ГАОУ ВО «ДАГЕСТАНСКИЙ ГОСУДАРСТВЕННЫЙ УНИВЕРСИТЕТ НАРОДНОГО ХОЗЯЙСТВА»

Утверждены решением
Ученого совета ДГУНХ,
протокол № 9
от 21 марта 2026г.

Кафедра английского и русского языков

ОЦЕНОЧНЫЕ МАТЕРИАЛЫ

ПО ДИСЦИПЛИНЕ «АНГЛИЙСКИЙ ЯЗЫК В ИНФОРМАЦИОННЫХ ТЕХНОЛОГИЯХ»

НАПРАВЛЕНИЕ ПОДГОТОВКИ 09.03.03 ПРИКЛАДНАЯ ИНФОРМАТИКА,

ПРОФИЛЬ «ИНФОРМАЦИОННЫЕ СИСТЕМЫ В ЭКОНОМИКЕ»

УРОВЕНЬ ВЫСШЕГО ОБРАЗОВАНИЯ – БАКАЛАВРИАТ

ДОКУМЕНТ ПОДПИСАН
ЭЛЕКТРОННОЙ ПОДПИСЬЮ

Сертификат: 00A9E2DAF91A2F57E988B751E574CFCC
Владелец: Бучаев Ахмед Гамидович
Действителен: с 23.09.2025 до 17.12.2026

Махачкала – 2026

УДК 811.111
ББК 81.2

Составитель – Мухудадаева Раабат Абдурахмановна, кандидат филологических наук, доцент кафедры английского и русского языков ДГУНХ.

Внутренний рецензент – Абдуллаева Гульнара Ширваниевна, кандидат филологических наук, доцент кафедры английского и русского языков ДГУНХ.

Внешний рецензент – Муталибов Агабек Ширинбекович, кандидат педагогических наук, доцент кафедры теории и методики обучения иностранным языкам Дагестанского государственного педагогического университета.

Представитель работодателя – Газимагомедов Ахмед Абдуллаевич, к.э.н., ведущий инженер-программист научно-организационного отдела Дагестанского федерального исследовательского центра Российской академии наук.

Оценочные материалы по дисциплине «Английский язык в информационных технологиях» разработаны в соответствии с требованиями федерального государственного образовательного стандарта высшего образования по направлению подготовки 09.03.03 Прикладная информатика, утвержденного приказом Министерства образования и науки Российской Федерации от 19 сентября 2017г., №922, в соответствии с приказом Министерства образования и науки Российской Федерации от 06 апреля 2021 г. № 245 «Об утверждении Порядка организации и осуществления образовательной деятельности по образовательным про-граммам высшего образования – программам бакалавриата, программам специалитета, программам магистратуры».

Оценочные материалы по дисциплине «Английский язык в информационных технологиях» размещены на официальном сайте www.dgunh.ru

Мухудадаева Р.А. Оценочные материалы по дисциплине «Английский язык в информационных технологиях» для направления подготовки 09.03.03 Прикладная информатика, профиль «Информационные системы в экономике». – Махачкала: ДГУНХ, 2026. – 79 с.

Рекомендованы к утверждению Учебно-методическим советом ДГУНХ 10 марта 2026 г.

Рекомендованы к утверждению руководителем основной профессиональной образовательной программы высшего образования – программы бакалавриата по направлению подготовки 09.03.03 Прикладная информатика «Информационные системы в экономике». к.э.н., доцентом Раджабовым К.Я.

Одобрены на заседании кафедры английского и русского языков 24 февраля 2026г., протокол № 7.

СОДЕРЖАНИЕ

Назначение оценочных материалов……..……4
РАЗДЕЛ 1. Перечень компетенций с указанием этапов их формирования в процессе освоения дисциплины…….…….….5
1.1 Перечень формируемых компетенций……5
1.2. Перечень компетенций с указанием индикаторов и видов оценочных средств……..……...5
РАЗДЕЛ 2. Задания, необходимые для оценки планируемых результатов обучения по дисциплине……..……..……..8
РАЗДЕЛ 3. Описание показателей и критериев оценивания компетенций на различных этапах их формирования, описание шкал оценивания…….…….64
РАЗДЕЛ 4. Методические материалы, определяющие процедуры оценивания знаний, умений, навыков, характеризующие этапы формирования компетенций……..…….68

Назначение оценочных материалов

Оценочные материалы составляется для текущего контроля успеваемости (оценивания хода освоения дисциплины), для проведения промежуточной аттестации (оценивания промежуточных и окончательных результатов обучения по дисциплине) обучающихся по дисциплине «Английский язык в информационных технологиях» на соответствие их учебных достижений поэтапным требованиям образовательной программы высшего образования 09.03.03 Прикладная информатика, профиль «Информационные системы в экономике».

Оценочные материалы по дисциплине «Английский язык в информационных технологиях» включает в себя перечень компетенций с указанием этапов их формирования в процессе освоения образовательной программы высшего образования; описание показателей и критериев оценивания компетенций на различных этапах их формирования, описание шкал оценивания; типовые контрольные задания или иные материалы, необходимые для оценки знаний, умений, навыков и (или) опыта деятельности, характеризующих этапы формирования компетенций в процессе освоения ОПОП; методические материалы, определяющие процедуры оценивания знаний, умений, навыков и (или) опыта деятельности, характеризующих этапы формирования компетенций.

Оценочные материалы сформированы на основе ключевых принципов оценивания:

-валидности: объекты оценки должны соответствовать поставленным целям обучения;

-надежности**:** использование единообразных стандартов и критериев для оценивания достижений;

-объективности: разные обучающиеся должны иметь равные возможности для достижения успеха. Основными параметрами и свойствами оценочных материалов являются:

-предметная направленность (соответствие предмету изучения конкретной дисциплины);

-содержание (состав и взаимосвязь структурных единиц, образующих содержание теоретической и практической составляющих дисциплины);

-объем (количественный состав оценочных материалов);

-качество оценочных материалов в целом, обеспечивающее получение объективных и достоверных результатов при проведении контроля с различными целями**.**

Раздел 1. ПЕРЕЧЕНЬ КОМПЕТЕНЦИЙ С УКАЗАНИЕМ ЭТАПОВ ИХ ФОРМИРОВАНИЯ В ПРОЦЕССЕ ОСВОЕНИЯ ДИСЦИПЛИНЫ

1.1. Перечень формируемых компетенций

код компетенции	*Наименование компетенции*
УК	**Универсальные компетенции**
УК-4.	Способен осуществлять деловую коммуникацию в устной и письменной формах на государственном языке Российской Федерации и иностранном(ых) языке(ах)

1.2. **Перечень компетенций с указанием индикаторов и видов оценочных средств**

Код и формулировка компетенции	*Код и наименование индикатора достижения компетенции*	*Планируемые результаты обучения по дисциплине (модулю)*	*Уровни освоения компетенций*	*Критерии оценивания сформированности компетенций*	*Виды оценочных средств*
УК-4 Способен осуществлять деловую коммуникацию в устной и письменной	**ИУК-4.1.** Использует различные формы, виды устной и письменной коммуникации на	**<u>Знать:</u>** – основные фонетические, лексические и грамматические явления иностранного языка, позволяющие использовать	Пороговый уровень	Обучающийся частично знает -основные положения в грамматической системе английского языка и лексический минимум, обеспечивающие возможность осуществлять общение профессионально-деловой сфере на иностранном языке; - переводческие приемы и трансформации	**Блок А** –задания репродуктивного уровня - Письменная работа – тестовые задания;

формах на государственном языке Российской Федерации и иностранном(ых) языке(ах)	русском и иностранном(ых) языке(ах), использует языковые средства для достижения профессиональных целей	его как средство коммуникации в профессионально-деловой сфере на иностранном языке; – переводческие приемы и трансформации.	Базовый уровень	Обучающийся в целом успешно, но с небольшими затруднениями знает -основные положения в грамматической системе английского языка и лексический минимум, обеспечивающие возможность осуществлять общение профессионально-деловой сфере на иностранном языке; - переводческие приемы и трансформации	
			Продвинутый уровень	Обучающийся в полном объёме знает -основные положения в грамматической системе английского языка и лексический минимум, обеспечивающие возможность осуществлять общение профессионально-деловой сфере на иностранном языке; - переводческие приемы и трансформации	
		<u>Уметь:</u> – распознавать и продуктивно использовать основные лексико-грамматические средства в коммуникативных ситуациях делового общения; - вести деловую переписку	Пороговый уровень	Обучающийся частично умеет -применять на практике устную и письменную деловую коммуникацию на иностранном языке; -вести деловую переписку;	**Блок В –** задания реконструктивного уровня - Письменная работа;
			Базовый уровень	Обучающийся умеет с незначительными затруднениями -применять на практике устную и письменную деловую коммуникацию на иностранном языке; -вести деловую переписку;	
			Продвинутый уровень	Обучающийся свободно умеет применять на практике устную и письменную деловую коммуникацию на иностранном языке; вести деловую переписку на высоком уровне.	
		<u>Владеть:</u> - иностранным языком на уровне, позволяющем осуществлять основные виды	Пороговый уровень	Обучающийся частично владеет навыками чтения и перевода текстов на иностранном языке в профессиональном общении; -навыками деловых коммуникаций в устной и письменной форме на русском и иностранном языках;	**Блок С** - задания практико-ориентированного уровня: - Ролевая игра;

