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НАЦИОНАЛЬНЫЙ ИССЛЕДОВАТЕЛЬСКИЙ
ТОМСКИЙ ГОСУДАРСТВЕННЫЙ УНИВЕРСИТЕТ (НИ ТГУ)

Факультет инновационных технологий

УТВЕРЖДАЮ:

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Оценочные материалы
текущего контроля и промежуточной аттестации по дисциплине

Professional communication in a foreign language *
Профессиональная коммуникация на иностранном языке

по направлению подготовки

27.04.02 Управление качеством

Направленность (профиль) подготовки:
Computer Engineering: Applied AI and Robotics

Форма обучения

Очная

Квалификация

Магистр

1. Планируемые результаты освоения дисциплины

Результаты освоения дисциплины (индикатор достижения компетенции)	Планируемые образовательные результаты (ОР) обучения по дисциплине
ИУК-4.1 Обосновывает выбор актуальных коммуникативных технологий (информационные технологии, модерирование, медиация и др.) для обеспечения академического и профессионального взаимодействия	ОР 4.1.1. Выбирает ключевые лексико-грамматические конструкции в объеме, необходимом для работы с иноязычными текстами, а также поддержания беседы в процессе профессиональной деятельности. ОР 4.1.2. Использует универсальные компетенции в области иностранного языка, необходимые для успешной профессиональной деятельности, в том числе с использованием информационно-коммуникационных технологий.
ИУК-4.2 Применяет современные средства коммуникации для повышения эффективности академического и профессионального взаимодействия, в том числе на иностранном языке	ОР 4.2.1. Демонстрирует владение лексикой и формулами речевого общения для осуществления коммуникации на профессиональные и повседневные темы. ОР 4.2.2. Использует лексико-грамматический минимум в объеме, необходимом для работы с иноязычными текстами, а также поддержания беседы в процессе профессиональной деятельности. ОР 4.2.3. Использует навыки общения на иностранном языке (устно и письменно) на профессиональные и повседневные темы. ОР 4.2.4. Использует практические навыки подготовки устного сообщения на английском языке; ОР 4.2.5. Использует практические навыки понимания/составления объявлений, письменных инструкций, деловой и личной корреспонденции, резюме, в том числе с использованием информационно-коммуникационных технологий. ОР 4.2.6. Использует практические навыки перевода (как со словарем, так и без него) иностранных текстов общей и профессиональной направленности.
ИУК-4.3 Оценивает эффективность применения современных коммуникативных технологий в академическом и профессиональном взаимодействиях	ОР 4.3.1. Проводит анализ различных источников информации на английском языке (пресса, радио и телевидение, документы, специальная и справочная литература) в рамках профессиональной, общественно-политической и социально-культурной сфер общения в соответствии с поставленной целью.

2. Этапы достижения образовательных результатов в процессе освоения дисциплины

№	Разделы и(или) темы дисциплин	Образовательные результаты	Формы текущего контроля и промежуточной аттестации
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1.	Тема 1.	ОР 4.1.1 ОР 4.1.2 ОР 4.2.1 ОР 4.2.2 ОР 4.2.3 ОР 4.2.4 ОР 4.2.5 ОР 4.2.6 ОР 4.3.1	<i>Текущий контроль: контроль посещаемости Практическая работа</i> <i>Промежуточная аттестация: Зачет экзамен</i>
2.	Тема 2.	ОР 4.1.1 ОР 4.1.2 ОР 4.2.1 ОР 4.2.2 ОР 4.2.3 ОР 4.2.4 ОР 4.2.5 ОР 4.2.6 ОР 4.3.1	<i>Текущий контроль: контроль посещаемости Практическая работа</i> <i>Промежуточная аттестация: Зачет экзамен</i>
3.	Тема 3.	ОР 4.1.1 ОР 4.1.2 ОР 4.2.1 ОР 4.2.2 ОР 4.2.3 ОР 4.2.4 ОР 4.2.5 ОР 4.2.6 ОР 4.3.1	<i>Текущий контроль: контроль посещаемости Практическая работа</i> <i>Промежуточная аттестация: Зачет экзамен</i>
4.	Тема 4.	ОР 4.1.1 ОР 4.1.2 ОР 4.2.1 ОР 4.2.2 ОР 4.2.3 ОР 4.2.4 ОР 4.2.5 ОР 4.2.6 ОР 4.3.1	<i>Текущий контроль: контроль посещаемости Практическая работа</i> <i>Промежуточная аттестация: Зачет экзамен</i>
5.	Тема 5.	ОР 4.1.1 ОР 4.1.2 ОР 4.2.1 ОР 4.2.2 ОР 4.2.3 ОР 4.2.4 ОР 4.2.5 ОР 4.2.6 ОР 4.3.1	<i>Текущий контроль: контроль посещаемости Практическая работа</i> <i>Промежуточная аттестация: Зачет экзамен</i>
6.	Тема 6.	ОР 4.1.1 ОР 4.1.2 ОР 4.2.1 ОР 4.2.2 ОР 4.2.3 ОР 4.2.4	<i>Текущий контроль: контроль посещаемости Практическая работа</i> <i>Промежуточная аттестация:</i>

