем признательны если Вы...
We should appreciate it if you will... }	
Please, be so kind as to...(do smth)	Будьте так любезны... (сделать что-то)
Please be good enough to send us...	Пожалуйста, вышлите нам...
Please send us by return of post...	Пожалуйста, пошлите с обратной почтой...
Please send us as soon as possible (urgently)...	Пожалуйста, пошлите как можно скорее (срочно)...

Выражения, употребляемые для ответов на вежливые деловые просьбы:

In accordance (in conformity) with your request...	В соответствии с Вашей просьбой...(Выполняя Вашу просьбу...)
In compliance with your request...	
As requested by you...	Как было потребовано вами. ..
As requested in your letter of...	Как Вы требовали в письме от...

Фразы, используемые при посылке чего-либо:

We are glad to send you... We are pleased to send you... We are sending you herewith... We enclose... We attach... Enclosed (attached) is... Please find enclosed ..	} } } } } }	С удовольствием высылаем Вам.. При этом прилагается... Мы прилагаем при этом.. При этом приложено... При этом приложено...
--	----------------------------	--

Выражения, сожаления, извинения:

We regret to inform you that...	С сожалением сообщаем вам о том, что...
We must acknowledge with regret that...	С сожалением мы должны признать, что...
Unfortunately... Regrettably... To our deep regret,...	} } К сожалению,...
Please accept our apologies for the inconvenience caused.	К нашему глубокому сожалению.... Пожалуйста, примите наши извинения за причиненное неудобство.
We apologize for...	Извиняемся за...

Выражения, употребляемые при исправлении ошибок:

We regret that...	Сожалеем, что...
Through a typing error...	Из за ошибки секретаря...
Through a technical error...	Из-за технической ошибки...
Through a clerical error...	Из-за ошибки персонала...
Due to the mistake made by the packing department...	Из-за ошибки, сделанной... упаковочным отделом...

PART II

UNIT I

State System of the Russian Federation

I. Read and translate the following text.

1. The Russian Federative Republic was established by the Constitution of 1993. Under the Constitution Russia is a Presidential Republic.

The Russian Federation consists of 89 constituent entities (republics, krais, oblasts, cities of federal significance, autonomous okrugs, which have equal rights).

The authorities of the constituent entities have the right to pass laws independently from the federal government. These laws are valid on the territory of the appropriate federate division, but they cannot contradict the federal laws. In case of conflicts between federal and local authorities, the President uses consensual procedures to resolve the problem. If a consensus is not reached, the dispute is transferred to the appropriate court for its resolution. The Russian President has the power to suspend acts passed by local executive authorities in case these acts conflict with federal laws of Russia, its international commitments, or if they violate the human and civil rights and freedoms until the issue is resolved by the appropriate court.

The national Government in Russia is organized around three separate branches. The Constitution gives to each branch its own distinct field of governmental authority: legislative, executive and judicial. Thus the Federal Assembly, the Parliament of the Russian Federation is the legislative branch of the government. Executive power belongs to the Federal Government and the Governments of constituent entities. Judicial power is provided by the appropriate judicial system and by civil, administrative and criminal legislation.

II. The President is the head of the state and determines the basic objectives of the internal and external policy of the state.

He is elected by a direct vote of all citizens of the Russian Federation by secret ballot. One and the same person cannot serve as President for more than two terms in succession. The President cannot be removed from his office before the completion of his term – except by a two-thirds vote in each house of the Federal Assembly and then only for a specific violation of the constitution or laws of the Russian Federation. If the President is unable to finish his term the Chairman of the Government takes his office.

The President appoints the Chairman of the Government subject to approval of the State Duma. He chairs the meetings of the government and adopts decisions on its resignation. With the consent of the State Duma the President names a candidate to the post of the Chairman of the Central Bank. He

also names to the Federation Council, candidates to the posts of the Constitutional and Supreme Court Justices, Supreme Arbitrage Court Justices and a candidate to the post of Prosecutor General. The President forms and heads the Security Council. He is the Commander-in-Chief of the Armed Forces of the Russian Federation and appoints and dismisses the supreme commanders of the Armed Forces. He names diplomatic representatives with the approval of the Parliament. He confers supreme military and supreme special titles and honorary titles of the state. He has the power to show mercy and to decide on issues of citizenship. He has the power to introduce a state of emergency throughout the country or in a particular territory within the Russian Federation. The President has the power to dissolve the State Duma, to announce elections before their scheduled time and to make a decision on the conduct of a referendum on federal issues.

The President has the power to veto any measure passed by the Federal Assembly; but that body can override a presidential veto by two-thirds majority in each of its chambers.

The office of the President was first established in 1989 and then redesigned, strengthened and recreated in 1990.

Vocabulary exercises

- I. Make adjectives ending in **-full**, using the following words. Translate the adjectives into Russian and try to remember them.

right, law, power, mercy, peace, use, help, truth, event, success, colour.

- II. Make adjectives ending in **-less**, using the following words. Translate the adjectives into Russian and try to remember them.

friend, child, life, name, hope, mercy, law, colour, defence, right, end, power.

- III. Form verbs with the help of the prefix **dis-**. Translate them into Russian and try to remember them.

- approve, appoint, organize, agree, join;
inform, appear, like, locate, place, solve.

- IV. Form verbs with the help of the prefix **re-**. Translate them into Russian and try to remember them.

design, name, organize, elect, confirm;
group, read, write, build, make

- V. Give verbs corresponding to the following nouns. Try to remember their meanings.

completion, approval, service, government, authority, commitment procedure, resolution, succession, violation, constitution, decision.

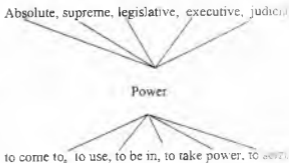
VI. Give the English for:

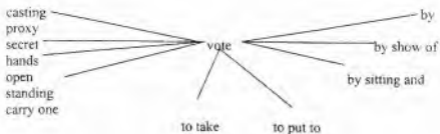
субъект федерации; отдельные отрасли государственного управления; гражданское (уголовное) законодательство; нарушение конституции; снимать с должности; тайное голосование; действительный (имеющий силу); мбеждународные обязательства; нарушение прав человека и гражданских прав; принять закон; приостановить действие закона; достигнуть согласованности; принимать решения; назначать и увольнять; почетные звания; принимать решение по вопросам предоставления гражданства; вводить чрезвычайное положение; отвергнуть (преодолеть вето президента); с одобрения парламента; с согласия Государственной Думы; предлагать кандидата на должность.

VII. Match the following Russian words and word combinations with their English equivalents.

разделение властей	colonial powers
великие державы	mental powers
колонияльные державы	power(s) of observation
широкие полномочия	separation of powers
наблюдательность	powers of resistance
ведущие державы	great powers
умственные способности	large powers
сопротивляемость	leading powers

VIII. a) Study the following "word-partnership" charts. Use these word combinations in sentences of your own.





b) Find out the meanings of the word "office" by translating the following word combinations.

1. to be in office (to hold office);

to take office;

to put smb. in office

to come into office

2. lawyer's office

editorial office

inquiry office

3. War Office

Foreign Office

Record Office

Office of Education

4. good offices

ill offices

IX. Choose from those listed below words and word combinations close in meaning to the following.

law, objective, to remove from the office, to reach a consensus, post, office.

appropriate, help, to leave.

(to abandon, to desert, aid, suitable, fitting, to achieve, position, place, to dismiss from office, statute, act, aim).

X. Choose from those listed below words and word combinations opposite in meaning to the following:

Secret ballot, to appoint to a post, to dissolve the Duma, to violate the law, to be unable to finish the term, to take the office, to put smb in office, to strengthen, the laws are valid, to contradict.

(open vote, to keep within the law, to resign from the office, to convene the Duma, to be able to finish the term, to weaken, to remove from the office, the laws are invalid, to be in accord with).

XI. Read the following text and translate the Russian words into English.

RF STATE SYSTEM

The Russian Federative Republic was *учреждена* by the Constitution of 1993.

Under the Constitution Russia is a Presidential Republic. The federal government consists of three *ветвей*: legislative, *исполнительная* and judicial. Each of them is balanced by the President. The legislative power is *принадлежит* in the Federal Assembly. It consists of two *палат*. The Upper Chamber is the Council of Federation. The Lower Chamber is the State Duma. Each chamber is headed by the Speaker. *Законодательная власть (инициатива)* may be initiated by the two chambers. But to become a law *законопроект* must be *одобрен* by both chambers and *подписан* by the President. The President may *накладывает вето* the bill. The President is the Commander-in-Chief of the Armed Forces, he signs treaties, *обеспечивает соблюдение законов*, appoints ministers to be approved by the Federal Assembly.

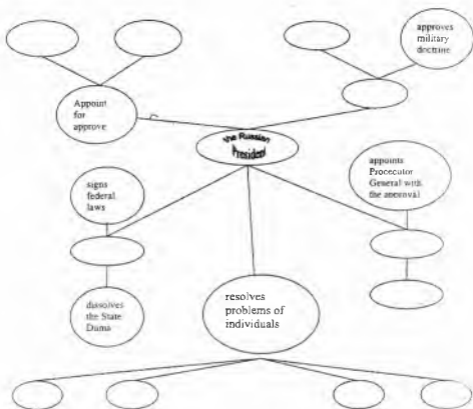
The executive power belongs to the government which is headed by the Prime Minister. The first action of the Prime Minister on appointment is to form the Cabinet.

The *судебная* branch is represented by the Constitutional Court, the Supreme Court and district courts.

The members of the Federal Assembly are elected by popular vote for a four year period.

XII. Complete the diagram about the competence of the Russian President.

XII. Complete the diagram about the competence of the Russian President.



XIII. Choose from the given groups of words the appropriate ones to fit each gap.

- The President uses consensual procedures...
(to veto the act, to perform duties, to resolve the problem.)
- The dispute is transferred to the appropriate court (for its resolution, for its discussion, for suspension.)

3. State administration in Russia is exercised by dividing powers... (between citizens, into three independent branches, for performing duties.)
4. The President of the Russian Federation is elected... (to serve a seven year term, for life, for four years of service)
5. The President appoints the Chairman of the Government... (with the advice and consent of the Security Council, without consulting the State Duma, subject to the approval of the State Duma.)
6. The President has the power to dissolve... (The Federal Assembly, the State Duma, the Federation Council.)

XIV. Answer the following questions.

1. What kind of state is Russia?
2. What was the Russian Federation established by?
3. What is the basic characteristic of a presidential republic?
4. What are the major units of local government in the Russian Federation?
5. How many constituent entities does the Russian Federation consist of?
6. What happens if there is a conflict between the federal and local authorities?
7. What are the three separate branches of government in the Russian Federation?
8. For whom does the Constitution give the executive power?
9. For what term is a President elected?
10. To how many terms may a President be elected?
11. What basic powers does the Constitution assign to the President?
12. What is the President's role in military matters?