		речевой деятельности; - различными способами устной и письменной коммуникации для решения задач делового взаимодействия на иностранных языках;	Базовый уровень	Обучающийся в целом успешно, но с небольшими затруднениями владеет навыками чтения и перевода текстов на иностранном языке в профессиональном общении; - навыками деловых коммуникаций в устной и письменной форме на русском и иностранном языках;	
			Продвинутый уровень	Обучающийся свободно владеет навыками чтения и перевода текстов на иностранном языке в профессиональном общении; -навыками деловых коммуникаций в устной и письменной форме на русском и иностранном языках	
	ИУК-4.2. Свободно воспринимает, анализирует и критически оценивает устную и письменную деловую информацию на русском и иностранном(ых) языке(ах), выстраивает стратегию устного и письменного общения в рамках межличностного и меж-	**<u>Знать:</u>** - принципы построения устного и письменного высказывания на иностранном языке; – основные формулы и клише для практического осуществления групповой коммуникации на иностранном языке - основные правила речевого этикета в деловой сфере общения; - культуру и традиции стран изучаемого языка в сравнении с культурой и	Пороговый уровень	Обучающийся частично знает принципы построения устного и письменного высказывания на государственном и иностранном языках; требования к деловой устной и письменной коммуникации; информационно-коммуникационные технологии при поиске необходимой информации в процессе решения стандартных коммуникативных задач на государственном и иностранном (-ых) языках.	**Блок А** **–**задания репродуктивного уровня - Тестовые задания; - Письменная работа – Вопросы для устного опроса
			Базовый уровень	Обучающийся в целом успешно, но с небольшими затруднениями знает принципы построения устного и письменного высказывания на государственном и иностранном языках; требования к деловой устной и письменной коммуникации; информационно-коммуникационные технологии при поиске необходимой информации в процессе решения стандартных коммуникативных задач на государственном и иностранном (-ых) языках.	

	культурного общения	традициями своего родного края;	Продвинутый уровень	Обучающийся в полном объёме знает принципы построения устного и письменного высказывания на государственном и иностранном языках; требования к деловой устной и письменной коммуникации; информационно-коммуникационные технологии при поиске необходимой информации в процессе решения стандартных коммуникативных задач на государственном и иностранном (-ых) языках.	
		<u>Уметь</u>: - использовать знание иностранного языка в профессиональной деятельности, в сфере официально-деловой коммуникации и межличностном общении; - понимать содержание различного типа текстов на иностранном языке при межличностном и межкультурном взаимодействии	Пороговый уровень	Обучающийся частично умеет использовать знание иностранного языка в профессиональной деятельности, сфере официально-деловой коммуникации и межличностном общении; выполнять перевод академических текстов с иностранного (-ых) языка (-ов) на государственный язык	**Блок В** - задания реконструктивного уровня - письменная работа - подготовка реферата
			Базовый уровень	Обучающийся умеет с незначительными затруднениями использовать знание иностранного языка в профессиональной деятельности, сфере официально-деловой коммуникации и межличностном общении; выполнять перевод академических текстов с иностранного (-ых) языка (-ов) на государственный язык	
			Продвинутый уровень	Обучающийся свободно умеет использовать знание иностранного языка в профессиональной деятельности, сфере официально-деловой коммуникации и межличностном общении; выполнять перевод академических текстов с иностранного (-ых) языка (-ов) на государственный язык.	

		<u>Владеть:</u> - методикой составления суждения в межличностном деловом общении на иностранном языке, с применением адекватных языковых форм и средств; - навыками деловой переписки с учетом особенностей стилистики официальных писем и социокультурных различий и ведения деловых переговоров на иностранном языке	Пороговый уровень	Обучающийся частично владеет - методикой составления суждения в межличностном деловом общении на государственном и иностранном языках, с применением адекватных языковых форм и средств; -навыками деловой переписки с учетом особенностей стилистики официальных писем и социокультурных различий и ведения деловых переговоров;	**Блок С** - задания практико-ориентированного уровня: - Дискуссия; – Кейсы;
			Базовый уровень	Обучающийся владеет - методикой составления суждения в межличностном деловом общении на государственном и иностранном языках, с применением адекватных языковых форм и средств; -навыками деловой переписки с учетом особенностей стилистики официальных писем и социокультурных различий, испытывает трудности при ведения деловых переговоров,	
			Продвинутый уровень	Обучающийся свободно владеет - методикой составления суждения в межличностном деловом общении на государственном и иностранном языках, с применением адекватных языковых форм и средств; -навыками деловой переписки с учетом особенностей стилистики официальных писем и социокультурных различий и ведения деловых переговоров;	

Раздел 2. ЗАДАНИЯ, НЕОБХОДИМЫЕ ДЛЯ ОЦЕНКИ ПЛАНИРУЕМЫХ РЕЗУЛЬТАТОВ ОБУЧЕНИЯ ПО ДИСЦИПЛИНЕ

Для проверки сформированности компетенции
УК-4: Способность осуществлять деловую коммуникацию в устной и письменной формах на государственном языке Российской Федерации и иностранном (-ых) языке (-ах).
ИУК-4.1: Использует различные формы, виды устной и письменной коммуникации на русском и иностранном (-ых) языке (-ах), использует языковые средства для достижения профессиональных целей.

Блок А. Задания репродуктивного уровня («знать»)
А.1 Фонд тестовых заданий по дисциплине
Тесты типа А.
1. Choose the right variant.

A1. How many letter … are there on this computer …?
a) key, keyboards
b) key, keyboard
c) keys, keyboard

A2. ... is a complicated descendent of this simple machine.
a) computer
b) memory
c) banking system

A3. What is the opposite of the word “late”?
a)dark
b) early
c)green

A4. … can read and write on the diskettes.
a) drivers
b) CD
c) drives

A5. Hundreds people ... wireless communication means.
a) play
b) use
c) invent

A6. What is the noun form of “behave”?
a) behalf
b) behavior
c) behaving
d) behavement

A7. You can move the pointer on the screen with the help of …
a) keyboard
b) mouse
c) screen saver

A8. Which of the following is a synonym for “boring”?

a)dull
b) interesting
c) serious

A9. The case keeps electromagnetic … inside the unit.

a) omission
b) wave
c) emission

A10. What is the noun form of “admire”?

a) admiration
b) admiralty
c) admiral
d) admiring

A11. What is the noun form of “high”?

a) highness
b) highship
c) highment
d) height

A12. The arrow is called a ….

a)pointer
b) button
c) screen

A13. C++ was developed from ….

a) A language
b) B language
c) C language

A14. How can I … to the post office?

a) reach
b) find
c) get
d) look

A15. The … monk suggested the idea of logical machine.

a) England
b) Spanish
c) Irish
d) American

A16. What is the noun form of “arrange”?

a) array
b) arrangement
c)aration

A17. The sharpness of the picture depends on the … and … of these pixels.

a) number and size
b) number and colour
c)colour and size

A18. “The 80 years were marked by appearance of DOS – … with capacity of 60 megabyte.

a) processor
b) coprocessor
c) microprocessor

A19. Can we … at your house and go to the party together?

a)come
b) find
c) look
d) read

A20. The case is the large … that is the main part of the computer.

a) metal box
b) wooden case
c) system unit

2. Choose the right variant

On Mondays her children never … in time. Therefore they are often late for classes.

a) wakes up
b) wake up
c) woke up
d) waking up

A1. Every year our family … for the Black Sea so that we may get a suntan and rest from daily routine.

a) head
b) are heading
c) heading
d) heed

A2. I … on the phone with my friend at the moment! Don’t disturb me!

a) am talking
b) talk
c) talked
d) are talking

A3. We seldom … our grandparents. We are too busy to do it.

a) visiting
b) are visiting
c) visit
d) visits

A4. Are you … anything special now? Do you mind coming with me to the concert?

a) do
b) doing
c) done
d) does

A5. .She … in New York at the moment (означает временное действие). Soon she will leave for Madrid.

a) are living

b) am living
c) live
d) is living

A6. I will get a new car for you if you … properly.
a) behaves
b) behave
c) are behaving
d) will behave

A7. Sometimes he … shopping himself but more often than not (почти всегда) he … it with his parents.
a) go/do
b) is going/is doing
c) are going/are doing
d) goes/does

A 9. Presently she … to the music. She has just bought a new disc.
a) is listening
b) are listening
c) listens
d) listen

A 10. They hardly ever (почти никогда) … sweets, chocolate and pastries. They think it to be bad for their health.
a) bought
b) are buying
c) buy
d) buys

A11. Each user has ones own e-mail addresses, …?
a) doesn't he
b) doesn't she
c) don't they

A12. E-mail allows users to send electronic messages, …?
a) doesn't it
b) don't they
c) didn't it

A13. One of the … services on the Internet is the World Wide Web.
a) new
b) newer
c) newest

A14. Compiled programs are … than interpreted programs.
d) fast
e) faster
f) the fastest