		ОР 4.2.5 ОР 4.2.6 ОР 4.3.1	<i>Зачет экзамен</i>
7.	Тема 7.	ОР 4.1.1 ОР 4.1.2 ОР 4.2.1 ОР 4.2.2 ОР 4.2.3 ОР 4.2.4 ОР 4.2.5 ОР 4.2.6 ОР 4.3.1	<i>Текущий контроль: контроль посещаемости Практическая работа Промежуточная аттестация: Зачет экзамен</i>

3. Оценочные средства для проведения текущего контроля и методические материалы, определяющие процедуру их оценивания

Текущий контроль проводится в течение семестра с целью определения уровня усвоения обучающимися знаний, формирования умений и навыков, своевременного выявления преподавателем недостатков в подготовке обучающихся и принятия необходимых мер по ее корректировке, а также для совершенствования методики обучения, организации учебной работы, и фиксируется в форме контрольной точки не менее одного раза в семестр.

Текущий контроль по дисциплине проводится путем контроля посещаемости и выполнения практических работ и фиксируется в форме контрольной точки не менее одного раза в семестр.

3.1. Контроль посещаемости.

В течение всего периода обучения учитывается контроль посещаемости. Критерием успешности прохождения текущей аттестации является посещение не менее 80% практических занятий.

3.2. Выполнение практических работ.

В рамках дисциплины предусмотрено выполнение следующих видов практических работ:

- чтение текстов
- письменные работы, в том числе эссе, рецензии, деловые письма, сообщения с описанием (постановкой) проблемы
- устные сообщения (диалоги и монологи).

Чтение текстов предусматривает академическое чтение и работу с текстами (анализ текстов, конспектирование, изложение, выделение ключевой информации). Тексты для чтения используются из коллекции текстов на платформе British Council

<https://learnenglish.britishcouncil.org/skills/reading/b2-reading>

<https://learnenglish.britishcouncil.org/skills/reading/b1-reading>

<https://learnenglish.britishcouncil.org/business-english/business-magazine>

Задания на чтение предусматривают также выполнение тестов на чтение по материалам международного экзамена IELTS. Тематика тестов на чтение соответствует тематике дисциплины (пункт 8 рабочей программы). Тесты используются из открытых ресурсов в сети интернет.

- Пример задания на анализ научной статьи:

Выберите одну полнотекстовую оригинальную публикацию на английском языке по теме диссертационного исследования и заполните таблицу.