XV. Translate the following text in writing with the help of a dictionary.

As a check upon overpowerful government most modern constitutions have adopted the principle of separation of powers, developed in the 18th century by the French political philosopher Montesquieu.

Montesquieu argued that the functions of the state could be divided into policy formulation and direction (executive), lawmaking (legislative), and interpretation and application of the law (judicial). To stop governments from becoming too powerful these functions should be carried out by separate institutions, and there should be a balance between them. In the United States, for example, the President (executive) is elected by the people and attempts to carry out his policy promises through a presidential office of advisers. The Constitution gives him many important powers, such as control of the armed forces and appointment of Supreme Court justices, but many of his decisions

and all new legislation must be approved by a majority in Congress (legislature), which is also elected by the people.

Many presidents have had important policies blocked by Congress. The Supreme Court (judiciary) has the task of interpreting laws which have been disputed in lower courts, and of deciding whether a law passed by Congress or by one of the individual states is in keeping with the Constitution.

XVI. Entitle the text.

XVII. Give the main points of the text in English.

XVIII. Discuss the following topics:

1. how the Constitution of the Russian Federation distributes powers among the legislative, executive and judicial branches;
2. the roles the President must perform;
3. the basic powers the Constitution assigns to the President;
4. the characteristics that make the Russian Federation a Presidential Republic.

Unit II

Major Foreign Governments

1. Read and translate the text.
- II. Write the translation of the passage beginning with "The Unwritten Constitution" up to "Continuity and Change".

1. Great Britain

The roots of the American political system are buried deep in English political and social history. Yet there are important differences between the two systems of government. Most of those differences grow out of this fundamentally important point: Unlike government in the United States, government in Great Britain is unitary and parliamentary in form and rests upon an *unwritten constitution*.

The Unwritten Constitution

It is not strictly true to say that the British constitution is unwritten. Parts of the constitution can, indeed, be found in books and charters. But there is no single document that constitutes the British constitution – as there is, say, a Constitution of the United States.

The British Constitution has both a written and an unwritten part. The written part includes historic charters, significant laws (or *acts of Parliament*), and innumerable court decisions. The unwritten part derives from customs and usages – practices that have gained acceptance over time. We call the written parts the *law of the constitution* and the unwritten parts the *conventions of the constitution*.

The Law of the Constitution Many historic documents figure in Britain's written constitution. Perhaps the best known is the Magna Carta of 1215. Others, include the Petition of Right of 1628 and the Bill of Rights of 1689. Each of those documents was a landmark in the centuries-long struggle to limit the powers of the English monarch and advance the concept of due process of law.

Certain acts of Parliament also form a basic part of the British constitution. One example of these is the Representation of Peoples Act of 1969. That act lowered the voting age in all British elections from 21 to 18. In the United States, you will recall, such a change required a formal amendment to the Constitution.

Finally, court decisions are another part of the law of the constitution. Centuries of court decisions have created a body of legal rules covering nearly every aspect of human conduct. Such decisions, as you have read, make up the *common law*.

The Conventions of the Constitution The truly unwritten part of the British constitution consists of the customs and practices of British politics. For example, no document says that parliament must hold a new session each year.

It just does. There are no written rules giving the lower house of Parliament the power to choose and dismiss a Prime Minister. That central feature of British government developed over hundreds of years and is now a matter of custom.

Continuity and Change With its open-ended constitution, Britain has a flexible set of rules that is always evolving and open to change. A majority vote in Parliament can easily remove an old provision of the constitution or add a new one. The flexibility of this system can be very useful. But there is always the danger of ill-considered and hasty action that might fundamentally alter the people's rights, without the delays and safeguards that a system such as our own would impose.

The Monarchy

The United States, France, and other countries that have no hereditary rulers are called *republics*. Britain in contrast is a *monarchy*. Its hereditary ruler, or monarch, bears the title of Queen (as at present) or King. While English monarchs once ruled with absolute power, their role has dwindled and they are now little more than figure-heads. Because her powers and duties are controlled by Britain's unwritten constitution, Elizabeth II (Britain's Queen since 1952) is known as a constitutional monarch.

In formal terms, all acts of the British government are performed in the name of the Queen. However, the real power of government is exercised by the Prime Minister and other high officials. The Queen does appoint the Prime Minister, but her choice is subject to the approval of the House of Commons. So, traditionally she chooses the leader of the majority party in that house to be Prime Minister. She has no power to dismiss the Prime Minister and no veto power over acts of Parliament.

Today's British monarch reigns but does not rule. Nonetheless, the institution of monarchy serves an important function. The Queen stands as a living symbol of the British state, as a focus of loyalty and pride. Periodic proposals to do away with the monarchy inevitably bring an outpouring of support for "our dear Queen."

Parliament

Parliament – and in particular the House of Commons – is the central institution of British government. It holds both the legislative and the executive powers of the nation – powers that in the United States are divided between separate and independent branches of government. By its legislative power, Parliament passes Britain's laws. By its executive power, it chooses some of its members (the Prime Minister and the Cabinet) to administer the departments of government and run the nation's affairs. In the British system, as in all parliamentary systems, government is built on the *fusion of powers*. The government's legislative and executive authority is fused (combined) in

Parliament and the Prime Minister and Cabinet. (The judicial power lies partly in Parliament and partly in the courts.)

Parliament is bicameral, composed of two houses: the House of Lords and the House of Commons. Of the two, the House of Commons is, by far, the more powerful body.

The Prime Minister and Cabinet head the executive arm of British government. They form what, in the British and other parliament systems, is regularly called "the government" – what, in the United States, we often refer to as "the administration."

The Prime Minister

The Prime minister, although formally appointed by the Queen, is in fact responsible to the House of Commons. When a single party holds a majority in the Commons, as usually happens, that party's leader becomes Prime Minister. If no single party holds a majority, a coalition must be formed. In this sense, a coalition is a temporary alliance of parties for the purpose of forming a government. Two or more parties must agree on a common choice for Prime Minister and on a joint slate of cabinet members.

The Cabinet

The Prime Minister selects the members of the Cabinet. Most Cabinet members, or ministers, are members of the House of Commons. A few may sit in the House of Lords.

Collectively, the Prime Minister and the Cabinet provide political leadership, both in the making and the carrying out of public policy. Individually, Cabinet ministers head the various executive departments. All told there are about 20 ministers, each with his or her own "portfolio" (department and functions). The size of the Cabinet varies from time to time, depending on the wishes of the Prime Minister.

The Prime Minister and the Cabinet are accountable to the House of Commons. An almost daily feature of parliamentary sessions is "question hour," when the Cabinet ministers appear in the Commons to answer questions about their area of responsibility. Any MP may ask a question about any relevant subject.

Major opposition parties appoint their own teams of potential Cabinet members. Each of these opposition MPs "shadows" (watches) one particular member of the Cabinet. If an opposition party should gain majority, its so-called shadow cabinet would be ready to run the government.

Vocabulary Exercises

- I. Form adjectives (negative in meaning) with the help of the prefix in- (im-, il, ir). Translate them into Russian.

(in-) – significant, formal, direct, active, complete, definite, dependent, correct;

(il-) – legal, logical, literate, legitimate, limited;

(im-) – moral, material, probable, possible, practical, proper, moderate, mature, memorial, movable;

(ir-) – regular, responsible, replacable, relevant, rational, resolute, recognizable, reversible;

- II. Give the meaning of the following combinations.

to ill – treat

ill - timed

to ill – use

ill - sorted

ill humour

ill - judged

ill luck

ill - bred

ill nature

ill – famed

ill - suited

- III. Form adverbs ending in **-ly** from the following adjectives. Translate them.

sudden, bright, slow, quick, hopeless, ready, heavy, general, grateful, near, hard, easy, useful, fundamental, true, traditional, absolute, formal, powerful, regular, usual, particular.

- IV. Give the Russian for the following:

fundamentally important point; it is **not** strictly true to say; a body of legal rules; a **matter** of custom; its open-ended constitution; a **majority** vote; without the delays and safeguards; hereditary ruler; in formal terms; all told; an almost daily feature of parliamentary sessions; customs and practices.

- V. Suggest the English for:

опираться на неписаную конституцию;

многовековая борьба;

официальная поправка к конституции;

выбирать и отправлять в отставку министра;

гибкий свод правил;

устранять старые положения конституций;
их роль уменьшалась;
от имени королевы;
избавиться от монархии;
парламент принимает законы;
управлять делами государства;
иметь большинство в палате общин;
временный союз партий;
с целью формирования правительства;
заседать в Палате Лордов;
обеспечить политическое руководство.

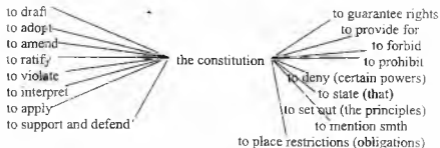
VI. Give verbs corresponding to the following nouns.

differences, acceptance, representation, amendment, provision, proposal, alliance, opposition.

VII. Find out the meanings of the word "government" by translating the following word combinations.

1. puppet government;
sovereign government;
to run the government;
to form the government;
to dissolve the government;
conservative Government.
2. parliamentary government
republican government;
federal government;
constitutional government;
3. local government
the system of government;
organs of government;
the form of government.

VIII. Study the following "word - partnership" chart. Use these word combinations in sentences of your own.



IX. Match these definitions with the words given below.

1. Document issued by a government granting certain rights and privileges.
2. Hereditary ruler as a king, queen or emperor.
3. Change in, or addition to the constitution of a country, state or society.
4. Basic law of a nation, state or organization.
5. The greater number or part of something.
6. Union of states (by treaty).
7. Union of political parties for special purpose.

X. Find in the text words opposite in meaning to the following.

1. separation, dissociation;
2. permanent;
3. not in accord with fact or reality, false;
4. smaller part or number, minority;
5. security, safety;
6. to become greater, grow, multiply

XI. Scan the text in order to finish these sentences. Try to reproduce them orally.

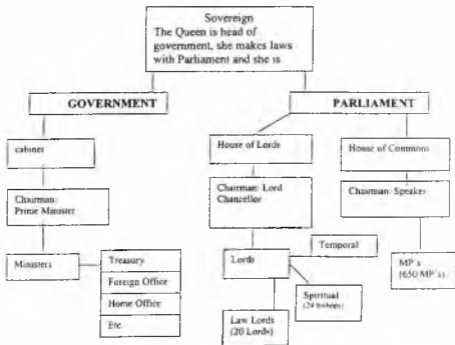
1. The roots of the American political system are buried deep in...
2. The British constitution has both...
3. Many historical documents figure...
4. Court decisions are another part of...
5. Such decisions, as you have read, make up ..
6. The truly unwritten part consists of...
7. That central feature of British, government developed over hundreds of years and...