A15. E-mail is one of … services on the Internet.
a) the less popular
b) the most popular
c) isn't popular

A16. High-level languages are … to human languages and therefore … to use
a) close ___ easy
b) closer ___ easier
c) the closest ___ the easiest
A17. I … at Dagestan Institute of National Economy two years ago.
a) study
b) studyed
c) studied
d) had studied
A18. My watch …. Maybe there is something wrong with it.
a) stops
b) stopped
c) has stopped
d) stop
A19. … people like TV news because they can see everything with their own eyes.
a) a lot of
b) much
c) few
d) little
A20. … the way, where are my books?
a) from
b) by
c) at
d) with

3. Choose the right variant.

A1 They met him yesterday ,…?
a) did they
b) didn't they
c) they did

A2 When … her new fur coat?
a) did she buy
b) has she bought
c) did she bought

A3… of the students failed the examination.
a) no
b) any
c) none

A4 I've got … idea where the man is.
a) some
b) any
c) something

A5 We haven't got … stamps. Would you like to lend me …?
a) any; some
b) any; any

c) no; any

A6 I had … time to discuss all the details. I must go.

a) some
b) any
c) no

A7 My mother has … money, so she can't give me …

a) –; any
b) some; any
c) no; any

A8 … late, we must hurry.

a) there is
b) it is
c) there are

A9 … much snow in winter.

a) there is
b) it is
c) there are

A10 What … on the table.

a) is there
b) is it
c) it is

A11 … any butter on the table? … fresh?

a) is there; is it
b) is it; is there
c) –

A12 Our teacher … speak three languages.

a) can
b) may
c) must

A13 You coat is quite new. You … to buy another one.

a) mustn't
b) needn't
c) can't

A14 I think I will … go and explain it to them.

a) must
b) can
c) may

A15 You … touch it because it is poisonous.

a) can't
b) mayn't
c) mustn't

A16 My aunt … with us for a week.

a) stayed
b) stays
c) has stayed

A17 Nick looks happy. He just … a job.
a) finded
b) finds
c) has founded
A18 Come quickly! There … an accident.
a) is
b) was
c) has been
A19 Where is David? What … to him?
a) happens
b) happened
c) has happened
A20 I think, she … in love with Adam. She is happy.
a) fell
b) falls
c) has fallen

Тесты типа B
1. Match the parts of the sentences in the columns:

1. We strongly	a. reject	10.any suggestion that we should sell.
2. We totally	b. admit	11. you to withdraw the product.
3. We deeply	c. recommend	12. having to lay off 2,000 workers.
4. We freely	d. regret	13. that the buyout was a bad idea
5. We sincerely	e. refuse	14. what the board is trying to do.
6. We enthusiastically	f. accept	15. that profits will continue to recover.
1. We utterly	g. endorse	16. that there will have to be changes.
8. We readily	h. hope	17. to back down on this crucial issue
9. We categorically	i. encourage	18. that this is in every-one's interests
10. We fully	j. believe	19. having anything to do with it.
11. We positively	k. deny	20. the difficulties they've been having
12. We honestly	l. appreciate	21. initiative-taking at all levels.

2. For questions 1-8, choose the correct answer A, B or C.

1 '_____ your sister recently?'
'Yes, she came to visit me last weekend.'
A Have you been seeing **B** You have seen **C** Have you seen
2 '' I didn't know Sarah could drive.
'Oh, yes, she _____ since last April.'
A has been driving **B** has driven **C** is driving
3 'Where is Jason?'
'He _____ at the swimming pool.'
A is being **B** is **C** has been
4 'This is a great book.'
'I know. I _____ it twice already.'
A have read **B** am reading **C** read
5 'Hello, Jane. I'm home.'
'Where have you been? I _____
for you all day!'
A have been looking **B** look **C** am looking
6 'Have you had a holiday this year?'
'Yes, I _____ to Hawaii.'
A am going **B** was **C** have been

A2. Задания для письменных работ

Задание 1. Match up the three parts of the sentences below to make collocations.

1. To solve	A. of inputting	I. problems
2. Two common	B. a series of	II. the information
3. the function	C. the results	III. circuits
4. computer	D. devices	IV. with the user
5. method	E. of communicating	V. on a TV-like screen
6. to show	F. of an output	VI. are used
7. means	G. have	VII. information
8. computers	H. read	VIII. device
9. information	I. results of	IX. instructions
10. to supply	J. in the form of	X. these operations

Задание 2. Make collocations by matching a word from each column.

1	off-the-shelf	capacity
2	wireless	connectivity
3	processing	functions
4	storage	package
5	back-office	page
6	intellectual	power
7	click-through	property

Задание 3. Fill in the gaps in this paragraph with a/an or the where necessary.

The Smith family have (1) … computer at home. Their son uses (2) … computer to help with (3) … homework and to play (4) … computer games. Their student daughter uses (5) … computer for (6) … projects and for (7) … email. All (8) … family use it to get (9) … information from (10) … Internet.

Задание 4. Underline the correct answer.

A large amount of valuable jewellery 1) has stolen / has been stolen from Forest Manor. A man 2) arrested / was arrested yesterday and 3) is questioned /is being questioned by the police at the moment. He 4) thought / is thought to 5) have committed / have been committed the crime, although so far no proof 6) has found / has been found. The robbery 7) believed / is believed to 8) have carried out / have been carried out by two men, but so far no clue 9) has discovered / has been discovered as to the second man's identity. The police say that he may 10) have left / have been left the country.

Задание 5. Put the verbs in brackets into the correct passive or active tense.

Coffee 1) ... (say) to originate from Kaffa in Ethiopia and most species of coffee plant 2) … (find) in the tropics of the Eastern Hemisphere. The species which 3) …. (think) to be the earliest coffee plant 4) ….(ever/cultivate) by man is Coffee arabica. Today it 5) …. (grow) mostly in Latin America. The coffee shrub 6) …. (reach) a height of 8-10 metres and 7) …. (have) white scented flowers. It 8) …. (produce) a red fruit which 9) …. (call) a cherry. The cherry 10) …. (contain) two seeds which 11) …. (join) together. These seeds, which 12) …. (also/know) as beans, 13) …. (first/roast) and then they 14) ….(grind) to make coffee. The grounds 15) ….. (then/process) in a variety of different ways.

Задание 6. Choose the best word from the box to fill each of the gaps.

conflicting	*crucial*	*define*	*discern*	*engaging*
heated	*interim*	*maintaining*	*practical*	*proper*
	publish	*random*	*taking*	

1 She obtained her results by …….. a ……..sample of the population.
2 Before we go any further we must …… each of our roles more precisely.
3 We must decide what is the …… way to proceed, in …… terms.
4 The group succeeded in …… contact long after they had all left college.
5 My trip to Africa was the …….element in my decision to work in conservation.
6 Specialists in the field of bio-engineering have been …… in …….. debate on this issue for some time.
7 I am told that Smith is about to …… some ……. results.
8 Professor Powell was able to …….. some ……. elements in different accounts of the incident.

Задание 7. Put the verbs into the correct form (be going to, Future Simple, Future Continuous, Present Simple, Present Continuous).

1) We (install) this software shortly after the coming holidays.
2) “Oh, I’ve just realized – I haven’t got any money.” “Don’t worry – that’s no problem. I (lend) you some.”

3) “Look! There is smoke coming out of that house. It’s on fire!” “Good heavens! I(call) the fire-brigade immediately.”
4) I think they (become) the leading database software developers.
5) The plane to Minneapolis (leave) at 15.05 and arrives at 18.15.
6) What time they (arrive)? – At 12.
7) The company (be) 50 years old next Monday.
8) It’s really a good program but it’s not the best design, so in the next version of this program we (change) the design.

Задание 8. Choose the most appropriate noun to complete each sentence.

1 Environmental *topics / issues / principles* should be at the top of today's political agenda.
2 In the exam students had to choose three from a choice of ten essay *subjects / theories / topics.*
3 There are still people who are reluctant to accept Darwin's *model / topic / theory* of evolution.
4 The professor decided to take moral courage as the *issue / theme / model* for his inaugural lecture.
5 The London underground map is best understood as a *model / principle / topic* showing how the different stations relate to one another rather than a precise representation of their distances from each other.
The Peter *Issue / Principle / Theme* states that members of a hierarchical group will usually end up being promoted to the point at which they become incompetent

Задание 9 Match the verbs and the nouns. Sometimes, more than one option is possible.

1. surf a. a task
2. provide b. access
3. connect to c. the web
4. perform d. damage
5. cause e. a network

Задание 10. Choose the correct preposition.

1. Labour costs have fallen ___ 22% of total production costs ___ 14% in the last ten years. That's 8%!
2. There was a dramatic fall in sales to the USA___1997 and 2000.
3. The company is currently selling 20,000 units ___£23 each.
4. The growth in sales has led to a rise____30% in profits.
5. A 10% drop in sales has reduced the profit____ 40%.
6. During 1999/2000 we increased retail floor space___ 5% ___ a total___ 48,000sq m.
7. They expect to create 1,450 jobs worldwide ___ the end of next year, at the latest.
8. Capital investment for the year stands___ £6,000.
9. Pre-tax profits reached a peak____ $5m two years ago but have been lower since.
10. Weekly sales have leveled off____£34,000.
11. Increased efficiency has resulted in a lowering of the break-even point from 2,770 ___ 2,500 units.