Table 1. “Concise critical notes: Articles and papers”

Names of author(s)	
Full title of the article	
Full title of journal	
Internet link	
Year published	
Month	
DOI:	
Volume number	
Issue number	
<i>Hypotheses</i> : What is the paper setting out to prove? Are research hypotheses supported?	
What is the theoretical position underlying the research? Type of theory?	
What is the key literature used as background to the article or paper?	
Which research methods are used?	
What kind of sample is used?	
Key results	
Key conclusions or recommendations	
Strengths of the research: <ul style="list-style-type: none"> ● <i>How does it advance our understanding of the subject or how to research it?</i> ● <i>Are there appropriate hypotheses, methods to test the hypotheses, sample sizes or types, controls for variables, recommendations?</i> ● <i>Consideration of ethics?</i> 	
Weaknesses of the research: <ul style="list-style-type: none"> ● <i>In what ways is it limited? When and where would it not apply?</i> ● <i>What are the flaws in the research, in the hypotheses, research design and methods, sample size and type, conclusions drawn on the basis of the results?</i> 	
Source: (S. Cottrell, <i>Critical Thinking Skills</i> , Palgrave Macmillan Ltd, <i>Critical reading and note-making</i> , p.157)	

Письменные практические работы предусматривают написание эссе, рецензий, деловых писем, сообщений с описанием (постановкой) проблемы, описание графиков и таблиц.

В рамках дисциплины предусмотрено написание трех видов эссе:

- Problem and solution
- For and against
- Opinion essay

Тематика эссе соответствует тематике дисциплины (пункт 8 рабочей программы), а также профессиональной специализации обучающихся.

Для подготовки всех видов письменных работ используются шаблоны из коллекции письменных работ для профессиональной коммуникации на платформе British Council

<https://learnenglish.britishcouncil.org/skills/writing/b2-writing>

<https://learnenglish.britishcouncil.org/skills/writing/c1-writing>

<https://learnenglishteens.britishcouncil.org/skills/writing/b1-writing>
<https://learnenglishteens.britishcouncil.org/skills/writing/b2-writing>

●Примерные тематики для написания эссе:

Opinion essays	Living in a country where you have to speak a foreign language can cause serious social problems, as well as practical problems. To what extent do you agree or disagree with this statement?
	Some people believe that it is good to share as much information as possible in scientific research, business and the academic world. Others believe that some information is too important or too valuable to be shared freely. Discuss both these views and give your own opinion.
	Many people say that the only way to guarantee a good job is to complete a course in university education. Others claim that it is better to start work after school and gain experience in the world of work. How far do you agree or disagree with the above views?
	Nowadays university education is very expensive. Some people say that universities should reduce their fees, especially for the less fortunate students or for those coming from rural areas. To what extent do you agree or disagree with this statement?
	Although more and more people read the news on the internet, newspapers will remain the most important source of news for the majority of people. Do you agree or disagree?
	Students in schools and universities learn more from their teachers than through other means such as the Internet, libraries, and TV. To what extent you agree or disagree?
	Some people say History is one of the most important school subjects. Other people think that, in today's world, subjects like Science and Technology are more important than History. Discuss both these views and give your own opinion.
For and against essays	Nowadays many people choose to be self-employed, rather than to work for a company or organisation. Why might this be the case? What could be the advantages and disadvantages of being self-employed?
	There is an increasing trend around the world to have a small family rather than a large family. What are some of the advantages and disadvantages of having a small family rather than a large family?
	Some people think that children's free time must include educational activities otherwise they will waste their time. Give reasons for and against and your opinion.
Solution essays	Nowadays many people have access to computers on a wide basis and a large number of children play computer games. What are the negative impacts of playing computer games and what can be done to minimize the bad effects?
	The internet has transformed the way information is shared and consumed, but it has also created problems that did not exist before. What are the most serious problems associated with the internet and what solutions can you suggest?
	Developed countries have created many environmental problems in the World, particularly in their contribution to global warming. Why is global warming a problem? What can be done to reduce the dangers of global warming?

●Пример задания на описание таблицы/графика:

The table below gives information on consumer spending on different items in five other countries in 2002. Summarise the information by selecting and reporting the main features and making relevant comparisons.

Percentage of national consumer expenditure by category - 2002

Country	Food/Drinks/ Tobacco	Clothing/ Footwear	Leisure/ Education
Ireland	28.91%	6.43%	2.21%
Italy	16.36%	9.00%	3.20%
Spain	18.80%	6.51%	1.98%
Sweden	15.77%	5.40%	3.22%
Turkey	32.14%	6.63%	4.35%

- Пример задания на подготовку письменного сообщения о возникшей проблеме.