XII. Read the text carefully to answer these questions.

1. What kind of constitution does government in Great Britain rest upon?
2. Why is it not strictly true to say that the British constitution is unwritten?
3. What does the written part include?
4. What is it called?
5. What does the unwritten part of the British Constitution consist of?
6. What is the unwritten part of the British Constitution called?
7. What makes the British constitution always evolving and open to change?
8. What is the central institution of British government?
9. How does British parliament differ from that in the USA?
10. What is government in the British system built on?
11. What important function does the institute of Monarchy serve in Britain?
12. In what sense are British monarchs now little more than figure-heads?

XIII. Study the chart and be ready to discuss the system of government in Britain.

The System of Government



XIV. Discuss the following points.

1. The role of monarchy in British Government.
2. The fusion of powers as a distinguishing feature of the British government system.
3. The interrelation of legislative and executive branches of British Government.
4. The role of tradition in British Government.

Unit III

The Important Document of History

1. Write your translation of the following text. Consult the notes given below.

Exploring Historic Documents

The history of many of the basic rights held by the people of the United States can be traced to several landmark documents from England¹. Together, these documents laid the foundations for such concepts as limited government, representative government, popular sovereignty, and civil liberties.

Magna Carta (1215): A group of determined barons forced King John to sign the Magna Carta (Great Charter) at Runnymede in 1215. Weary of John's military campaigns and heavy taxes, the barons were seeking protection against arbitrary acts by the king.

The Magna Carta included such fundamental rights as trial by jury and due process of law (protection against the arbitrary taking of life, liberty, or property). The charter proclaimed:

No freeman shall be taken, imprisoned, dispossessed, outlawed, banished, or in any way destroyed, nor will we proceed against or prosecute him, except by the judgment of his peers or by the law of the land.²

These protections against the absolute power of the king were originally intended only for the privileged classes. Over time, they became the rights of all English people and were incorporated into other documents. The Magna Carta is important for the precedent it established – the power of the monarchy was not absolute.

Petition of Right¹ (1628): The Magna Carta was respected by some monarchs and ignored by others for 400 years. During this time, Parliament slowly grew in influence. In 1628, when Charles I asked Parliament for more money in taxes, Parliament refused until he signed the Petition of Right.

The Petition of Right limited the king's power by demanding that the king not imprison political critics without trial by jury, declare martial law during peacetime, or require people to shelter troops without the homeowner's consent.

The Petition challenged the idea of the divine right of kings, declaring that even a monarch must obey the law of the land.

Bill of Rights (1689): In 1688, after years of revolt and turmoil, Parliament offered the crown to William and Mary of Orange². To prevent abuse of power by them, and by future monarchs, Parliament in 1689 drew up the Bill of Rights to which William and Mary had to agree.

The Bill of Rights prohibited a standing army in peacetime, except with the consent of Parliament, and required that all parliamentary elections be free.

Notes:

1. The history of many of the basic rights... - История многих жизненно важных прав... как можно проследить, восходит к нескольким основополагающим документам, созданным в Англии.
2. Such concepts as limited government... popular sovereignty – такие понятия как ограниченная власть... верховенство народа.
3. No freeman shall be taken... ни один свободный человек не будет арестован, заключен в тюрьму, лишен имущества, поставлен вне закона, изгнан из страны или убит каким либо способом; не будем мы также передавать его суду или преследовать иначе как по закону государства или приговору пэров.
4. Petition of Right – петиция о праве.
5. William and Mary of Orange – Вильгельм Оранский и Мария.

II. Translate the following passage without a dictionary. Make use of the following words.

1. rebellious – мятежный, взбунтовавшийся;
2. to store – хранить (на складе);
3. to bar the way – преградить путь;
4. to fire a shot – произвести выстрел;
5. to set up an army – создать армию;
6. to seek aid – зд. искать поддержки;
7. inevitable – неизбежный.

Fighting for Independence

On the night of April 18, 1775, 700 British soldiers marched silently out of Boston. Their orders were to seize weapons and ammunition that rebellious colonists had stored in Concord, a nearby town.

But the colonists were warned that the soldiers were coming. Signal lights were hung from the spire of Boston's tallest church and two fast riders, Paul Revere and William Daves, jumped into their saddles and galloped off with the news.

In the village of Lexington the British found seventy American militiamen, farmers and tradesmen, barring their way. These part-time soldiers were known as "Minutemen." This was because they had promised to take up arms immediately – in a minute – whenever they were needed.

The British commander ordered the Minutemen to return to their homes. They refused. Then someone, nobody knows who, fired a shot. Other shots came from the lines of British soldiers. Eight Minutemen fell dead. The first shots had been fired in what was to become the American War of Independence.

The British soldiers reached Concord a few hours later and destroyed some of the weapons and gunpowder there. But by the time they set off to return to Boston hundreds more Minutemen had gathered. From the thick woods on each side of the Boston road they shot down, one by one, 273 British soldiers. The soldiers were still under attack when they arrived back in Boston. A ring of armed Americans gathered round the city.

The next month, May 1775, a second Continental Congress met in Philadelphia and began to act as an American national government. It set up an army of 17,000 men under the command of George Washington. The Continental Congress also sent representatives to seek aid from friendly European nations – especially from France, Britain's old enemy.

On July 2, 1776, the Continental Congress finally took the step that many Americans believed was inevitable. It cut all political ties with Britain and declared that "these United Colonies are, and of right ought to be, free and independent states." Two days later, on July 4, it issued the *Declaration of Independence*.

III. Read and translate the following text with the help of a dictionary.

The Declaration of Independence

The *Declaration of Independence* is the most important document in American history. It was written by Thomas Jefferson, a landowner and lawyer from Virginia. After repeating that the colonies were now "free and independent states." It officially named them the United States of America.

The men who drew up and adopted this epoch-making document were not content with a mere declaration of independence. They were at pains to set forth in detail the causes that "impelled them to separation" and the philosophy that justified it. It is significant that at the very beginning of their national history Americans took their stand on principles and proclaimed a philosophy.

And what are these principles of government here given immortal expression? "We hold these truths to be self-evident," wrote Jefferson:

That all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty and the pursuit of Happiness. - That to secure these rights, Governments are instituted among Men, deriving their just powers from the consent of the governed, - That whenever any Form of Government becomes destructive of these ends, it is the Right of the People to alter or to abolish it, and to institute new Government, laying its foundation on such principles and organizing its powers in such form, as to them shall seem most likely to effect their Safety and Happiness.

What we have here, of course, is the philosophy of democracy, a philosophy which had never before been given so eloquent a statement. There are certain things - so the Americans said - that no reasonable man can doubt - self-evident truths. There is the truth that all men are created equal - that all men are equal in the sight of God and equal before the law.

Another great truth proclaimed in the Declaration is that men are "endowed" with "unalienable" rights - among them life, liberty, and the pursuit of happiness. These are not rights granted to men by some benevolent government and held at the pleasure of that government. They are rights with which all men are born and which they cannot lose. This principle, too, worked as a ferment in the minds of Americans and others, changing their attitude toward authority; for, as the Declaration pointed out, it was precisely to secure these rights that governments were organized in the first place. What we have here is the "compact" theory of government - the theory that man once lived in a "state of nature," that in such a state they were continually in danger, and that in order to protect themselves they came together and set up governments, granting to those government just enough power to protect their lives, their liberty, and their property. In short, men made government to do good, not evil; made it to protect them, not to injure them. And the moment government failed of the purposes for which it was established, it no longer deserved the support or allegiance of men.

If men could make governments, they could unmake them, for it is their right to alter or abolish a bad government and to institute a new one. And they shortly proved that this was not mere theory. Even as Revolution was under way, during the stress and turbulence of war, they set about to translate this idea into reality.

The ideas that had for centuries been the property of philosophers were taken out of the realm of philosophy and made law.

Notes:

Jefferson drew heavily from the ideas of the English philosopher John Locke to declare these “self-evident” truths: the equality of all men; the natural rights of men, granted to them by god; the principle of limited government; government only by the consent of the governed; and the right to rebel against tyrannical government.

IV. Translate the quotation from the Declaration setting forth its political theory beginning with “wrote Jefferson” up to “...safety and Happiness.”

V. Suggest the Russian for:
epoch – making;
self evident truths;
unalienable rights;
pursuit of happiness;
to effect their Safety and Happiness;
worked as a ferment;
lived in a state of nature;
government failed of the purposes,
to translate this idea into reality;
the stress and turbulence of war;
in the first place.

VI. Suggest the Russian for:
обеспечить право;
заложить основы;
не быть удовлетворенным;
наделить правами (властью);
отношение к власти;
не просто теория;
область философии;
излагать в деталях;
все люди созданы равными;
равны перед законом;
поиски счастья;
собраться вместе;
создать правительство.

VII. Scan the text to answer the following questions.

1. Who wrote the Declaration of Independence?
2. What other information besides the proclamation of independence is there in the Declaration?
3. What are the self-evident truths dealt with in the Declaration?
4. What does the compact theory of government say about the purposes the governments were established for?
5. What does the compact theory of Government say about the purpose the governments were established for?
6. What do Governments derive their powers from?

VIII. Make a summary of the text.

The US Constitution and the Bill of Rights

I

I. Read and translate the text. Consult the notes below.

The former colonies, now "the United States of America", first operated under an agreement called the Articles of Confederation (1781). It was soon clear that this loose agreement among the states was not working well. The central, federal government was too weak, with too few powers of defence, trade, and taxation. In 1787, therefore, delegates from the states met in Philadelphia. They wanted to revise the Articles, but they did much more than that. They wrote a completely new document, the Constitution, which after much argument, debate, and compromise was finished in the same year and officially adopted by the thirteen states by 1790.

The Constitution of the USA has now been in force for more than 200 years. It is a fairly brief document. The Constitution consists of the Preamble, seven articles and twenty six amendments, the first ten of them called collectively the Bill of Rights.

The Constitution sets out the basic principles on which the government of the United States was built and on which it is maintained. It lays out the basic framework and procedures by which and the limits within which that government must operate.

According to the US Constitution all political power belongs to the people. The people are sovereign¹. They are the only source of any and all governmental power. Government can govern only with the consent of the governed. This principle, the principle of popular sovereignty is declared in the opening words in the preamble.

The principle of limited government holds that government is not all-powerful that is may do only, certain things – those things that the people have empowered it to do. The concept of the limited power is also described as the

rule of law – that is, government and its officers in all that they do are always subject to, never above the law. The Constitution distributes the powers of the National Government among the Congress (the legislative branch), the President (the executive branch) and the courts (the judicial branch). Thus, the Congress is the law-making branch of the National Government. The President is given the law-executing, law-enforcing and law-administering powers of the National Government. The Federal Courts, and most importantly Supreme Court, interpret and apply the laws of the United States in cases brought before them.

The National Government is organized around three separate branches. But these three branches are not entirely separated nor completely independent of one another. Rather they are tied together by a complex system of checks and balances. Each branch is subject to a number of constitutional checks (restraints) by either or both of the others. In other words, each branch has certain powers with which it can check the operations of the other two.