12. The rise in raw material prices is expected to be___3.5% and 4.5% this year.

Задание 11. Fill in the blanks with the correct form of the verbs in brackets.

Model: Houses (design) _____with the help of computers.
Houses ***are designed*** with the help of computers.

1 Various terminals (connect) _____ to this workstation.

2 Microcomputers (know) _____ as PCs.

3 Magazines (typeset) _____ by computers.

4 When a particular program is run, the data (process) _____ by the computer very rapidly.

5 Hard disks (use) _____ for the permanent storage of information.

6 The drug detecting test in the Tour de France (support) _____by the central processing unit.

7.In modern systems information (hold) _____ in optical disk

Задание 12. Use the words and expressions from the box to complete the sentences.

password cracker router white hat phone network damage sensitive information exploit black hat hacking tool server

1. In the case of a _____, the data is transmitted not to a central hub in a small network of devices (as it is with Wi-Fi) or even directly from device to device (as it is with Bluetooth), but through a global network of transmitters and receivers.

2. An example of a _____ is a computer worm.

3. A _____ may include a firewall, VPN handling, and other security functions, or these may be handled by separate devices.

4. _____ can be used to recover a forgotten password.

5. The scale of the _____ depends on the targets of the virus and sometimes the results of its activity are imperceptible.

6. A _____ hacker may work as a consultant or be a permanent employee on a company's payroll.

7. A local _____ requires prior access to the vulnerable system and usually increases the privileges past those granted by the system administrator.

8. The purpose of a _____ is to share data as well as to share resources and distribute work.

9. The credit card files of the company's customers were very _____, so they hired a team of experts to devise security measures for it.

10. _____ hackers can inflict major damage on both individual computer users and large organizations by stealing personal financial information, compromising the security of major systems, or shutting down or altering the function of websites and networks.

Задание 13. Match the verbs and the nouns. Sometimes, more than one option is possible.

1. enforce a. access
2. fix b. a policy
3. gain c. a script
4. develop d. a website
5. hack e. a vulnerability

Задание 14. Complete each sentence with two to five words, including the word in bold.

1 She hasn't finished cooking the meal yet.
Still. She _____ the meal.
2 I've never met such an interesting person.
Ever. He's the most interesting person I _____ met.
3 He started repairing the roof three hours ago.
Been. He _____ the roof for three hours.
4 They've never visited an old castle before.
First. It's _____ have visited an old castle.
5 Robert is still decorating the flat.
Finished. Robert _____ the flat yet.
6 It's the most boring book I've ever read.
never. I _____ a boring book.
7 He started playing rugby four years ago.
been. He _____ rugby for four years.
8 I've never had such a good meal.
ever It's the best _____ had.
9 She started collecting postcards four years ago.
been. She _____ postcards for four years.
10 They haven't finished painting the house yet.
still. They _____ the house.

Задание 15. Choose the correct preposition.

1. Labour costs have fallen ___ 22% of total production costs ___ 14% in the last ten years. That's 8%!
2. There was a dramatic fall in sales to the USA___1997 and 2000.
3. The company is currently selling 20,000 units ___£23 each.
4. The growth in sales has led to a rise____30% in profits.
5. A 10% drop in sales has reduced the profit____ 40%.

6. During 1999/2000 we increased retail floor space___ 5% ___ a total___ 48,000sq m.
7. They expect to create 1,450 jobs worldwide ___ the end of next year, at the latest.
8. Capital investment for the year stands___ £6,000.
9. Pre-tax profits reached a peak____ $5m two years ago but have been lower since.
10. Weekly sales have leveled off____£34,000.
11. Increased efficiency has resulted in a lowering of the break-even point from 2,770 ___ 2,500 units.

Задание 16. **Fill in the blanks with the correct word**:

storage, SaaS, applications, IaaS, spam filtering, PaaS, subscription

- Cloud technology delivers cloud-based …….…. and ……..…. services.
- Public cloud gives businesses access to enterprise-level …… .
- …….. functions like storage and computing.
- …….. is used to develop and run a website in the cloud or build applications.
- …….. is used for office productivity like email, work processing, number crunching, and online file sharing.
- Cloud computing provides …… based service.

Задание 17. Use the words and expressions from the box to complete the sentences.

mark, cut, edit, copy, save, paste, delete

Today, I'm going to tell you about a few basic computer commands, which you can use for different applications. The most typical is when users want to ____ some text or graphics, I mean to make some changes in those, you should ____ a piece of information you would like to change for a start. If you want to get rid of it you can either ____ it or just ____ it. If you want to add the same piece of text or image to another file, you should click such commands as ____ and then to a new file. Then if you are happy with the redactions you have made not to lose them you need to_____ the file under some name. Thank you for your attention! If you have further questions I will be glad to answer them all!

Блок В. Типовые задания реконструктивного уровня («уметь»)

<u>В1. Задания для письменных работ</u>

Задание 1. Read and translate the text.

What IS ICT

An abbreviation for Information and Communications Technology, ICT is analogous to Information Technology (IT), but ICT includes a focus on unified communications and the integration of telecommunications for the ability to store and transmit information. First used in the 1980s, ICT became popular as a term in 1997 when it was used in a report to the UK government by Dennis Stevenson. Information and Communication Technology is a term used to describe a wide array of tools that not

only facilitate for the communication of information, but also the processing and storing of information. ICT has become a mainstay in every sphere of our lives, sometimes passively but usually very actively. ICT can also stand for Information Communication Technologies, the absence of the “and”, whilst subtle, is major. Information Communication

Technologies are technologies that are used for the distribution of information, such as radio, the Internet and broadcast television. We shall be referring to ICT as Information and Communication Technologies, as we intend to include information management in our definition. It is important to note the slight distinction between ICT and Information Technology (IT). IT is generally considered the more business term, whilst ICT is more predominant in academic literature. ICT is more concise, which is why, though more academically inclined, will be the focus of this writing. ICT consists of a number of layers according to the Open Systems Interconnection model (OSI). The OSI model is a conceptual model that characterizes and standardizes the internal functions of a communication system by separating it into different layers of abstraction. The model is ideal to show the way information is communicated from individual to individual. It is incomplete in regards to its omission of the storage and discarding of information. The Figure 1: OSI 7 Layers Model, shows how information moves from the view of the user at the application layer, at which the user interacts with the information, the presentation layer which is the manner in which information is presented (video, text, sound) and the Session layer is about initiating and terminating communications between devices. Transport and Network layers are all about the rules (protocols) of engagement of devices [e.g. Transmission Control Protocol (TCP)]. The Data Link and Physical layers are both physical layers of initiation and terminations of communications, with the Data Link acting as reliability check for the connection created at the physical layer.

Answer the questions and do the tasks using the information from the text.

1. What do the letters ICT stand for? 2. Give the definition of the term “ICT”. 3. What is OSI model? 4. What does the scheme in figure 1 show? 5. Describe the scheme in figure 2. 6. Why is ICT so valuable for business? 7. How did a computational power of ICT change? 8. What drastic improvements occurred in the storage of information thanks to ICT? 9. Interpret the terms “RFID” and “LAN”. 10. What do you know about the products and services in the sphere of ICT?

Задание 2. Translate the word combinations with a) Participle 1; b) Participle 2 into Russian.

A) Computers using vacuum tubes; the machine calculating mathematical problems; the computer keeping instructions in its memory; binary code storing data and instructions; the vacuum tube controlling and amplifying electronic signals; computers performing computations in milliseconds; electronic pulses moving at the speed of light; students coding the information by using a binary code; devices printing the information; keyboard terminals replacing vacuum tubes.

B) The given information; the name given to the machine; the coded data; the device used in World War II; the invention named EN I AC; the machine called EDVAC; instructions kept in the memory; the engine designed for storing data; data stored in a binary code; vacuum tubes invented by J. Neumann; the general-purpose machine proposed by Ch. Babbage; the machine provided with the necessary facts.

Задание 3. Read and translate the text.

RISE OF THE VIRTUAL CONFERENCE

Virtual conferences are set to explode and steal a slice of the action away from real-life trade shows.

A report last month by Market Research Media said the marketplace will grow to $18.6bn over the next five years.

One of the big players in the field, ON24 said their survey showed 87 % of 10,000 executives ready to go virtual.

“It is still an evangelical market, but the recession has helped businesses see the value of virtual environments”, said ON24 founder Sharat Sharan.

“Think about all those savings from hotel rooms to airfares for attendees to meals and conference space. One of our biggest technology clients had a sales meeting earlier this year where they generally spend $5m (£3.2m). They spent a tenth of that by holding a virtual conference”, Mr Sharat told BBC News.

“next Generation”

Second Life is one of the best known names in the world of virtual reality but the companies that flocked there to set up businesses and storefronts had very limited success.

Two years ago Second Life created an enterprise group to better cater to business and has over 1,400 organisations as users.