You have been working in a company for the last two years. Recently, your computer in the office has started giving some problems, and it is affecting your work performance. Write a letter to your manager. In your letter,

- describe the problem
- explain how it is affecting your work
- write what you want him to do regarding it

Практические задания в виде устных сообщений предусматривают подготовку монологов и диалогов. Тематика устных сообщений соответствует тематике дисциплины (пункт 8 рабочей программы), а также профессиональной специализации обучающихся.

Для подготовки всех видов устных сообщений используются шаблоны из коллекции письменных работ для профессиональной коммуникации на платформе British Council

<https://learnenglish.britishcouncil.org/skills/listening/b1-listening>

<https://learnenglish.britishcouncil.org/skills/listening/b2-listening>

<https://learnenglish.britishcouncil.org/skills/listening/c1-listening>

- Пример задания на подготовку устного высказывания (монолог).

Прослушайте аудио «A design presentation»

<https://learnenglish.britishcouncil.org/skills/listening/b2-listening/a-design-presentation>

По аналогии с данным выступлением подготовьте устное сообщение, включающее следующую информацию: «When was the last time you had to give a presentation? What was it about? How did it go?»

Критерии оценивания выполнения практических работ представлены в приложении 1.

4. Оценочные средства для проведения промежуточной аттестации

Перечень вопросов для устного высказывания.

1. Food around the world. What kinds of foreign food are popular in your country? Why do people like to try new food? What are young people's opinions on new food? Why do people prefer their local food? What factors influence people's food choices? Why do some people prefer to cook at home? Why do they like it? More and more people are unwilling to cook. Why? Do you think teachers or parents are responsible for teaching kids about food? Is it expensive to eat out in your country?

2. Eating habits. Do you think the lifestyle of a person affects his health? Why? Do you think people become more conscious about health nowadays? Why? How do you think people's eating

habits have changed over the years? How to teach healthy Eating Habits in children? What should people do to stay healthy at home during the Coronavirus Pandemic? What do the people of your country do to remain healthy during the Coronavirus Pandemic?

3. Families. How can grandparents help to bring up children? What can a child learn from grandparents? What kinds of things can young people learn from old people? Do you agree that grandparents had more influence on family decisions in the past than they do today?

4. Families. Is family important in your country? How has the size of the family changed in the last few decades in your country? How do you think the family will change in the future? What role do grandparents play in the family in your country? Who do you think should be responsible for the care of the elderly, the family or the government?

5. Families. In your country, what kinds of family members live together? Who is usually the head in the family in your culture? Is a grandmother important in the family in your culture? What's the most important quality of a good parent? What makes a good parent?

6. Money. Do you agree that having a lot of money to spend doesn't always make you happy? Before you start, think about: how money can help you to lead a happy life; things you can enjoy doing without spending money; other things that can make you happy; add your own ideas.

7. Money. Tell about the five best ways to save money

8. Money. What are the advantages and disadvantages of being rich? What kinds of expensive things do people like to buy? Why do people like to buy expensive things? Do you think men and women have the same shopping habits? In your opinion, why do many people derive pleasure from spending money? Who do you think saves more money, men or women? How can or how do young people learn to manage their financial affairs? Do you think it's easy for young people to save money? Can people live without money?

9. People and society. Imagine that you are a billionaire, and you would like to support one organization. Which organization would you take under the patronage (*library/ museum/ hospital, other*)? Prepare a story and include the following information: Why would you choose this organization? / How much money would you donate? / How would you like your money to be spent? / Would you take part in the life of the organization you would support? How?

10. People and society. Companies should provide sports and social facilities for local communities.

11. The Internet. An increasing number of people are buying what they need online. What are the advantages and disadvantages for both individuals and companies to shopping online?

12. The Internet. With an increasing population communicating via the Internet and text messaging, face to face communication will become a thing of the past.

13. Education. Some people fail in school, but end up being successful in life. Why do you think that is the case? What is the most important thing to succeed in life?

14. Healthy eating. Everyone should adopt a vegetarian diet because eating meat can cause serious health problems. Do you agree or disagree?