Courts have the power of judicial review – the power to decide whether what the government does is in accord with what the Constitution provides. More exactly, the judicial review may be defined in the following terms: It is the power of a court to determine the constitutionality of a government action. The power of judicial review is held by all federal courts and by most State courts.

American governmental system is federal in form. The powers held by government are distributed on territorial basis. Some of those powers are held by the National Government and others belong to the 50 states.

The powers of the federal (national) government include the right to declare war; the right to tax; the right to borrow and coin money, and to regulate its value; the right to regulate commerce between the states; the right to maintain a postal system.

Every state has its own constitution. It also has the three-branches-of-government structure. State chief executives are called governors, and state legislators are usually known as representatives and senators.

The powers of the state are to control education, regulate corporations and business within the state, determine most election procedures, and regulate local governments. The states also make and administer civil (citizens' private rights) and criminal laws.

}

II

The fundamental rights of the American people are stated in the first ten Constitutional Amendments. Among these rights are the freedom of religion, speech, and the press, the right of peaceful assembly, and the right to petition the government to correct wrongs. Other rights guarded the citizens against unreasonable searches, arrests, and seizures of property, and established a system of justice guaranteeing orderly legal procedures. This included the right of trial by jury, that is, being judged by one's fellow citizens.

The great pride Americans have in their Constitution, their almost religious respect for it, comes from the knowledge that these ideals, freedoms, and rights were not given to them by a small ruling class. Rather, they are seen as the natural "unalienable" rights of every American, which had been fought for and won. They cannot be taken away by any government, court, official, or law.

The federal and state governments formed under the Constitution, therefore, were designed to serve the people and to carry out their majority wishes (and not the other way around). One thing they did not want their government to do is to rule them. Americans expect their governments to serve them and tend to think of politicians and governmental officials as their servants. This attitude remains very strong among Americans today.

Over the past two centuries, the Constitution has also had considerable influence outside the United States. Several other nations have based their own forms of government on it. It is interesting to note that Lafayette, a hero of the American Revolution, drafted the French declaration of rights when he returned to France. And the United Nations Charter also has clear echoes of what once was considered a revolutionary document.

Notes:

1. the people are sovereign – народ обладает высшей (верховой) властью
2. popular sovereignty – верховенство (главенство) народа, т.е. принадлежность верховной власти народу
3. the principle of limited government – принцип ограничения власти (полномочий)
4. law-executing, law-enforcing and law administering powers – полномочия в сфере (области) исполнения законов, охраны правопорядка и поддержания законности
5. the power and judicial review – право судебного контроля
6. administer civil (...) and criminal law – осуществляют (отправляют) гражданское и уголовное правосудия

Vocabulary Exercises

- I. Add the prefix **mis-** to the following words and translate them into Russian.
- a) belief, alliance, fortune, trust, chance, translation, understanding;
 - b) to direct, to interpret, to lead, to place, to print, to use, to represent.

II. Form verbs with the help of the suffix **-en**. Translate them into Russian.

weak, wide, deep, hard, black, dark, white.

III. Form verbs with the help of the prefix **en-** and translate them into Russian.

slave, rich, large, circle, able, courage, sure, joy, chain, danger, title, trust.

IV. Build nouns by adding the suffix **-tion** to the following verbs. Translate them.

to separate, to operate, to act, to declare, to form, to distribute.

V. Suggest the English for:

всевластие народа (верховенство народа);

управлять с согласия тех, кем управляют;

полностью независимый;

принять официально;

точнее (более точно);

распределять полномочия;

применять законы;

подчиняться закону;

находиться в соответствии с;

излагать основные принципы;

любой и всякий;

всесильный;

единственный источник;

ряд конституционных ограничений;

делать займы и чеканить монету.

VI. Explain the meaning of the following terms basing on the text.

The preamble, the Bill of rights, the rule of law, popular sovereignty, law-executing, law-enforcing, law-administering powers, judicial review, representatives and senators, to make laws.

VII. Scan the text in order to finish these sentences. Try to reproduce them orally.

1. American Government system is federal...
2. Every state **has**...
3. The **states** also make and administer...
4. The **National Government** is organized around...
5. Government can only govern. .
6. The principle of popular sovereignty is declared in.
7. The constitution of the USA has been in force. .

VIII. Match the definitions with the words given below

1. single section in a clause of a formal document
 2. change in, or addition to the constitution of a country
 3. a national legislature of the United States consisting of the Senate and the House of representatives
 4. based on federation
 5. having authority to carry out laws, decreet, etc
 6. place where law – cases a held
 7. introduction or preliminary statement to a formal document
- (executive, court, preamble, article, amendment, Congress, federal)

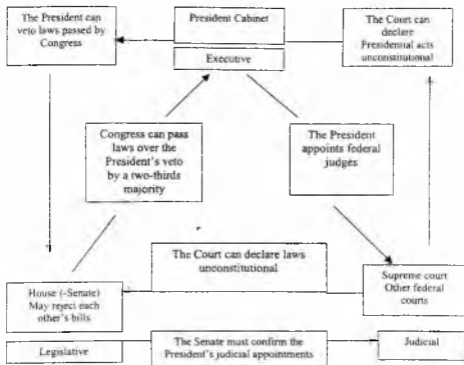
IX. Find out the meanings of the word “term” by translating the following word combinations.

- | | |
|--------------------------|----------------------|
| 1. presidential term | 3. on friendly terms |
| term of office | on good (bad) terms |
| term of service | on equal terms |
| 2. terms of an agreement | 4. a technical term |
| terms of a treaty | a scientific term |
| terms of payment | |

X. Translate part II of the text dealing with the Bill of Rights in writing.

XI. Study the chart and discuss the way the system of checks and balances works in American Government.

Checks and Balances



XII. Read the text above carefully to answer the following questions:

1. How many basic principles is the American Constitution built on?
2. What are the principles American system of government rests on?
3. What is the source of governmental power according to the US Constitution?
4. What is meant by the rule of law?
5. In what way are the powers of the National Government distributed?

6. What ties the three branches of National Government together?
7. How can we define the power of judicial review?
8. What does the principle of federalism imply?

XIII. Guided by the questions above make a summary of the text.

XIV. Discuss the following points.

1. The structural composition of the US Constitution.
2. The basic principles set out in the Constitution.
3. The essential meaning and importance of the popular sovereignty principle.
4. The US Constitution as a statement of limited government.
5. The essential meaning and purpose of the principle of separation of powers.
6. The way the principle of checks and balances operate and its contribution to the establishment of limited government.
7. The principle of federalism as the reinforcement of the concept of limited power.

Part III

Unit I

English in International Documents

I. Read and translate the following text.

Treaties and other International Compacts

In international law and diplomatic practice the term "treaty" is, used in two senses. In a generic sense, it refers to all agreements between states which are of a binding character.

Instruments setting out agreements between states bear different titles, such as Treaty, Agreement, Convention, Protocol, Act, Declaration, Statute, Regulations, Provisions, Pact, Covenant (Compromis, Accord, Arrangements, Modus Vivendi, Exchange of Notes and Concordat).

Some of the agreements are highly formal in character whilst others are not. The titles given to international agreements have little significance from the legal point of view as all international agreements, by whatever name called, are equally binding in nature.

In diplomatic literature, the terms "treaty", "convention", and "protocol" are all applied more or less indiscriminately to international agreements. Sometimes the same instrument is designated in different places in its text by different terms. There is no obvious explanation for this diversity of terminology.

International law prescribes neither the form nor the procedure for the making of international engagements, and consequently their form depends upon the will and convenience of the parties. In practice it is governed also by usage and varies depending on whether agreement is reached between states, heads of state, governments (increasingly used), or particular ministers or departments.

II

It is not every international instrument, however formal it may be, that would be regarded as a treaty. Unless the instrument creates contractual obligations between two or more states, the essential requirements of a treaty are not fulfilled. The binding nature of treaty obligations is the oldest and doubtless the most fundamental rule of international law.

The next most solemn type of international engagement is the "convention", derived from the Latin word *conventio* meaning "agreement". This term is frequently, though not necessarily, employed in connection with agreements to which a large number of countries are parties, and especially to agreements of the law-making type. The treaty document covers the following parts:

1. The preamble containing:
 - (a) a list of the heads of state in whose names the treaty is concluded;
 - (b) a list of plenipotentiaries;
 - (c) usually a statement of the purposes and objectives of the treaty, sometimes accompanied by a recital of principles and circumstances;
 - (d) a declaration that the plenipotentiaries have the necessary powers.
2. The text generally containing, in the form of numbered articles, the respective agreements of the signatories. It also indicates:
 - (a) the requirements for bringing the treaty into force;
 - (b) its duration;
 - (c) the place where the exchange of ratifications will take place.
3. The final clauses, specifying that the plenipotentiaries have signed the treaty and have affixed their seals thereto, and including information on:
 - (a) the number of signed copies;
 - (b) if in more than one language, the languages used, and that each is equally authentic;
 - (c) the place and date of signature.

According to the importance of a treaty, the preamble can be more or less enlarged. The statements in the final clauses are, on the contrary, usually identical.

The provisions of a treaty determine the manner in which and the date on which the treaty enters into force. Where the treaty does not specify a date, there is a presumption that the treaty is intended to come into force as soon as all the negotiating states have consented to be bound by the treaty.

Vocabulary Exercises

- I.** Form adjectives with the help of the suffix **-ic**. Translate the new words into Russian.

democrat, economy, history, diplomat, drama, academy, base, patriot, optimist;

- II.** Form adjectives with the help of suffix **-al**. Translate them.

cluter, form, post, culture, music, equality, nature, convention, instrument, provision.

- III.** Build nouns by adding the suffix **-ion** (-ation, -tion, -sion, -ssion). Translate the new words into Russian.

to collect, to include, to restrict, to transmit, to explain, to govern, to create, to connect, to declare, to form, to ratify.

IV. Read and translate the following definitions and try to remember them.

covenant – an formal agreement of solemn nature that is legally binding.

concordat – an agreement between a State and the Church for the settlement of ecclesiastical affairs.

Accord – a formal treaty or agreement.

Provisions – legal or formal statement providing for something.

V. Study the following items. Make up your own concise definitions of the terms dealt with in these items.

AGREEMENTS

The term «agreement», like the term «treaty» itself, is used in a number of senses. In a generic sense, it covers any meeting of minds.

In a restricted sense, the term "agreement" means an agreement intended to have an obligatory character but usually of a less formal nature than a treaty. Like treaties, agreements in this restricted sense may be concluded between Heads of State, between States or between Governments.

Agreements are frequently concluded by exchange of notes, sometimes referred to as «letters». In such cases, the representative of one government sends the representative of another government a note setting forth the arrangements proposed or to be agreed upon. The reply agrees to and frequently repeats the terms of the first note.

A temporary or working arrangement made in order to bridge over some difficulty pending a permanent settlement is usually referred to as *modus vivendi*. This type of a temporary arrangement is made in a most informal way and does not require ratification. Commercial agreements of a temporary nature have often been entered into in the form of a *modus vivendi* by the United States as well as Great Britain.