ON24 has over 750 clients from Fortune 500 companies but made its name as a webcasting company following the dot.com implosion and the terrorist attacks in New York and Washington.

“What is going on in the virtual conference market is not unlike the downturn in 2001 and the 9/11 attacks when web meetings became the big thing because no one wanted to fly and companies were cutting budgets”.

Now both Second Life and ON24, along with Unisfair, are forging ahead in developing virtual-meetings software aimed at recreating the real trade show or conference experience.

Attendees check in and get their “goody bag” full of virtual goods and brochures that they can look at anytime. There are show booths to attend where participants can download company information, watch demonstrations or chat online to sales reps. Conference goers can also attend keynote sessions, submit questions live for real-time answers and listen to lectures on podcast and PowerPoint presentation all without packing a suitcase or breaking a sweat to catch a flight. There are also facilities for virtual networking. Another benefit, said the companies, is the ability to know exactly who has come to your booth, how long they stayed, what products interested them and what questions they asked. This data makes follow up conversations more productive.

Задание 4. Make up pairs of synonyms from the given words.

Verbs: to name, to complete, to calculate, to develop, to keep, to interpret, to communicate, to fulfill, to apply, to translate, to improve, to build, to call, to store, to communicate, to figure out, to perform, to use, to finish, to construct, to connect.

Nouns: speed, aim, storage, information, machine, significance, computation, data, device, rate, calculation, purpose, memory, importance

Задание 5. Read and translate the text.

WHAT IS A COMPUTER?

A computer is a machine with an intricate network of electronic circuits that operate switches or magnetize tiny metal cores. The switches, like the cores, are capable of being in one or two possible states, that is, on or off; magnetized or demagnetized. The machine is capable of storing and manipulating numbers, letters, and characters (symbols).

The basic idea of a computer is that we can make the machine do what we want by inputting signals that turn certain switches on and turn others off, or magnetize or do not magnetize the cores.

The basic job of computers is processing of information. For this reason computers can be defined as devices which accept information in the form of instructions, called a program, and characters, called data, perform mathematical and / or logical operations on the information, and then supply results of these operations. The program, or part of it, which tells the computers what to do and the data, which provide the information needed to solve the problem, are kept inside the computer in a place called memory.

It is considered that computers have many remarkable powers. However most computers, whether large or small, have three basic capabilities.

First, computers have circuits for performing arithmetic operations, such as: addition, subtraction, division, multiplication and exponentiation.

Second, computers have a means of communicating with the user. After all, if we couldn't feed information in and get results back, these machines wouldn't be of much

use. Some of the most common methods of inputting information are to use terminals, diskettes, disks and magnetic tapes. The computer's input device (a disk drive or tape drive) reads the information into the computer. For outputting information two common devices used are: a printer, printing the new information on paper, and a cathode-ray-tube display, which shows the results on a TV-like screen.

Third, computers have circuits which can make decisions. The kinds of decisions which computer circuits can make are not of the type: "Who would win the war between two countries?" or "Who is the richest person in the world?" Unfortunately, the computer can only decide three things, namely: Is one number less than another? *Are* two numbers equal? and, Is one number greater than another?

A computer can solve a series of problems and make thousands of logical decisions without becoming tired. It can find the solution to a problem in a fraction of the time it takes a human being to do the job.

а) Answer the following questions using the information from the text.

1. What is a computer? 2. What are the two possible states of the switches? 3. What are the main functions of a computer? 4. In what way can we make the computer do what we want? 5. What is the basic task of a computer? 6. In what form does a computer accept information? 7. What is a program? 8. What are data? 9. What is memory? 10. What three basic capabilities have computers? 11. What are the ways of inputting information into the computer? 12. What is the function of an input device? 13. What devices are used for outputting information? 14. What decisions can the computer make? 15. What are the computer's achievements limited by?

б) Complete the sentences

1. A computer is…….
2. The basic idea of a computer is……
3. Some of the most common methods of inputting information are…
4. For outputting information two common devices used are…
5. A computer can…..

Задание 6. Make situations using the following words and phrases.

Digital computers

Analog and digital computers, data, to play an increasing role, to be based on, to manipulate discrete binary digits, fast, to transfer huge data bases, simple machines.

Modern users

Modern technologies, laptops, internet, to allow, high-speed connections, nowadays, numerous means, education material, different services, to connect, vertical universities, distance education and work, leisure, convenient.

Задание 7. Analyze the forms of verbs and translate the sentences.

1. Data are processed to become useful information. 2. We use the term data processing to include the resources applied for processing of information. 3. Resources required for accomplishing the processing of data are called data processing system. 4. Processing is a series of

operations converting inputs into outputs. 5. Facilities are required to house the computer equipment. 6. Egyptians used the information to predict crop yields. 7. Information to be put into the computer for processing should be coded into ones and zeroes. 8. Processing is operations on data to convert them into useful information. 9. The first machines designed to manipulate punched card data were widely used for business data processing. 10. Hollerith built one machine to punch the holes and the other to tabulate the collected data.

Задание 8. Read and translate the text

What is a computer virus?

Computer viruses are small software programs that are designed to spread from one computer to another and to interfere with computer operation.

A virus might corrupt or delete data on your computer, use your email program to spread itself to other computers, or even erase everything on your hard disk.

Computer viruses are often spread by attachments in email messages or instant messaging messages. That is why it is essential that you never open email attachments unless you know who it's from and you are expecting it.

Viruses can be disguised as attachments of funny images, greeting cards, or audio and video files.

Computer viruses also spread through downloads on the Internet. They can be hidden in illicit software or other files or programs you might download.

To help avoid computer viruses, it's essential that you keep your computer current with the latest updates and antivirus tools, stay informed about recent threats, run your computer as a standard user (not as administrator), and that you follow a few basic rules when you surf the Internet, download files, and open attachments.

Once a virus is on your computer, its type or the method it used to get there is not as important as removing it and preventing further infection.

Discuss the following questions.

1. What is a computer virus?
2. How many viruses are known nowadays?
3. How do viruses spread?
4. Are there different kinds of viruses?
5. What is a Trojan horse? What is a bot?
6. What is a botnet?
7. How can you avoid viruses and worms?
8. What is antivirus software? How does it work?

Задание 9. Read and translate the text.

Why is the home computer a popular target for hackers?

The Your home computer is a popular target for intruders. Why? Because intruders want what you've stored there. They look for credit card numbers, bank account information, and anything else they can find. By stealing that information, intruders can use your money to buy themselves goods and services.

But it's not just money-related information they're after. Intruders also want your computer's resources, meaning your hard disk space, your fast processor, and your Internet connection. They use these resources to attack other computers on the Internet. In fact, the more computers an intruder uses, the harder it is for law enforcement to figure out where the attack is really coming from. If intruders can't be found, they can't be stopped, and they can't be prosecuted.

Why are intruders paying attention to home computers? Home computers are typically not very secure and are easy to break into. When combined with high speed Internet connections that are always turned on, intruders can quickly find and then attack home computers. While intruders also attack home computers connected to the Internet through dial-in connections, high-speed connections (cable modems and DSL modems) are a favorite target.

No matter how a home computer is connected to the Internet, intruders' attacks are often successful. Many home computer owners don't realize that they need to pay attention to computer security.

How do intruders break into your computer? In some cases, they send you email with a virus. Reading that email activates the virus, creating an opening that intruders use to enter or access your computer. In other cases, they take advantage of a flaw or weakness in one of your computer's programs - a vulnerability - to gain access.

Once they're on your computer, they often install new programs that let them continue to use your computer even after you plug the holes they used to get onto your computer in the first place. These backdoors are usually cleverly disguised so that they blend in with the other programs running on your computer.

Summarize the text.

Задание 10. Translate the phrases with the key words.

Direction: backward direction; clockwise direction; counterclockwise direction; data direction; forward direction; inverse / reverse direction; negative direction; positive direction; printing direction; transmission direction.

Level: access level; application level; data level; device level; difficulty level; error level; function level; hardware level; high level; input level; output level; performance level; presentation level; program level; protection level; resource level; security level; software level; structural level; system level; transmisson level.

Processor: arithmetic processor; central processor; command processor; control processor; data processor; error processor; general-purpose processor; special-purpose processor; image processor; language processor; mail processor; message processor; numeric processor; parallel processor; peripheral processor; text processor.

Switch: to switch between programs; to switch between windows; to switch disks; to switch on; to switch off; to switch over; binary switch; command switch.

Step: conversion step; final step; procedure step; program step; programming step; step by step; one step at a time; to step down; to step out; to step up; to take steps.

Задание 11. Convert into indirect speech.

1.'I think he is a clever man', says Elisabeth.2.'Mary never seems angry or irritated', remarks Alistair.3.'Barny is in the garage', says Norma.4. 'When he came I was on the terrace watering my begonias', says George. 5.'He was born in Chicago', he says. 6. 'What you have just told me is very surprising', John says to Constance. 7. 'I can't understand what the professor is talking about', says Flora. 8.'My mother will be glad to have you over for dinner', says Maurice.9. 'We have lived here long time', says Monica.

Задание 12. Translate the following sentences.