15. Transport. In some cities and towns all over the world, the high volume of traffic is a problem. What are the causes of this and what actions can be taken to solve this problem?

16. Healthy lifestyle. Many people find it hard to balance their work with other parts of their lives. What are the reasons for this? How can this problem be overcome?

17. Education. What kind of people are good at teaching? What qualities should teachers have? What skills does a good teacher need? Why do teachers need to be kind to students? Which do you think is more important, practical skills or academic skills? What things can young people teach older people? Which age group is the best one at learning new things? What skills do people take a long time to learn? Why? What skills should children learn before school? What's the difference between the roles of teachers and parents in education? How do adults learn a new skill? Is the Internet good for learning new skills? Is it more important for students to be taught academic skills or so-called soft skills?

18. Education. Talk about a subject you are studying What subject are you studying? What is the subject about? How do you feel about it? Explain why you are interested in it.

19. A working day. Describe a stressful day at school/ university/ work. You should say: how the day started how things went wrong who the people involved were and explain why it was stressful.

20. Education. Describe an area of science that interests you/that you are interested in You should say What it is What you learn from it When you started become interested in it Explain how this area of science helps you.

Варианты заданий части 2 экзамена (письменное задание):

Задание 1. Аргументированное высказывание на заданную тему.

Дано: In the last 20 years there have been significant developments in the field of information technology (IT), for example the World Wide Web and communication by email. However, future developments in IT are likely to have more negative effects than positive. To what extent do you agree with this view?

Требуется: Present a written argument to an educated reader with no specialist knowledge of the following topic. Give reasons for your answer and include any relevant examples from your own experience or knowledge. You should write at least 250 words.

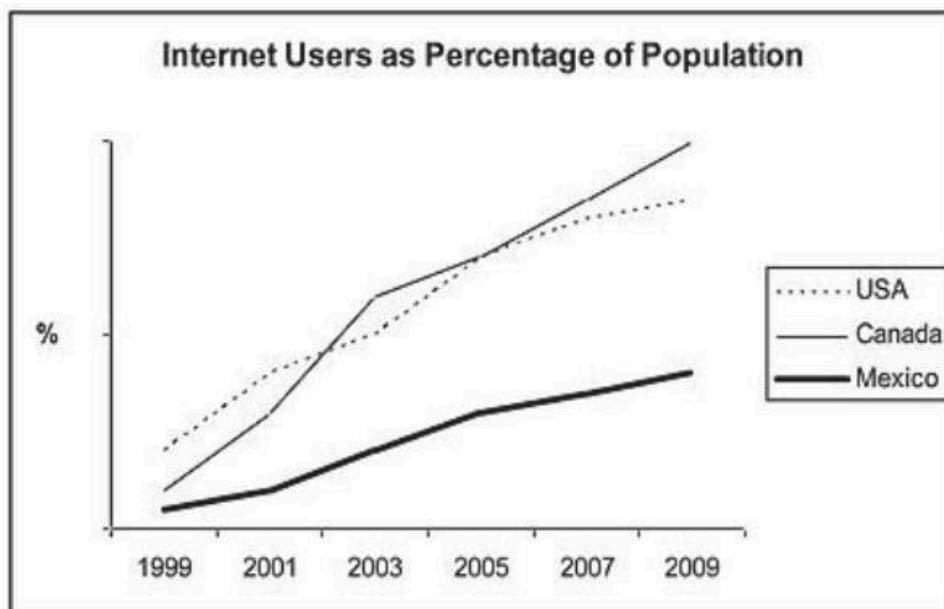
Задание 2. Сообщение о проблеме. Reporting a problem

Дано: You are having some trouble with a work colleague.

Требуется: Write to your employer. In your letter Explain what the problem is. Describe how it is affecting you. Make a suggestion about what could be done.

Задание 3. Описание графика.

Дано: The Graph Below Gives Information About Internet Users in Three Countries Between 1999 and 2009



Требуется: Write a report for a university lecturer describing the information shown below. Make comparisons where relevant.

Задание 4. Описание данных, представленных в таблице.

Дано: The table below shows changes in the numbers of residents cycling to work in different areas of the UK between 2001 and 2011.