DECLARATIONS

The term "declaration" usually denotes a treaty that declares existing law with or without modification, or creates new law. It may, however, be pointed out that not all declarations are to be regarded as treaties, as they do not create contractual obligations between two or more states.

Although sometimes declarations (i.e. legally binding agreements) are important international agreements in themselves, they are more often appended to a treaty or convention to form a subsidiary compact, or to place on record some understanding reached or some explanation given. A mere general statement of policy and principles cannot be regarded as intending to give rise to a contractual obligation in the strict sense of the word.

Ministers for Foreign Affairs, even heads of government or heads of state, now frequently meet for a few days, even for a few hours, to discuss policies and problems of common interest to their countries. These meetings lead to what is sometimes known under the traditional term of "Declaration" or "Communique".

PROTOCOLS

The term «protocol» designates different kinds of official documents recording, in an authoritative and solemn manner, the results of a negotiation. The form is very flexible.

In the field of international agreements, the term «protocol» is most often used to designate particular agreements, less formal than a treaty or convention, which supplement a basic agreement. Protocols are also frequently used to amend multilateral international agreements or to prolong their existence, "the Covenant of the League of Nations, for example, was amended in various articles by a series of protocols.

If, after the conclusion of the negotiation and before the treaty is signed, the high contracting parties desire to add new stipulations, the form of an "additional protocol" may be used. This is then signed on the same day and in the same form as the principal text. Additional protocols are, however, sometimes signed and ratified on later dates.

VI. Suggest the Russian for:

in a generic sense

binding character

applied more or less indiscriminately

upon the will and convenience of the parties

contractual obligations

international agreements by whatever names called.

VII. Suggest the Russian for:

употребляется в связи с...

в виде пронумерованных статей

место и дата подписания

положения договора

вступать в силу

заключительная статья (договора)

полномочный представитель

быть связанным договором

точно определять (устанавливать) дату
рассматривать как договор
достигнуть соглашения
многообразие терминологии
с правовой точки зрения

VIII. Study the use of the word "treaty" in the following combinations. Suggest their Russian equivalents. Use them in your own sentences.

1. a binding treaty
a collective treaty
a non-aggression treaty
a non-proliferation treaty
a peace treaty
2. a treaty of alliance
a treaty of cooperation and mutual assistance
a treaty of neutrality
3. to conclude a treaty
to denounce a treaty
to violate a treaty
to withdraw from a treaty
to observe a treaty

IX. Complete the following sentences using the information from the text.

1. In international law and diplomatic practice the term treaty is used in...
2. Instruments setting out agreements between states bear different titles such as...
3. International law prescribes neither...
4. The form of a treaty is governed by... and... varies depending on...
5. The provisions of a treaty determine...
6. The statements in the final clauses are, on the contrary,...
7. It is not every instrument, however formal it may be, that would be...

X. Answer the following questions on the text.

1. Why are the titles of international agreements of little significance from legal point of view?
2. What does the term treaty imply in a generic sense?
3. What does the form of international agreement depend on? Why?

4. What are the essential requirements of a treaty?
5. What type of international engagement do we call a convention?
6. How many parts does a treaty document normally consist of?
7. What are they?
8. How is the date on which the treaty enters into force determined?

XI. Guided by the contents, divide the text into as many parts as the contents require. Give the main ideas of each part.

XII. Make a summary of the text using the following outline.

1. The diversity of terminology in the designations of international engagements.
2. The distinguishing features of the “treaty” and the “convention”
3. The constituent parts of the treaty document.

Unit II

English International Documents

DIPLOMATIC COMMUNICATIONS BETWEEN STATES

1. One major and, in fact, increasingly important aspect of diplomatic work is the drafting of diplomatic documents.

There are many different forms of official diplomatic documents. A considerable proportion consists of documents that are of a purely intradepartmental nature. Another category of diplomatic documents are those through which official international intercourse goes on in written form. Such documents express the position, of a state on a particular question of international affairs.

A large number of diplomatic documents are never published owing to the insignificance of their subject matter (for instance, notes requesting visas). But a fairly large proportion of diplomatic documents, particularly those relating to important international problems, are made public.

2. Until recently diplomatic practice distinguished the following five forms of written official communications:

(1) personal notes, (2) verbal notes (notes verbales), (3) aides-memoire, (4) memoranda, and (5) semi-official letters.

A *personal note* takes the form of a letter drawn up in the first person on behalf of its signatory. It begins with a salutation and ends with a complimentary phrase, that is, a standard expression of polite respect.

A *verbal note* is considered to be the most commonly used form of diplomatic communication. It is drawn up in the third person and is not usually signed. It begins and ends with standard formulas of courtesy.

Until fairly recently the choice of the form of note, signed or unsigned, was regarded as a definite indication of the state of relations between the countries concerned. Nowadays verbal notes have become part and parcel of the international intercourse, and no one would now regard a verbal note sent to an embassy as a display of any ill will.

The *aide - memoire* is an informal summary of a diplomatic interview or conversation which serves merely as an aid to memory; usually left at the foreign office by the ambassador or minister concerned at the foreign office.

A *memorandum* may be a separate and independent document or it may be appended to a personal note or a verbal note. In the latter case the memorandum elaborates and justifies the subject matter dealt with in the note. The distinguishing feature of a memorandum is a detailed exposition of the factual or legal aspects of a particular question.

Semi-official, or *informal*, *letters* are sent to officials, with whom one is acquainted, in cases involving personal favours (thanks for an invitation, a request for assistance) or relating to administrative matters.

3. By their content diplomatic documents, whatever their form (notes, declarations, aides-memoire, etc.), may be classified as follows:

- a) documents containing proposals;
- b) documents registering a protest;
- c) documents warning of possible measures of retaliation;
- d) documents establishing a political or international legal position in respect of an act committed by another state or states or in respect of an international event;
- e) documents announcing measures contemplated or implemented, which are of international significance;
- f) documents recording an agreement or a degree of accord reached.

Naturally, this classification is in some respect conditional, since in practice any diplomatic document may combine several of the above-mentioned characteristics. Even in that case, however, one of the meanings seems to be predominant.

It is customary in diplomatic correspondence to observe the rules of tact and politeness, to avoid harsh expressions wounding to the dignity of the country to which a diplomatic document is addressed.

Vocabulary Exercises

- I. Form adjectives with the help of the suffix **-able** (-ible). Translate the new words into Russian.
to consider, to accept, to change, to eat, to export, reason, value, sense, access.
- II. Form nouns by adding the suffix **-ness** from the following adjectives and translate them into Russian.
polite, cold, weak, kind, dark, harsh, blind, wicked, clever, shy.
- III. Form new words with the help of the semi - affixes **half-**, **semi-**, **ill-**. Translate them.
half - truth, back, brother, hour, moon, measure, word, consciences, dead, done, round, yearly, desert.
semi - circle, colony, conductor, darkness, automatic, final, formal, precious.
ill - breeding, feeling, health, humour, luck, usage, wisher, fame, treatment.

IV. Give nouns corresponding to the following verbs.

to express, to choose, to sign, to append, to publish, to declare, to classify, to announce, to correspond.

V. Suggest the English for:

становящийся все более важным; в некоторых отношениях; вышеупомянутый; в отношении чего-либо (что касается...); меры, предполагаемые и уже осуществленные; по своему содержанию; прилагаться к чему-либо; в последнем случае; содержание (тема); детальное изложение; отличительная черта; от имени; по причине чего-либо; относящийся к; фактические или правовые аспекты; проявление недоброжелательности;

VI. Suggest the Russian for:

part and parcel of smth
subject matter dealt with
to elaborate and justify
ambassador or minister concerned
the most commonly used
complimentary phrase
official communications
fairly large
on behalf of its signatory
registering a protest
cases involving personal favours

VII. Choose from those listed below words and word combinations opposite in meaning to the following.

to combine, major, politeness, to consider, particular, recently, to make up/ho. different, the latter, separate.

(rudeness, to keep secrete, similar, the former, to ignore, long ago, minor, joined together, usual, disconnect).

VIII. Choose from those listed below words and word combinations close in meaning to the following.

courtesey, to draw up, indication, display, particular, owing to, correspondence, to contemplate, standard, observe.

(watch, reflect on, sign, show, because of, to draft, communication, typical, politeness, specific).

IX. Find out the meanings of the word "note" by translating the following word combinations.

1. notes of a journey.

critical notes.

to lecture from notes

to speak without notes.

2. to write notes on the text.

bibliographical notes.

marginal notes.

3. note of understanding.

exchange of notes.

to present a note.

4. worthy of note.

to take note of something.

nothing of note.

5. the man of note.

a critic of note.

writers of lesser note.

X. Scan the text in order to complete the sentences. Try to reproduce them orally.

1. There are many different forms...

2. It is drawn up in the third person and is not...

3. It begins and ends with...

4. In the latter case the memorandum elaborates and justifies the subject...

5. Even in that case one of the meanings seems...

6. The distinguishing feature of a memorandum is a detailed exposition of the...

XI. Answer the following questions.

1. What categories do diplomatic documents fall into?

2. Why aren't all diplomatic documents made public?

3. What forms of written official communications does diplomatic practice distinguish?

4. How does a personal note differ from a verbal note?

5. What is the aide-memoire?

6. What is the distinguishing feature of a memorandum?

7. What applications can a memorandum have?

8. Into how many groups do diplomatic documents fall if classified by their content?

9. In what sense is the given classification conditional?

10. What rules is it advisable to observe in diplomatic correspondence?

XII. According to its contents the text falls into three main parts.

Give the key idea of each part. Entitle each part.

XIII. Make a short summary of the text.

Unit III

Business Communication

Telephoning

I. Read and translate the flashes of telephone conversations and pick out words and phrases one can use when making a call.

1.

A: Hello!

B: May I speak to Mr Stock, please?

A: Speaking.

B: Good morning, Mr Stock. This is Surkov calling.

A: Good morning. Mr Surkov.

2.

A: Hello.

B: Could I speak to Mr Ivanov?

A: Who's calling, please?

B: This is Brown from the Foreign Office.

A: Thank you. I'm putting you through.

I: Ivanov, speaking.

3.

A: Russian Embassy. Good morning.

B: Good morning. Could you put me through to Mr Sokolov?

A: Sorry. The line is engaged. Can you hold on?

B: All right. Thank you.

4.

A: Five-seven-three; one-nine-oh-four.

B: Good evening. Can I speak to Mr Jones, please?

A: Sorry. Mr Jones is on the other line. Will you wait, please?

B: All right.

A: Sorry to have kept you waiting. I'm putting Mr Jones on the line.

B: Thank you.

5.

A: Hello.

B: Hello, David Black speaking. May I have a word with Mr Ivanov?

A: I'll see if he is in. (A minute later.) I'm afraid Mr Ivanov is out at the moment.

B: Could you take a message?

A: Yes, of course.

6.