1. Почти все о нем слышали, и им пользуется все большее число людей.
2. Сеть является одним из лучших источников информации.
3. Сеть основана на системе гипертекстов, при помощи которой можно перемещаться по сети.
4. Интернет представляет собой отличный пример глобальной сети.
5. Компьютеры соединены при помощи модема с телефонными проводами или оптико-волоконными кабелями, которые в свою очередь подключены к параболическим антеннам.

Задание 13. Read and translate the text
DATA PROCESSING AND DATA PROCESSING SYSTEMS

The necessary data are processed by a computer to become useful information. In fact this is the definition of data processing. *Data* are a collection of facts — unorganized but able to be-organized into useful information. *Processing* is a series of actions or operations that convert inputs into outputs. When we speak of data processing, the input is data, and the output is useful information. So, we can define *data processing* as a series of actions or operations that converts data into useful information.

We use the term *data processing system* to include the resources that are used to accomplish the processing of data. There are four types of resources: people, materials, facilities, and equipment. People provide input to computers, operate them, and use their output. Materials, such as boxes of paper and printer ribbons, are consumed in great quantity. Facilities are required to house the computer equipment, people and materials.

The need for converting facts into useful information is not a phenomenon of modern life. Throughout history, and even prehistory, people have found it necessary to sort data into forms that were easier to understand. For example, the ancient Egyptians recorded the ebb and flow of the Nile River and used this information to predict yearly crop yields.*Today computers convert data about land and water into recommendations to farmers on crop planting. Mechanical aids to computation were developed and improved upon in Europe, Asia, and America throughout the seventeenth, eighteenth, and nineteenth centuries. Modern computers are marvels of an electronics technology that continues to produce smaller, cheaper, and more powerful components.

Basic data processing operations

Five basic operations are characteristic of all data processing systems: inputting, storing, processing, outputting, and controlling. They are defined as follows.

Inputting is the process of entering data, which are collected facts, into a data processing system. *Storing* is saving data or information so that they are available for initial or for additional processing. *Processing* represents performing arithmetic or logical operations on data in order to convert them into useful information. *Outputting* is the process of producing useful information, such as a printed report or visual display.

a) Translate the following word combinations:

Data resource; storage resource; network resource; security resource; system resource.
Communication facilities; data base facilities; display facilities; management facilities.
Distance control; device control; keyboard control; position control; program control.
Computer storage; laser storage; file storage; disk storage; data storage hierarchy.
Character sequence; instruction sequence; message sequence; pulse sequence.
Batch file; catalog file; data file; help file; input file; output file; menu file; user file.

b). Complete the sentences.

1. The necessary data are processed by…..
2. We can define *data processing* as……
3. There are four types of resources: ……
4. Five basic operations are characteristic of all data processing systems:….
5. *Inputting* is….
6. *Outputting* is….

c). Summarize the text.

Задание 14. Read and translate the text

Bill Gates was born in 1955 in Seattle, state of Washington. He was the first born and the unique son in family of the known lawyer. In childhood this modest child dreamed to become the professor of mathematics.

He has received an elementary education in comprehensive school in Seattle. In a year, when he was 13, Bill Gates has created first computer program. Already in college Bill Gates organized company “Traf-O-Data” in which schoolmates of the future magnate worked. They developed computer programs for local authorities, counted train diagrams of municipal transportation.

Following family tradition, Bill Gates has entered Harvard, going to become the lawyer, as well as his father. But he so seldom visited his lessons that he soon was sent down from the university. While at Harvard Gates began to develop a version of the programming language BASIC for the first microcomputers. Unfortunately first five customers of Microsoft have become bankrupt, but Gates did not despair, and soon he received an offer from IBM – to create operational system for the first personal computer. So Bill Gates has got system QDOS (Quick and Dirty Operating System) from IBM for 50 thousand dollars, than he improved it and changed the name on MS-DOS and sold license IBM. The presentation of new computer IBM with software Microsoft has created the real sensation at the market.

Microsoft continued to grasp the world marked. In 1986 Microsoft has become joint-stock company of the open type. The same year Bill Gates became billionaire, he was only 31 years old.

a) **Open the brackets and choose the right variant**.

1. Bill Gates was the (sole, younger, unique) son in his family.
2. Bill Gates's father was a (teacher at Harvard University, a programmer, a lawyer)
3. The first customers of Microsoft (became bankrupt, became very rich, very happy)
4. Bill Gates wanted to be (a well-known programmer, a lawyer, a professor of math)
5. Gates was sent down from Harvard because (he missed lessons, he began to develop a version of the programming, he didn't like to study).

b) **Complete the sentences.**

1. Bill Gates was born in……..
2. When he was 13,Bill Gates……
3. In college Bill Gates organized ….
4. Following family tradition, Bill Gates has entered……
5. He received an offer from IBM……

Задание 15. Read and translate the text.

IT Security Policy Information

Technology (IT) Security Policy identifies the rules and procedures for all individuals accessing and using an organization's IT assets and resources. An effective IT security policy is a unique document for each organization, cultivated from its people's perspectives on risk tolerance, how they see and value their information, and the resulting availability that they maintain of that information.

The objectives of an IT security policy is the preservation of confidentiality, integrity, and availability of systems and information used by an organization's members. Confidentiality involves the protection of assets from unauthorized entities. Integrity ensures the modification of assets is handled in a specified and authorized manner. Availability is a state of the system in which authorized users have continuous access to said assets. Which policy topics should make up an IT security plan? Most full IT security plans would include the following nine policies:

Acceptable Use Policy. Since inappropriate use of corporate systems exposes a company to risk, it is important to specify exactly what is permitted and what is prohibited. The purpose of this policy is to detail the acceptable use of corporate information technology resources for the protection of all parties involved.

Confidential Data Policy. Confidential data is typically the data that holds the most value to a company. Often, confidential data is valuable to others as well, and thus can carry greater risk than general company data. For these reasons, it is good practice to dictate security standards that relate specifically to confidential data. This policy would detail how confidential data should be handled, and examples of what the organization deems confidential.

Email Policy. Email is an essential component of business communication; however it does present challenges due to its potential to introduce security threats to the network. Email can also have an effect on the company's liability by providing a written record of communications. The scope of this policy includes the company's email system in its entirety, including desktop and/or web-based email applications, server-side applications, mail relays, and associated hardware. It covers all electronic mail sent from the system, as well as any external email accounts accessed from the company network.

Mobile Device Policy. Business use of mobile devices is growing, and as these devices become vital tools to conduct business, more and more sensitive data is stored on them, and thus the risk associated with their use is growing. This policy covers any mobile device capable of coming into contact with the company's data.

a) Answer the questions using the information from the text. 1. What are the three main principles of an IT Security Policy? 2. What is the purpose of Acceptable Use Policy? 3. Why is it important to introduce specific security standards for confidential data? 4. What is the scope of Email Policy? 5. Why should mobile devices be also subject to security policies? 6. What are some possible examples of a security incident?

б). **True or false?**

1. IT Security Policy applies only to the company’s employees. 2. Integrity ensures the company’s information assets are not modified. 3. Availability means that authorized users have access to the company’s information assets. 4. Incident Response Policy provides instructions in case of a security incident. 5. Hardware is only subject to Physical Security Policy.

Задание 16. Read and translate the text.

The Binary Number System

Early digital computers inspired by Howard Aiken’s Mark were huge, sometimes filling an entire room. That was because thousands of switches were needed to compute his binary number system.

In the binary number system, only two digits are recognized by the computer: 0 when a switch is off, and 1 when the switch is on. Different combinations of those two digits can represent thousands of letters and numbers.

The binary number system is still used in today's computers. The difference is that the thousands of electrical switches have been replaced by one tiny, solid-state chip that does the translations electronically. That's why your computer only fills up part of your desk, not your whole bedroom.

A) Answer the questions using the information from the text

1. Which size were the first digital computers?
2. How many digits does the binary number system have?
3. How many letters and numbers can different combinations of those two digits represent?
4. Is the binary number system still used in today's computers?
5. Why do modern computers smaller than early digital computers?

б) Translate words and phrases based on the text.

Digital computer
Binary number system
Switch on
Switch off
Solid-state chip

в). True or false?

1. Binary number system has only two digits.
2. The binary number system is not used in today's computers.

Задание 17. Translate into English the following sentences.

1. Электронная почта представляет собой эффективный способ быстрого обмена текстовыми сообщениями и хранения их в электронном формате.
2. Компьютерные преступления включают широкий спектр незаконных действий, которые могут привести к потере права пользователя на личную жизнь.
3. Стремительное развитие технологии является причиной быстрого устаревания электронных устройств, избавление от которых вызывает проблему утилизации электронных отходов.
4. Беспроводные сети предоставляют возможности поиска в сети Интернет, а также скачивания и просмотра музыки и видео в цифровом формате в любой точке планеты.

Задание 18. Read, translate and learn by heart the following dialogue.