Area	2001	2011	Percentage Change (%)
Inner London	43,494	106,219	144
Brighton and Hove	3,168	6,635	109
Bristol, City of	8,108	15,768	94
Manchester	4,610	8,426	83
Newcastle upon Tyne	1,781	3,223	81
Sheffield	2,365	4,267	80
Cardiff	3,514	5,791	65
Gateshead	816	1,314	61
Exeter	2,304	3,542	54
Leeds	4,189	6,237	49
Liverpool	2,686	3,970	48
Outer London	33,836	49,070	45

Требуется: Summarise the information by selecting and reporting the main features and making relevant comparisons.

Задание 5. Обсуждение проблемы и представление собственной точки зрения на обозначенную проблему (Opinion essay).

Дано: Some believe education money should be spent on better computers while others think it would be better spent on teachers.

Требуется: Discuss both views and give your own opinion.

Задание 6. Краткое изложение содержания текстовой информации.

Дано: Объявление о вакансии.

Job brief: Receptionist. We are looking for a Receptionist to manage our front desk on a daily basis and to perform a variety of administrative and clerical tasks.

What does a Receptionist do?

As a Receptionist, you will be the first point of contact for our company. Our Receptionist's duties include offering administrative support across the organization. You will welcome guests and greet people who visit the business. You will also coordinate front desk activities, including distributing correspondence and redirecting phone calls. To be successful, you should have a pleasant personality, as this is also a customer service role. You should also be able to deal with emergencies in a timely and effective manner, while streamlining office operations. Multitasking and stress management skills are essential for this position. This role may require working in shifts, so flexibility is a plus.

Ultimately, your duties and responsibilities are to ensure the front desk welcomes guests positively, and executes all administrative tasks to the highest quality standards.

Responsibilities

Greet and welcome guests as soon as they arrive at the office • Direct visitors to the appropriate person and office • Answer, screen and forward incoming phone calls • Provide basic and accurate information in-person and via phone/email • Receive, sort and distribute daily mail/deliveries • Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges) • Order front office supplies and keep inventory of stock • Arrange travel and accommodations, and prepare vouchers • Keep updated records of office expenses and costs • Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing

Requirements

- Proven work experience as a Receptionist, Front Office Representative or similar role
- Proficiency in Microsoft Office Suite
- Hands-on experience with office equipment (e.g. fax machines and printers)
- Professional attitude and appearance
- Solid written and verbal communication skills
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Customer service attitude
- High school degree; additional certification in Office Management is a plus

Требуется: Summarise the text

Варианты заданий части 3 экзамена (тесты на чтение):

ТЕСТ 1.

Дано: Текст.

LONDON UnderGround

The London Underground rail network or "the Tube" is a great way to travel to and from central London and will be an integral part of most people's stay in the UK capital. Greater London is served by 11 Tube lines, along with the Dockyards Light Railway (DLR) and an interconnected local train network. Underground trains generally run between 5am and midnight, Monday to Saturday, with reduced operating hours on Sunday.

For more detailed traveler information on which stations to use and suggestions for the best route to reach your destination, use Transport for London's Journey Planner.

What are the London Underground zones?

London's public transport network, locally called the London Tube, is divided into nine travel zones. Zone 1 is in central London and zones 6 to 9 are on the outskirts of the city.

What are the London Tube prices?

Buy a Visitor Oyster card, Oyster Card, Travelcard or use a contactless payment card to get the best value as cash is the most expensive way to pay. Check out our guide to cheap travel for more money-saving tips when travelling in London.

An adult cash fare on the London metro for a single journey in zone 1 is £4.90. The same Tube fare with Visitor Oyster card, Oyster card or contactless payment card is £2.40. For more details about London Tube prices, see the Transport for London website. For contactless payment cards issued outside the UK, please check for transaction fees or bank charges.

There are various discounts available for children, students, and elderly travellers on the London subway.

If you plan on travelling around London to do some sight-seeing and visit some of London's best attractions, why not get a London Pass and save even more money.