A: Hello. This is Petrov from the Russian Trade Delegation. Could you put me through to Mr Russell, please?

B: Hold on a moment, please. Sorry. Mr Russell is not in now and he won't be back until late this afternoon.

A: Would you ask him to call me when he gets back?

B: Certainly.

7.

A: Hello. May I speak to Mr Roberts?

B: Sorry, sir. Mr Roberts is not available. Is there any message?

A: No, thank you. I'll call back later.

B: Right. Good-bye.

8.

A: Hello. May I speak with Mr Black for a minute?

B: Hold the line, please.

A: Thank you.

B: Sorry. There is no reply at his number.

9.

A: Foreign Office. Good afternoon. Can I help you?

B: Good afternoon. I'd like to speak to Mr Tate.

A: What extension, please?

B: I think it's twenty three.

A: Thank you. (After a moment.) You are through.

10.

A: Good morning.

B: Good morning. May I have extension thirty-two, please?

A: Busy. Will you hold on, please?

B: Yes. Thank you.

11.

A: Three-four-five; eight-double seven-nine.

B: Can I speak to Mr Scott?

A: I'm afraid you've got the wrong number.

B: Oh, sorry to have troubled you.

A: That's all right

12.

A: Hello. I'd like to talk to Mr Smith.

B: I'm afraid you have the wrong number. What number were you calling?

A: I was calling 340-1907.

B: This is 340-1907. But there is no one by the name of Smith here. This is a private residence.

A: I'm sorry to have bothered you.

B: That's quite all right.

II. Find in the above dialogues the equivalents for the following sentences.

1. Говорит Суриков. 2. Соединяю. 3. Говорит Иванов. 4. Вы не могли бы соединить меня с г-ном Соколовым? 5. Номер занят. 6. Г-н Джоунз разговаривает по другому телефону. 7. Извините, что я заставил вас ждать. 8. Г-на Иванова сейчас нет. 9. Подождите минуточку, пожалуйста. 10. Я позвоню еще раз позже. 11. Его номер не отвечает. 12. Добавочный, пожалуйста. 13. Добавочный 32, пожалуйста. 14. Занят. 15. Вы ошиблись номером. 16. Простите за беспокойство. 17. Здесь нет никого по фамилии Смит. 18. Извините за беспокойство.

III. Fill in the blanks in the following sentences. Make use of the words given below.

1. The phone's ringing. Why don't you... the receiver?
2. Mrs. Scott isn't available at the moment. Can you... later?
3. Can you... Mr. Brown's number in the directory, please?
4. I'm afraid she's with a client. Shall I... you... to her secretary?
5. I'm sorry about that. I'm glad you are still there. We must have been... for a moment.

6. Mr. Green never seems to be in the office. I've been trying to... to him all the morning.

7. Could you... for a moment, I'll just find out for you.

8. Is Graham there? If so, could you... him..., please?

9. If an American telephonist asks "Are you through?" she wants to know if your call...

(pick up, put trough, look up, call back, cut off, hold on, get trough, put on, to be over)

IV. Messages. Match the sentences on the left, with the responses on the right.

1. Would you like to leave a message?

2. Can I leave a message?

3. Are there any messages for me?

4. Can you tell her I called?

5. Could you ask him to call me back?

6. I'd call back later?

7. Did you get my message?

a. Yes, but I didn't have time to call you back.

b. No nobody called all morning.

c. Yes. I'll pass on the message as soon as I see him.

d. Yes, of course. I'll just get the pen. . Go ahead.

e. Yes, please. Could you tell him I'm coming tomorrow?

f. Yes, I'll tell her when I see her this afternoon.

g. OK Goodbye.

V. Lisa wants to make an appointment to see Martin. Complete Martin's half of the dialogue with the sentences given below.

Lisa: Hello, is that Martin?

Martin:.....(1)

Lisa: Hello, Martin. This is Lisa.

Martin:.....(2)

Lisa: I'd like to make an appointment to see you next week.

Martin:..(3)

Lisa: How about Wednesday?

Martin:.....(4)

Lisa: No, I'm afraid I'm busy that day.

Martin:.....(5)

Lisa: Yes, that's fine. What suits you better morning or afternoon?

Martin:.....(6)

Lisa: How about 2.30?

Martin:.....(7)

Lisa: OK. See you next Friday at half past two then.

Martin:.....(8)

Martin's words:

- a. What about Friday?
- b. After lunch it is more convenient.
- c. Of course. What day suits you?
- d. Yes, speaking.
- e. Yes, that's fine.
- f. No. I'm afraid I'll be attending a sales conferences. Is Thursday convenient?
- g. Hi, Lisa. What can I do for you?
- h. Great. I look forward it.

VI. Answer the following questions.

1. Have you got a telephone at home?
2. Can I have your telephone number?
3. How many telephone calls do you make a day?
4. Do you usually make quick calls or long ones?
5. Have you ever received very unpleasant calls?
6. Could you live without a phone? Why?

VII. Discuss over the phone with a friend of yours:

1. the holiday you had in summer.
2. the conference you have attended.
3. the film you have seen.

VIII. Put the following sentences from a phone call into the right order. The speakers are:

S - Switchboard operator.

SJ - Sally Jones.

AP – Ann Pickington

AP: Fine thanks, **and** you?

S: Who's calling, please?

AP: Well, thanks very much.

AP: Could I speak to Sally Jones, please?

AP: Hello, Sally. This is Ann Pickington here.

SJ: Not at all.

SJ: Oh, hello Ann. How are you?

S: Good Morning.

AP: Sally. I'm ringing to ask if you can recommended a good secretary.

AP: My name is Ann Pickington.

AP: Bye.

SJ: Yes, fine, too.

S: One moment, please.

SJ: Bye.

SJ: Sally Jones.

SJ: Certainly.

Part IV
Unit I

English
Business Documents

I. Read and translate the following text.

CONTRACTS AND THEIR PERFORMANCE

A contract is a business agreement on work to be done, rates to be paid, goods to be sold or bought. It is also a document embodying such an agreement.

Contracts are concluded either between companies in one and the same country, or internationally, i.e. between organizations of different countries. In this book, naturally, the latter type of contracts is considered. Every international contract has several standard parts which are obligatory. Most frequently these necessary parts of the contract include the following:

- legal addresses of the contracting parties,
- the subject matter of the contract, i.e., what this business agreement is about; usually this also includes the total amount of money involved and the denomination of goods bought or sold under the provision of this contract (or the type of service agreed upon),
- a more detailed description of goods: their price, quality and quantity, packing and marking, etc.,
- the terms of delivery (the most usual ones being F.O.B., F.O.R., C.I.F., C.&F., F.I.O.S., F.O
- the length of duration of the contract, i.e. over what span of time the obligations arising out if it are valid,
- the terms and procedure of payment, banking details,
- arbitration,
- claims and their settlement,
- guarantee period (if any),
- other conditions.

All contracts consist of clauses, which are numbered, and sometimes of subclauses, and even of sub-subclauses as well. In the negotiations or correspondence one can refer to the specific clause and subclause, e.g. "according to the clause 7.5. of the contract number ...", or "as specified by clause 5.4.3. of the present contract ...".

It quite often occurs that the performance of the contracts is not altogether smooth, and that, one of the parties to the contract believes that the other party is not fulfilling its terms. In this case a letter of complaint will probably be sent, containing a claim for damages, etc. This claim can either be settled amicably,

or else the dispute may be taken to the court of law, or, which is more common, decided by arbitration.

A special clause in contracts is usually devoted to the matters of arbitration. It is often stipulated that in case of arbitration each party should appoint its arbitrator, and, if the two arbitrators cannot agree, they have to appoint an umpire, whose decision (award) is final and binding upon both parties. Some contracts stipulate that all disputes and differences should be settled by arbitration in a third country, while some other contracts provide for an arbitration in the country of the respondent party.

Disputes between Russian and foreign companies are usually settled by the Foreign Trade Arbitration Commission at the Russian Chamber of Commerce and Industry. This Commission consists of fifteen members appointed by the Presidium of the Russian Chamber of Commerce and Industry.

Notes:

The terms of delivery most commonly employed in international trade are the following.

F. O. B., FOB (Free on Board). In many respects this type of delivery is opposite to C. I. F. and C. A. F. In the case of a F. O. B. delivery the Shipper is usually responsible only for the delivery of the goods on board the vessel. When the goods are loaded, the Shipper's responsibility is over. So, to look at it the Charterer's way, the loading for him is free. Under this type of delivery terms freight is usually not prepaid, but collect.

F. O. R. (Free on Rail). The Sellers pay all charges up to and including the placing of the goods on a railway train.

C. I. F., CIF (Cost, Insurance, Freight). When this type of delivery is employed, the Buyer pays not only for the goods themselves, but for their transportation (freight), and also insures the goods. Freight is usually prepaid.

C. & F., C. A. F., CAF (Cost and Freight). This is analogous to the previous, with the exception of insurance.

F. I. O. S., FIOS (Free in and out Stowed). Stowing the vessel in the port of loading, and unstowing it in the port of discharge is not included in freight (is free).

F. O., FO (Free out). Everything until the ship is out of the port is the responsibility of one party (usually the Shipper), while afterwards it is the responsibility of another party (usually, the Charterer).

- II.** Translate the passage beginning with "legal addresses" up to "...present contract" in writing.

Vocabulary Exercises

- I.** Form nouns by adding the suffix **-ance**, **-ence** from the following adjectives. Translate them into Russian.

ance

important, resistant, constance

-ence

different, insistent, efficient.

- II.** Use the suffix **-er(or)** to form nouns corresponding to the following verbs. Translate the nouns into Russian.

-er

to buy, to produce, to sell, to teach, to work, to write.

-or

to direct, to inspect, to invent, to translate, to visit.

- III.** Use the suffix **-ee** to form nouns denoting a person who receives or is affected by an action.

to address, to consign, to lease, to pay, to trust.

- IV.** Give verbs corresponding to the following nouns. Translate them.

performance, difference, agreement, provision, organization, denomination, description.

- V.** Match the following words with those opposite in meaning given below.

agreement, the same, obligatory, to appoint, total, to dispute, final, to include, to involve.

(initial, to exclude, to omit, different, optional, conflict, to dismiss, to agree, partial).

- VI.** Match the following words with those close in meaning given below.

clause, damage, to stipulate, to fulfil, necessary, claim, conditions, to dispute, probably, contract, amount, total, obligation, obligatory.

(demand, terms, most likely, agreement, settlement, quantity, to specify, whole, needed, to execute, harm, article, to debate, liability, binding).

VII. Suggest the English for:

третейский судья, требования о возмещении убытков, ответчик, письменная жалоба (рекламационное письмо), отрезок времени, по условиям контракта, юридические адреса сторон, статья (пункт), срок действия, подпункт, предмет контракта, заключить контракт, наименование товаров.