David: calls
Secretary: - Good evening, NewLink Company. My name is Irina. How can I help you?
David: - Hi! Could I speak with one of your support managers, Anton Razumovsky? Yesterday he promised me to solve the problem with my Internet connection, but it still doesn't work.
Irina: - Yes, just a second, I' ll put you through. Could you give me your name?
David: - My name is David, David Smith. My id number is #97327701.
Irina: - Thank you for calling, mr. Smith. Hold the line, please.
Anton: - Anton speaking.
David: - Good evening, mr. Razumovsky. My name is David Smith. I still have some problems with computer connection. Could you help me?
Anton: - Good evening! Could you remind me some details of your problem?

David: - Sure. About a week back, I just turned on my laptop and my Internet which usually connected automatically, just didn't work. My routing gateway was also turned on and all cables were perfectly in order, but, unfortunately, I couldn't go online. So, when I tried to connect the net, it became impossible again and again. And when I wanted to diagnose it, I just saw «The system couldn't find a failure». I took the power out for 10 minutes and plugged it back in. But it doesn't pick up a signal. Help me, please!
Anton: - Ok, mr. Smith. Plug the Internet cable into the laptop's connecter and check your Internet connection again by command in prompt: «ping site». Does it work now?
David: - Yes, it finally works! Oh, God! What was the matter?
Anton: - I suppose that your routing gateway is broken and you should fix or change it. Can I do anything else for you?
David: - No, that's enough. I'll leave a positive feedback on your website. Many thanks!
Anton: - You are welcome! If you have any other problems with a new routing gateway, just call us and our support managers help you to rectify it. Have a nice time. Good bye.

Задание 19. Read and translate the text.
COMPUTER LITERACY

Informed citizens of our information-dependent society shoud be computer-literate, which means that they should be able to use computers as everyday problem-solving devices. They should be aware of the potential of computers to influence the quality of life.

There was a time when only privileged people had an opportunity to learn the basics, called the three R's: reading, writing, and arithmetics. Now, as we are quickly becoming an information-becoming society, it is time to restate this right as the right to learn reading, writing and computing. There is little doubt that computers and their many applications are among the most significant technical achievements of the century. They bring with them both economic and social changes. "Computing" is a concept that embraces not only the old third R, arithmetics, but also a new idea — computer literacy.

In an information society a person who is computer-literate need not be an expert on the design of computers. He needn't even know much about how to prepare programs which are the instructions that direct the operations of computers. All of us are already on the way to becoming computer-literate. Just think of your everyday life. If you receive a subscription magazine in the post-office, it is probably addressed to you by a computer. If you buy something with a bank credit card or pay a bill by check, computers help you process the information. When you check out at the counter of your store, a computer assists the checkout clerk and the store manager. When you visit your doctor, your schedules and bills and special services, such as laboratory tests, are prepared by computer. Many actions that you have taken or observed have much in common. Each relates to some aspect of a data processing system.

A) Match the following words with their definitions.

1. Assistive technology	A. дисковое записывающее устройство
2. computer addiction	B. делать дизайн электронной газеты
3. cybercrime	C. глобальная система навигации
4. design an on-line newspaper	D. вспомогательная технология
5. download files	E. компьютерная зависимость
6. DVD (digital video disc) recorder	F. киберпреступность, киберкриминал
7. interactive white board	G. потеря права на частную жизнь
8. loss of privacy	H. интерактивная доска
9. publishe-books	I. делать вычисления
10.make calculations 11.send e-mails	J. отправлять электронную почту K. беспроводная сеть
12.wirelessnetwork	L. публиковать электронные книги

B) Complete the sentences using information from the text.

1) Citizens of our information-dependent society shoud be computer-literate, which means that……..
2) There was a time when only……..
3) Now, as we are quickly becoming……
4) There is little doubt that…….
5) "Computing" is a concept that……..
6) When you visit your doctor……

C) Find the following equivalents from the text.

Устройство, решающее насущные вопросы; влияние на качество нашей жизни; привилегированное общество; право учиться чтению; самое выдающееся достижение столетия; есть небольшие сомнения; на пути к приобретению компьютерной грамотности; расписание; счета; специальные виды услуг.

Задание 20. Read the text and write summery of it.

How Computers Affect Our Lives

The computer has changed the modern lives of many people. It is very common for a household to have at least one computer. In addition, computers are essential tools that help ease our daily life. Also computer comes in various sizes and has many different types of applications.

First of all computers can change our daily tasks. Programs can do various functions and ease the process of doing it. For instance, there is a well known program called "Microsoft Word" that actually corrects many grammatical errors such as punctuations, capitalization, and the most common sentence fragments. Thus, ones essay or report can be done at home which is more convenient.

Computers can decrease the amount of time necessary to get the job done. For example, it may take a person five hours to finish their shopping needs excluding the time

to get to the destination and the time to get back home, but if the person shops online the item may be a click away and be at the door within a few days. In order for a person to shop online they would need to have a credit card and be able to confirm his address. Next he or she would then go to a reliable website and purchase the items desired for the cheapest amount possible with a few clicks, without going to the mall for hours and not getting what you desire. Also one may pay the bills online which saves time for the mail carrier to actually ship the documentations the destination. This is very beneficial if your bills are on the verge of being late.

Блок С. Задания практико-ориентированного уровня для диагностирования сформированности компетенций («владеть»)

С1. Ролевые игры

Задание 1. Role-play: «Foreign delegation in Moscow»
Use the following as a guideline
Длительность выполнения задания – 25 мин

Imagine, you are a reporter
- Find out the organizer of this conference
- Clear up the membership of a delegation
- Ask about their plans
- Tell him about your interview and ask about the most suitable hour for it

Задание 2. Ролевая игра: «Business meeting with famous programmers»
Длительность выполнения задания – 10 мин.
Imagine, you are a reporter:
- Find a manager and thank him for this talking
- Ask about his chief manager and the place and year of company's foundation
- Find out about company's staff
- Ask him about his annual revenue
- Clear up what distribution services they provide
- Inquire what type of products this company sell / manufacture / produce? And what type of services they provide or offer?

Задание 3.Role play the following situation:

1. What are the most important computers or technical skills needed in the following jobs: (1) teacher, (2) auto mechanic, (3) engineer, (4) doctor, (5) store manager, and (6) architect. Explain your reasons. 2. Suppose you are applying to work for a computer software company. What qualifications and skills would be needed in different positions within a company? What kinds of questions do you think you would be asked in a job interview for such positions?

Задание 4. Role- play «Creating a web-page».

You want to create your own web- page. Try to imagine and describe what would it be like.

Задание 5. Role- playing.

Read the information how to write a program, and make a dialogue between the software developer and the students of the group of preparatory courses on working with a computer, using this information.

I'd like to begin the course by giving you a very basic overview of the programming process. We'll then move to the details. So, to write a program, we normally follow these steps:

A program usually provides a solution to a given problem - for example, how to calculate wages and income tax in a big company. First of all, you have to understand exactly what the problem is and define it clearly. This means you have to decide, in a general way, how to solve the problem. The next step is to design a step-by-step plan of instructions. This usually takes the form of a flowchart, a diagram that uses special symbols to show how the computer works through the program - where it makes decisions, where it starts and ends, where data is input, things like that.

Next, you write the instructions in a programming language, like BASIC, Pascal or C. These computer instructions are called source code. Then you have to use a compiler, a special program that converts the source code into machine code - the only language understood by the processor, which consists of 1 s and Os.

Once you've written the program, you have to test it with sample data to see if there are any bugs or errors. The process of correcting these errors is called debugging. Computer programmers have to find the origin of each error, write the correct instruction, compile the program again, and test it until it works correctly.

Finally, you have to write program documentation, a detailed description of how to use the program. A great program is not much good unless people know how to use it

Блок Д. Задания для использования в рамках промежуточной аттестации

Д1. Перечень вопросов к зачету

1. What do you know about computers machine?
2. What kinds of computers exist?
3. Is the role of telecommunication in banking extremely important? Why?
4. Why do people want to be “on the Internet”?
5. Do students use the Internet for their educational purposes?
6. What operations can the computer do?
7. Why are computers used more and more often today?
8. What functions does the microprocessor carry out?
9. What about famous programmers do you know?
10. How many computer languages do you know?
11. What will modern technologies promise us in future?

Д2. Практические задания

1. Find the translation of the word.

а) клавиша 1. port, 2. key, 3. root, 4. drive, 5. mouse
б) память 1. error, 2. message, 3. memory, 4.mouse, 5. name
в) имя 1. port, 2. key, 3. name, 4. mouse, 5.character
г) клавиатура 1. keyboard, 2.driver, 3. mouse, 4. port 5. file
д) переключение 1. size, 2. search, 3. space, 4. switch, 5. break
е) дисковод 1. disk, 2. diskette, 3. drive, 4. port, 5. screen
ж) экран 1. display, 2. keyboard, 3. memory, 4. error,5. screen
з) ошибка 1. root, 2. error, 3. port, 4. print, 5. message
и) программное обеспечение 1. program, 2. hardware, 3. software,4. command,. к) символ 1. error, 2. command, 3. name, 4. character,5. Message

2. Поставьте глаголы, данные в скобках, в Present Perfect Tense.

1. Mary _____ (study) hard this year, so she'll pass her exams.
2. Oh no! She _____ (drop) the plate!
3. The garden is very green. It _____ (rain) a lot this month.
4. Tom's my best friend. I _____ (know) him for three years.
5. They _____ (live) in Miami for two years.
6. Brad _____ (live) in Chicago since 1998.
7. We just _____(to see) a very interesting film.
8. My parents just____ (to leave).