Требуется: Определите, являются ли следующие утверждения верными или ложными по отношению к тексту

TRUE If the statement agrees with the information

FALSE If the statement contradicts the information

NOT GIVEN If there is no information on this:

Question 1. There are 11 Tube Lines in all, including the DLR.

Question 2. Zones 2 to 5 of the London Tube are located between Zone 1 and Zones 6 to 9.

Question 3. An adult cash fare on the London metro for a single journey is £4.90.

Question 4. It is more economical to pay for travel using a card than paying cash.

Question 5. If you are studying in school, you can get a discount on the London subway.

Question 6. If you are buying a contactless payment card outside the UK, you may have to pay charges more than the cost of the card.

Question 7. The cheapest option to travel around London, including sight-seeing, is using a London Pass.

Question 8. There are fewer trains on Sundays as compared to weekdays.

TECT 2.

Дано: Текст

Seven Tips to Nail a Skype Interview

A. Look the Part

Do your research: Check out the company's website, Facebook page and Twitter feed to get a feel for how employees dress and behave, then take your cues from that when prepping for your interview.

Next, clean up. If your at-home appearance leans towards the casual, take some time to polish up. It's always better to err on the side of freshly-scrubbed-even if you're an aspiring trek leader, carefully dressed in her best khakis.

Assuming your bottom half will be hidden under a desk, you may be tempted to wear your favorite sweatpants, but it's best to dress from head to toe. What if you have to stand up to adjust your equipment?

B. Prepare Your Surroundings

Take your call in a quiet, businesslike setting, ideally in a room with a door. Look behind you, because that's what they'll see. A cluttered background may distract your audience, not to mention send the wrong idea of your organizational skills. Also, rid the area of personal items no need to share too much information. A blank or neutral background is best, with a well organized desktop. Be sure to inform anyone else at home about the meeting; you don't want to be interrupted by a sudden blast of stereo music or someone bellowing your name.

C. Practice It First

Your first few video calls are bound to feel awkward as you figure out where to look, what to do with your hands, or how loudly to speak. But it's easy to work out those kinks ahead of time. Conducting a practice interview with a friend can be very helpful; record it so that you'll have an accurate idea of how you come across on video," advises Cheryl Palmer, career coach and owner of Call to Career, a career coaching service.

D. Don't Forget to Smile!

At an in-person interview, you'd naturally smile upon arrival, and try to keep a pleasant facial expression for the duration. It's more difficult to do this with a remote interview. Lacking a 'live' person in front of you, and sidetracked by thoughts of equipment or cameras, you might be less likely to smile reflexively. If that's the case, you can seem like you're staring wide-eyed at the camera. Smiling is the best way to break the ice and develop rapport with your interviewer.

E. Stay Present

One may suggest interjecting listening sounds ("hm," or "yes") as your interviewers speak. In addition to making your conversation more pleasant, it also reassures the other party that the technology is functioning correctly and you are, indeed, still listening. And even though they can't see you, never tinker with your computer during a call.

F. Go Ahead and Cheat

One advantage to a video interview is that you don't have to remember everything you want to mention. You can have notes in front of you-without your interviewer knowing. Place your resume in front of you, news about the company, questions you want to ask and potential talking points. Of course, you don't want to be reading off the page verbatim, so make sure you're familiar with your material.

G. Address Tech Problems Immediately

When you're relying on video equipment, there's a good chance you'll experience a technical glitch: a weak connection, interference or garbled signals. You may hesitate to draw attention to the

problem, but you don't want to give an inaccurate answer because you didn't understand the question. If you're getting too many blips, it's good to stop the call and redial.

Требуется: Choose the right option for each of the questions below.

Question 1. When dressing for the interview

- (a) Since the interview is from home, you may dress casually.
- (b) Check how the company employee dresses at work and get an idea from there as to how to dress for the Interview.
- (c) Although you will be seated, it is good to wear formal, laced shoes.

Question 2. For your surroundings during the interview, you should:

- (a) Lock the door to keep interruptions out.
- (b) Ensure the background is not cluttered, because it could be distracting for you and your audience.
- (c) Inform others at your home that you will be at an interview.