VIII. Complete the following sentences using the information from the text. Try to reproduce them orally

1. Every international contract has several standard parts...
2. All contracts consist of clauses which are numbered, and sometimes of subclauses...
3. In this case a letter of complaint will probably be sent, containing...
4. A special clause in contracts is usually devoted to the...
5. This commission consists of fifteen members appointed by...

IX. Study the use of the word party in the following word combinations.

Suggest their Russian equivalents. Use them in sentences of your own.

1. a ruling party

opposition party

to join a party

to belong to a party

2. rescue party

surveying party

storming party

3. he had a party of friends at his home

the party did not break up until two in the morning

4. dinner party

farewell party

to give a party

to make up a party

5. Sixty countries are now parties to the treaty

to be a party to the crime

I shall never be a party to any such thing

6. the injured party

contracting parties

interested parties

X. Translate into English.

1. Каждый международный контракт содержит несколько обязательных разделов.
2. Юридические адреса заключающих контракт сторон составляют один из них.
3. Контракты состоят из статей.
4. Статьи контракта обычно нумеруются.
5. Иногда одна из сторон может считать, что другая сторона не выполняет условий контракта.
6. В таких случаях пишут рекламационное письмо.
7. Письмо, как правило, содержит требование о возмещении убытков.
8. Такие споры разрешаются третейским судом в третьей стране.

XI. Choose the right word.

(the) latter, last, latest.

1. Bess and Tom specialized in the same department. The former is a teacher now, ... is a research worker.
2. Let's listen to the ... news over the radio.
3. When did you go to the cinema ... time? – I don't remember.
4. Nick was the first to answer at the examination and I was the ..
5. Have you got today's newspapers? I want the ... issue of the Moscow Times.

XII. Speak about

- 1) the form and content of a contract.
- 2) the way differences between the contracting parties are settled.

XIII. Read and translate the dialogue. Study the unfamiliar words and phrases.

V. Klimov, Commercial Director of TST Systems, is due to leave for Moscow soon, but early in the morning he is called to Mr. Cartwright's office for some talks.

To withdraw or to change?

Cart. - Good morning, Mr Klimov. We have received a fax-message from Moscow. I think it is urgent to reply.

K. - May I see the document, please... It says that TST Systems wants to make

some amendments to the list of equipment to be delivered. They have made more precise calculations and found out that they have to change some items in Appendix 1. They want us to exclude part of the items, namely 2.6, 2.8, 3.9 and 5.7, and to add some items from Catalogue D26/17 instead.

Cart. - Oh, such a nuisance! ... But that involves a chain of complications. First, the Total Contract Value will be changed; second, we'll have to write and approve the new list of equipment.

K. - Please, do forgive us. My director also feels terribly sorry about it. However, both you and I often come across different changes in business: to decline or to withdraw an order, to break a contract, and it's better to correct our mistakes now, while I'm here, than later on.

Cart. - Well, right. If you insist we can do that for you. I'll contact the person responsible immediately... Hello, Mr Watson? Our Russian partners would like to change some items on the list of equipment we have to deliver to them, so we need to make appropriate amendments to the Contract. Can you come to my office in about an hour and bring Catalogue D26/17 with you.

K. - You see, Mr Klimov, we always comply with the wishes of our clients. Miss Elliot, please inform the customers about our consent on changes in Appendix 1 by fax.

Cart. - Concerning our further cooperation. I think you must influence your management not to make any other amendments to the Contract. You see, it's a difficult task for us to deal with our eastern partners. However we always do our best to achieve consensus.

K. - Thank you, John. I'll try my best to prevent such things in the future.

Cart. - Settled. By the way, may I invite you to a restaurant for a farewell party tonight?

K. - It's very kind of you. What time?

Cart. - Let's make it 7 OK? I'll call for you at the hotel at 6.45. My staff and I are anxious to meet informally with the guest from Russia.

K. I also highly appreciate the opportunity to meet with you all. Despite initial difficulties I expect our cooperation will be successful.

Cart. - No doubt. Victor

XIV. Scan the text of the dialogue to answer the following questions.

1. Why did Mr Cartwright need to see V. Klimov?
2. What did the document Mr Cartwright received say?
3. What changes, did TST Systems want to be made in the document?
4. What complications did the changes involve?
5. What was Mr Cartwright's reaction to TST Systems request?
6. What suggestion did Mr Cartwright make concerning their future cooperation?

XV. Make a summary of the dialogue.

Unit II

English Business Documents

- I. Read and translate the following text.

TRANSPORT DOCUMENTS BILLS OF LADING

The main transport documents are: the Railway Bill¹ (for the transportation by the railroad), the Airfreight Bill (for air transportation), the Autoway Bill (for auto transport) and the Bill of Lading (B/L) (for sea transportation).

All these documents have much in common so there is no point in discussing all of them. It would be more useful to discuss in detail the main sea transportation document, i.e. the Bill of Lading, since the most voluminous international trade is still carried out by sea — be it in terms of the sheer bulk of the goods, or their cost.

The transport of goods between two countries is organized by forwarding agents (shipping agents) who send the goods to destination either after warehousing² or directly.

The forwarding agent undertakes the collection of smaller consignment into collective consignment (consolidated cargo), he sees to reforwarding or redirection of goods, their transshipment, insurance and customs-clearance. He gives on request information as to the freight rates, port dues (dock dues), insurance rates, etc.

For the announcement of goods to be shipped a shipping note must be sent by the forwarder (on behalf of the shipper) to a dock company or to the captain of the ship. The shipping note contains the request to transport the goods to a certain port of destination. Then, the goods are loaded on board the vessel, after which the forwarder is given the mate's receipt certifying that the goods have been taken on board the ship. It may be a "clean receipt" if the packing is in good order or a "foul receipt" if the packing of the goods leaves anything to be desired.

Then the Bill of Lading is made out. It is the contract by which the shipowner agrees to convey the shipper's cargo to the place of destination and to hand it over to the addressee in the port of discharge.

The Bill of Lading is made out in several stamped originals (usually three) and a number of unstamped copies (up to twenty five). In the port of destination only the holder of the Bill of Lading (which is sent either by air-mail or by ship's mail) is entitled to receive the goods.

In any Bill of Lading the following details should be stated: B/L Number,

Reference Number (Shippers' Reference), the names of the shipper and the consignee, the name, flag and shipowners of the vessel, the port of loading and discharge, the description of goods, the marks and numbers, the place and date of issue, freight particulars and the terms, of delivery.

II. Study the vocabulary notes.

- | | |
|--|---|
| 1. Railway Bill | железнодорожная накладная |
| 2. Airfreight Bill | авиационная накладная |
| 3. Autoway Bill | автомобильная накладная |
| 4. to have much in common | - иметь много общего |
| 5. there is no point in discussing | - нет смысла обсуждать |
| 6. voluminous <i>adj</i> | - объемный |
| 7. be it in terms of the sheer bulk of the goods or their cost | - будь то в смысле простого объема грузоперевозок или их стоимости |
| 8. forwarding agents = shipping agents | - экспедирующая организация |
| 9. to warehouse <i>v</i> | - складировать |
| 10. consolidated cargo | - сборный груз |
| 11. reforwarding = redirection of goods | - переадресовка, переправка грузов |
| 12. trans-shipment <i>n</i> | - перевалка, транзит груза |
| 13. customs-clearance <i>n</i> | - пропускание (груза) через таможенно |
| 14. freight rates, port dues (dock dues), insurance rates | - ставки фрахта, портовые (доковые) сборы, страховые ставки |
| 15. shipping note | поручение на отгрузку, отгрузочное поручение |
| 16. on behalf of the shipper | - от имени отправителя |
| 17. dock company | портовая компания |
| 18. vessel <i>n</i> | - судно |
| 19. mate's receipt | штурманская расписка (расписка администрации судна в получении груза) |
| 20. clean receipt | чистая (без оговорок) штурманская расписка |
| 21. foul receipt | штурманская расписка с оговорками |
| 22. addressee = consignee <i>n</i> | получатель |
| 23. stamped original | отштампованный оригинал коносамента |

- | | |
|--|--|
| 24. to be entitled to | = быть уполномоченным, иметь право |
| 25. Reference Number = Shippers' Reference | = номер поручения на погрузку |
| 26. place and date of issue | = место и время выдачи (издания) коносамента |
| 27. freight particulars | = детали, касающиеся фрахта |
| 28. terms of delivery | = условия доставки |

Vocabulary Exercises

I. Add the prefix **sub-** to the following words and translate them into Russian.

committee, division, marine, clause, conscious, group, item, section, system, way.

II. Add the prefix **super** – to the following words and translate them

natural, national, human, rational, sensitive, state, star, profit, power, man.

III. Form nouns with the help of the suffix **-ty** (-ity, -ability, -ibility). Translate them.

active, certain, productive, safe, special, simple, formal, visible, local, popular, major, human.

IV. Give nouns corresponding to the following verbs.

to receive, to transport, to clear, to insure, to announce, to load, to own, to address, to refer, to deliver, to collect.

V. Suggest the English for:

ряд неопечатанных копий, порт назначения, авиапочтой, передать адресату, транспортировать (перевозить) груз, принять товары на борт, порт разгрузки; сведения, касающиеся портовых сборов; обсудить в деталях, порт погрузки, передать адресату, имена грузоотправителя и грузополучателя, оставлять желать лучшего, составить документ, торговля ведется по морю, с точки зрения (в смысле), было бы полезнее.

VI. Match the following words with those opposite in meaning given below.

consignee, to load, directly, the port of discharge, clean receipt, copy, stamped originals, addressee, certain, order, useful, smaller, receive, packing, to agree.

(port of loading, indirectly, unstamped originals shipper, foul receipt, useless, bigger, to give, unpacking, to discharge, disorder, disagree, an original, sender, uncertain)

VII. Match the following words with those close in meaning given below.

clearance, useful, main, detail, goods, bulk, consignment, load, to convey, to transport, terms, destination, to send, to desire, to receive, date.

(conditions, to get, to wish, a point in time, to forward, to ship, cargo, freight, volume, commodities, chief, particular, helpful, permission, to transport, terminus).

VIII. Translate into English.

1. Эти документы имеют много общего.
2. Самый большой объем перевозок производится морским путем.
3. Экспедирующие организации отправляют груз к месту назначения.
4. Экспедирующая организация дает сведения о ставках фрахта, портовых сборах и страховых ставках.
5. Отгрузочное поручение содержит просьбу о транспортировке товаров в порт назначения.
6. Штурманская расписка удостоверяет тот факт, что товары были погружены на борт.
7. Затем составляется транспортная накладная (консамент).
8. Только владелец консамента имеет право получить товары в порту назначения.

IX. Match the verbs in A with the nouns in B. Use these word combinations in sentences of your own.

to see to	the place and date of issue
to deliver (to)	the names of the shipper and the consignee
to make out	the port of destination
	the port of discharge
to carry	goods
to certify	cargo

to state

by sea

in several originals

a number of unstamped copies

transshipment of goods

the reforwarding of goods

the packing of goods in good order

transport documents

the Bill of Lading

the receipt

the agreement to convey the cargo

signature

X. Find out the meanings of the word "bill" by translating the following word combinations.

1. a payable bill

to meet a bill

to make out a bill

2. to introduce a bill

to pass a bill

3. the head/top of the bill

to change the bill

4. five dollar bill

5. the Bill of Lading

the Railway Bill

XI. Read carefully and translate the following dialogue.

Telephone Conversation

Cart. - John Cartwright.

K. - Hello, John. This is Victor Klimov, from Moscow.

Cart. - Hello, Victor. Any problems?

K. - Yes, Did you receive our fax yesterday?

Cart. - Yes, we did.

K. I'd like to know your reaction to it.

Cart. We've carefully studied your complaints, Victor. You're perfectly correct as to the short-delivery. Items 2,5 and 2,6 lacked in the consignment of equipment we sent you. It was overlooked by our controller. We apologize for the oversight. It won't happen again.

K. - When will you send us these parts?

Cart. - This week. By air. We'll also send you some documents to facilitate customs clearance at your end.

K. - Fine. But what about the packaging? The cover of one of the containers was badly damaged. The equipment in this container was damaged a little too.

Cart. It wasn't our fault, Victor. The equipment was packed in the required way. You should take this up with the captain of the ship.

K. - We've already done it, John. He believes that your packing is to blame.

Cart. - I must disagree totally with him. Perhaps you should have been firmer in dealing with him.

K. - Let's come back to this matter in a couple of days, John, I'll try to discuss it with the shipowners. But there is one more problem:

the three-week delay in delivery of the equipment. We suffered some losses through this delay. I'd like to remind you that according to the sanctions clause of our contract we have the right to claim compensation.

Cart. - I'm afraid you haven't that right, Victor. This delay was caused by a strike in the Brighton port. We consider this strike to be a force majeure circumstance that had a direct effect on the execution of our liabilities. We did our best to meet the deadline.

K. - I don't agree, John. English ports are often hit by strikes. You were able to foresee this complication. Moreover, to meet the deadline you could have delivered the equipment to other port.

Cart. - We couldn't have done it owing to circumstances outside our control.

K. If we don't reach mutual understanding, our company will have to go through arbitration procedures.

Cart. - There's no need to get aggressive, Victor. There will be a meeting of our top executives at 11 o'clock where your claim will be on the agenda. I'll try to settle it and ring you back after the meeting.

K. - All right. I'm waiting for your call. John.

Cart. - Bye, Victor.

XII. Scan the text of the dialogue to be able to answer the following questions.

1. What problems does Victor Klimov come out with in his telephone call?
2. How was the problem of short delivery solved?
3. Did Mr Cartwright admit the fact that his firm was to blame for faulty packaging?
4. How did Mr Cartwright explain the fact of the three day delay in the delivery of the equipment?
5. How did V. Klimov disprove Mr Cartwright's arguments?
6. What measures does V. Klimov's firm intend to take?

7 How does Mr Cartwright hope to finally settle the problem of the delay in delivery?

XIII. Make an outline of the dialogue.

XIV. Make a brief summary of the text of the dialogue.

Unit III

BUSINESS DOCUMENTS

I. Study the following documents. Have them photocopied and supply the required information.

1. POWER OF ATTORNEY
ДОВЕРЕННОСТЬ

1) I/We, the undersigned, _____

do hereby appoint _____

as my/our lawful attorneys with full power of substitution and revocation to _____ in my/our favour and further empower said attorneys to take all steps, as said attorneys may find it necessary under

as far as _____ is concerned.
Dates this _____ day of _____ 20____

2) I/We entrust _____

or any one they may appoint in their stead to act on my/our behalf in everything concerning _____

I/We acknowledge and ratify any act done by the said Appointee in respect of _____

3) Messrs. _____

in person of _____

by this power of attorney authorized _____

to represent us in any proceedings before _____

courts and institutions incidental to arbitration proceedings between our firm and _____

This power of attorney is valid up to _____

2. REGISTRATION FORM
РЕГИСТРАЦИОННЫЙ БЛАНК

Примерная форма регистрационного бланка участника конференции
1998 Microwave Conference.
8-12 September

REGISTRATION FORM

To be completed and returned to _____
(address, telephone, telex)

Please print

ACTIVE PARTICIPANT

Surname _____

First Name _____

Description or title _____

Name of organization _____

Address _____

City/State _____

Country _____

Business telephone _____

Telex _____

ACCOMPANYING PERSON

Title (Ms., Mrs., Miss) _____

Name _____

Address _____

City/State _____

Country _____

3. HOTEL RESERVATION FORM
БЛАНК БРОНИРОВАНИЯ ГОСТИНИЦЫ

HOTEL RESERVATION FORM

Hotel "name" has following accommodation possibilities:

Double room category A (\$.....),
category B (\$.....)

Single room category A (\$.....),
category B (\$.....)

Prices are for accommodation with breakfast (service and tax included).

As the number of single rooms is very limited, sharing a room by two persons may be necessary.

Deadline for reservation _____

I order a room from _____ to _____

Number of nights _____

Double room category A _____

Double room category B _____

Single room category A _____

Single room category B _____

Age _____ (when sharing a room with someone about my age is preferred)

Name _____

I will arrive by private car (yes, no) _____

If booking cannot be made at the requested price, please reserve in the next available (higher, lower) category.

Date _____ Signature _____

VISA APPLICATION FORM FOR FOREIGNERS

This form must be completed in duplicate and two recent photographs attached.
Full answer to all questions should be typed or clearly written in black ink.

It is recommended that applications be lodged at least two weeks before the proposed date of departure.

Country for which visa is required _____

1. Name of any sponsoring Ministry or Organization (or "Private") _____

2. Surname (in capital letters) _____

First name(s) _____

Patronymic, if any _____

Full maiden name (in the case of women who are or have been married) _____

State any other names you use or have used _____

Day, month, year and place of birth _____

Present citizenship (give also former citizenship if different) _____

State sex, and whether married, widowed, single or divorced _____

What is your profession or rank? _____

Where are you employed (give exact address)? _____

What type of work do you do? _____

3. How long do you wish to stay in the "country"?

4. What is the purpose of your visit? _____

Do you intend to seek (answer both questions)

(a) employment _____

(b) permanent _____ residence?

5. If a business or professional visit, give names and address to be visited.
If a large firm, give names of individuals, departments or sponsoring organization who are aware of your visit _____

If a private visit give

(a) name _____

(b) address _____

(c) occupation _____

(d) relationship of host(s) _____

How long have they been residents? _____

If staying in a hotel give the name and address _____

6. Date of departure, route and date of arrival in "the country" _____

7. How much money is available for your visit (evidence of this may be required) _____

8. Have you ever visited "the country"? If so, give dates of visits and say in what capacity _____

9. If married, give the full name, date and place of birth of:

Husband/Wife (as appropriate) _____

Any children _____

Which of them, if any, are accompanying you? _____

10. Give the full names, date and place of birth of:

Your father _____

Your mother _____

What is their address? _____

11. If you are not born in RF, when did you arrive and where did you live before? _____

12. State your present address _____

Telephone number _____

Give your permanent address if different from above _____

13. Passport number _____

Place and date of issue _____

Date of expiry _____

Exit visa number _____

Date of issue _____

Period of validity _____

Re-entry visa number _____

Date of issue _____

Date of expiry _____

I declare the above to be a full and true statement

Date _____

Personal signature _____

APPENDIX C CUSTOMS DECLARATION
WELCOME to the UNITED STATES

DEPARTMENT OF THE TREASURY
UNITED STATES CUSTOMS SERVICE

CUSTOMS DECLARATION

Each arriving traveler or head of family must provide the following information (only ONE written declaration per family is required):

1. Name: _____
Last First Middle Initial
2. Date of birth: _____ / _____ / _____ 3. Airline/Flight _____
4. Number of family members traveling with you _____
5. U. S. Address: _____
City: _____ State: _____
6. I am a U. S. Citizen
If No, YES NO
Country: _____
7. I reside permanently in the U. S.
If No, YES NO
Expected Length of Stay _____
8. The purpose of my trip is or was BUSINESS PLEASURE
9. I am/we are bringing fruits, plants, meats, food soil, birds, snails, other live animals, farm products, or I/we have been on a farm or ranch outside the U. S. YES NO
10. I am/we are carrying currency or monetary instruments over \$10,000 U. S. Or foreign equivalent. YES NO
11. The total value of all goods I/we purchased or acquired abroad and am/are bringing to the U. S. Is (see instruction under Merchandise on reverse side): \$ _____
U.S. Dollars

APPLICATION FOR EMPLOYMENT

NAME (LAST) (FIRST) (MIDDLE)			SOCIAL SECURITY NO.	
PRESENT ADDRESS CITY STATE ZIP CODE			AREA CODE TELEPHONE NO.	
PERMANENT ADDRESS (IF DIFFERENT FROM ABOVE)			AREA CODE TELEPHONE NO.	
POSITION APPLIED FOR			DATE AVAILABLE	
SALARY OR WAGE DESIRED			WILL YOU RELOCATE? REFERRED BY	
ARE YOU A U.S. Citizen? YES NO			IF NOT A U.S. CITIZEN, LIST VISA NUMBER AND EXPIRATION DATE	
			NUMBER DATE	
WITHIN THE LAST 5 YEARS HAVE YOU BEEN CONVICTED OF A FELONY?		NO YES	IF YES, GIVE DETAILS ON BACK PAGE	
HAY: YOU EVER BEEN EMPLOYED BY OUR COMPANY? IF YES, GIVE DETAILS ON BACK PAGE				
EDUCATION	INSTITUTION NAME AND ADDRESS	DID YOU GRADUATE?	MAJOR FIELD OF STUDY	CLASS STANDING
HIGH SCHOOL				
COLLEGE OR UNIVERSITY				
GRADUATE				
STUDY				
OTHER				
EMPLOYMENT RECORD PLEASE LIST PAST THREE EMPLOYERS, STARTING WITH MOST RECENT INCLUDE U.S. ARMED FORCES AND VOLUNTARY SERVICES				
JOB YOUR MOST RECENT POSITION HELD		MAY WE CONTACT YOUR PRESENT EMPLOYER? YES NO		
EMPLOYER'S NAME AND COMPLETE ADDRESS/PHONE	DATES EMPLOYED		POSITION TITLE	
	FROM	TO		
	SALARY		NAME AND TITLE OF SUPERVISOR	
EMPLOYER'S NAME AND COMPLETE ADDRESS/PHONE	DATES EMPLOYED		POSITION TITLE	
	FROM	TO		
	SALARY		NAME AND TITLE OF SUPERVISOR	
EMPLOYER'S NAME AND COMPLETE ADDRESS/PHONE	START	FINAL	REASON FOR LEAVING	
	DATES EMPLOYED		POSITION TITLE	
	FROM	TO	NAME AND TITLE OF SUPERVISOR	
SALARY		REASON FOR LEAVING		

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