Question 3. As you practice the call, you may find:

- (a) Your friend with whom you practice is very helpful.
- (b) All the kinks can be rectified before the actual interview.
- (c) Initially you will not know what to look at.

Question 4. The point about smiling during an interview is:

- (a) It develops rapport with the interviewer.
- (b) It is not more difficult to smile during a remote interview.
- (c) Since you are side-tracked by thoughts of cameras and equipment, you are only able to smile reflexively.

Question 5. One advantage of a video interview is:

- (a) You can cheat the interviewer.
- (b) Since you cannot read off the page verbatim, you should commit the points to memory.
- (c) You need not memorize all that you want to ask.

Question 6. The thing about technical glitches during video interviews is that:

- (a) They should be fixed immediately before they get worse.
- (b) You should hesitate before drawing attention to the problem.
- (c) If there are too many blips, it is better to stop the call and re-dial.

TECT 3.

Дано: Текст.

Hot Vegetables This Summer

The following is a list of vegetables that will be hot this summer season:

1. Arugula

Arugula is an excellent source of folate and vitamin C. Although arugula is typically mildly flavored, larger leaf varieties can have a more peppery, almost hot taste than the smaller, softer leaf variety, so choose your arugula accordingly! Arugula is typically best served in a salad with olives, hard-boiled eggs, onions and salty cheeses.

2. Avocados

Although available year round, avocados are at their peak in the summer months! Touted most frequently for their high quantity of good fat avocados are also an excellent source of potassium, folate and vitamins C and B6. To pick the perfect avocado, look for those that have a uniform and unblemished skin that gives gently when pressed.

3. Cucumbers

A member of the squash family, cucumber's high water content makes it a refreshing addition to summer menus. Cucumber is also a good source of vitamin C and silica, which is important for connective tissue health and also does wonders for the skin (both when ingested and applied topically to reduce swelling or redness). In addition, the skin of the cucumber is a great source of fiber, potassium and magnesium.

4. Eggplant

Although it is assumed that an eggplant would have a purple skin, eggplants can come in just about any shade from black to a near-translucent white. Although selecting an eggplant is easy enough - again, just look for those with smooth, taut skin and those that feel heavy for their size - cooking can be a little bit more complicated. If the eggplant is young, the skin is edible, but if it's a little bit older, the skin will taste bitter and is best removed.

5. Kohlrabi

Often referred to as cabbage turnip, this green vegetable looks almost like an oversized radish, complete with a ball-like bulb and bushy sprouting leaves. When selecting a kohlrabi, look for smallish, firm bulbs less than 3 inches in diameter. Kohlrabi is an excellent source of vitamin C as well as potassium. When raw, it can be added to salads and vegetable platters or served as relish. When cooked, it can be steamed for inclusion in casseroles or hollowed out, and stuffed with a meat or vegetable filling.

6. Mushrooms

Different types of mushrooms are available year around. With low sodium and fat content and high levels of fiber and riboflavin, niacin, potassium and riboflavin, mushrooms are an excellent way to add bulk to a meal without dramatically changing the nutrition content of foods. When shopping for mushrooms, they should be dry and firm and, if open, should have gills that are intact and appear fresh.

7. Shallots

Of all the vegetables in the onion and leek family, shallots have one of the highest concentrations of antioxidants. In addition, they have also shown to have anti-bacterial, anti-inflammatory, and anti-allergic properties. Shallots are associated with a reduction in risk for several cancers, including those affecting the liver and colon as well as heart disease and diabetes.

Требуется: Заполните пробелы в утверждениях ниже, используя слова из текста. Fill in the blanks, using not more than two words for the text above.

Question 1. The Arugula you buy should be based upon what kind of a you prefer.

Question 2. If the avocado feels slightly soft, then it is probably

Question 3. Even if you eat it, cucumbers are very beneficial for the

Question 4. It is okay to ingest the skin of eggplant if the eggplant is

Question 5. The Kohlrabi looks like a that has grown much larger than its normal size.

Question 6. Adding mushrooms is a great way to increase the of the meal, without compromising on its nutrition value.

Question 7. In this family of vegetables, shallots have the most densely packed