3. **Вставьте нужный предлог и переведите предложения.**

1. We are students ___ the faculty ___ Applied Informatics.
2. I am an office worker. I am at work ___ nine ___ five every week ___ Monday ___ Friday.
3. You can find a lot of information ___ this topic ___ specialized journals.
4. We will have final examinations ___ four years.
5. It’s a very interesting project. Tell me ___ it.
6. I study all the week, I have classes even ___ Sunday.

4. ***Open the brackets, using the verbs in Present Simple, Past Simple, Future Simple***

1. Last summer we (to live) in the country and (to go) to the river every day.
2. We (to be) students of the Technological Department.
3. Next year I (to visit) my relatives in Kiev.
4. At our English lessons we (to translate) new texts.
5. I (to cook) dinner yesterday
6. I (to invite) Linda to the party yesterday.
7. It (to be) very cold yesterday

5. Вставьте необходимые слова вместо пропусков.

1. Information is given into the computer in the form of _____.

a) ideas; **b)** characters; **c)** rules

2. The basic function of a computer is _____ information.

a) to switch; **b)** to keep; **c)** to process

3. The data needed for solving problems are kept in the _____.

a) memory; **b)** input device; **c)** output device
4. Inputting information into the computer is realized by means of _____.

a) a printer; **b)** letters; **c)** diskettes

5. A computer can carry out arithmetic-logical operations _____.

a) quickly; **b)** instantaneously; **c)** during some minutes

6. Computers have become _____ in homes, offices, research institutes.

a) commonwealth; **b)** commonplace; **c)** common room
7. Space uses computers widely.

a) information; **b)** production; **c)** exploration

8. Computers are used for image _____.

a) processing; **b)** operating; **c)** producing

9. Computers help in of economy----------.

a) environment; **b)** management; **c)** government

10. Air traffic control depends on computer- _____ information.

a) generated; **b)** instructed; **c)** combined

6. Подберите к терминам, данным в левой колонке, определения, представленные справа.

1. Computer **a)** a machine by which information is received from the

computer;

2. Data **b)** a device capable of storing and manipulating numbers,

letters and characters;

3. Input device **c)** an electronic machine that processes data under the

control of a stored program;

4. Memory **d)** a disk drive reading the information into the computer;

5. Output device **e)** information given in the form of characters.

7. Раскройте скобки и выберите глагол в требуемом залоге: действительном или страдательном.

1. Electronic devices *(help; are helped)* people discover new phenomena of nature.

2. The transistor *(replaced; was replaced)* by vacuum tubes thanks to its numerous advantages.

3. Due to transistors all circuit functions *(carried out; were carried out)* inside semiconductors.

4. Electronic devices *(use; are used)* in scientific research.

5. Before the invention of the transistor its function *(performed; was performed)* by vacuum tubes.

6. The reliability of electronic systems *(connect; is connected)* with the number of discrete components.

7. Semiconductor integrated circuits *(helped; were helped)* to increase reliability of devices.

2.2. **Для проверки сформированности компетенции УК-4: Способность осуществлять деловую коммуникацию в устной и письменной формах на государственном языке Российской Федерации и иностранном (-ых) языке (-ах), в части достижения индикатора ИУК-4.2: Свободно воспринимает, анализирует и критически оценивает устную и письменную деловую информацию на русском и иностранном (-ых) языке (-ах), выстраивает стратегию устного и письменного общения в рамках межличностного и межкультурного общения**

2.2.1. Блок А. Типовые задания репродуктивного уровня («знать»)

<u>А.1 Фонд тестовых заданий по дисциплине</u>

Тесты типа А.

1. Choose the right variant.

A1. Computer data …. system frees humans from routine error-prone tasks.
a) counting; b) computing: c) processing
A2. Computers can store vast amount of information to organize it and…. it.
a) to travel; b) to retrieve; c) to respond
A3. The entered data can be transmitted by …networks.
a) communications; b) conversions; c) procession
A4. The possibility of…. is reduced if data were correctly put into the data processing system.
a) character; b) access; c) error
A5. Computer data processing systems can …at a fraction of a second.
a) receive; b) respond; c) retrieve
A6. Computer systems are vulnerable to the entry of ….data.
a) invalid; b) invariable; c) invisible
A7. As soon as data were entered into the system correctly, the human…. is limited.
a) computation; b) information; c) manipulation
A8. The amount of data stored on magnetic discs is constantly ……
a) decreasing; b) increasing; c) eliminating
A9. necessary – необходимый; a vital necessary – …
a) виртуально необходимый
b) вито необходимый
c) жизненно необходимый
A10. I /O devices are known to be called peripheral devices.
a) устройства ввода и вывода известны и называются внешними
b) известно, что устройства ввода и вывода называются внешними
c) устройства ввода и вывода являются внешними
A11. data content
a) содержимое данных
b) содержимое чисел
c) содержимое дат

A12. storage contents
a) содержание данных
b) содержимое памяти
c) содержание памяти
A13. hardware support
a) оперативная поддержка
b) аппаратная поддержка
c) поддержка обмена данных
A14. After third world countries got access to the Internet they became wide represented in the net.
a) третьи мировые страны
b) влиятельные страны
c) страны третьего мира
A15. Basic circuit
a) цифровая вычислительная схема
b) схема обратной связи
c) принципиальная (основная) схема
A16. Exchange device
a) устройство распознавания данных
b) внешнее устройство
c) устройство обмена
A17. internal transfer
a) внутренняя передача
b) последовательная передача
c) побитовая передача
A18. To be accepted by the machine, information has to be in the form of digits or characters.
a) принятая ЭВМ информация имеет форму цифр или символов
b) чтобы быть принятой ЭВМ, информация должна быть в виде цифр или символов
c) чтобы быть принятой ЭВМ, информации следует принять форму цифр или символов
A19. single user access
a) несанкционированный доступ
b) доступ для одного пользователя
c) прикладная система прямого доступа
A20. These files are not to be added.
a) надо добавить не эти файлы
b) эти файлы не следует добавлять
c) это не те файлы, которые следует добавлять

Тесты типа B

A1 What does the remote control need to power it?

a) batteries
b) light
c) nothing

A2 Who was Ch. Babbage?

a) a professor of Mathematics
b) a scientist
c) a professor of Biology

A3 What kind of keys doesn't exist?

a) letter keys
b) punctuation keys
c) pronunciation keys

A4 What kind of device is printer?

a) input
b) output
c) input and output

A5 What is the only way to choose a good printer?

a) to try all printers
b) to buy all printers
c) to sold all printers

A6 What do all desktop computers have?

a) hard disk
b) floppy disk
c) CD-ROM disk

A7 What language uses a system of tags?

a) Java
b) HTML
c) Visual Basic
d) Delphi

A8 What is the image made of?

a) by commas
b) by pixels
c) by dots

A9 Who suggested the idea of logical machine?

a) England astronomer
b) Spanish monk
c) American inventor
d) Irish engineer

A10 What can you see on the screen when you are moving the mouse?

a) A line
b) A dot
c) The arrow, called a pointer.

A11 Agent: «British Railways. Can I help you?»
Customer: «_____».

a) Hi. Can I buy two tickets to this performance?
b) Look! I want to know the times of fast train to Edinburgh.
c) Good afternoon. Can you give me the times of fast train to Edinburgh, please?
d) Hi, I need some info about the times of fast train to Edinburgh.

A12 Receptionist: «Just a moment, please, while I check. You have a reservation for a three-room suit for tonight».
Guest: «_____».
a) I'm afraid there's been a mistake. I only asked for a single room, not a suite.
b) I will book a room here.
c) You must be kidding me. I don't need a suite.
d) What?! I didn't ask for a suite.

A13 Customer: «A table for two please».
Receptionist: «_____».
e) No free tables here.
f) I'm afraid that's not possible, sir.
g) No way.
h) I can't do that.

A14 Receptionist: «Yes, Mr. Brown. A single room with a bath for two nights, is that right?»
Guest: «_____».
i) What?! It's three nights! Cannot you be more attentive?
j) It's three nights! Remember that!
k) I'm afraid, not. It's three nights, from the 11th to the 14th of March.
l) Can I give you a call?

A15 Student: «I'm sorry may I come in?»
Teacher: «_____».
m) Yes, sit down.
n) Yes, take your seat.
o) Late as usual!
p) Come in!

A16 Customer: «How much does this scarf cost?»
Shop-assistant: «_____».
q) No, I can't show you this scarf.
r) The prices are here.
s) Five dollars. It's on a special this week.
t) What do you want?

A17 Passenger: «I have only pounds. Can you give me change?»
Bus driver: «_____».
u) Do you understand me?
v) Try to find the exact sum of money.
w) I'm sorry, but I accept exact change only.
x) If you cannot pay you must get off.

A18 Teacher: «I hope I didn't keep you waiting».
Dean: «_____».
y) You are in time.

z) Better late than never.
aa) Oh, you are here at last!
bb) I haven't seen you for ages!

A19 Agent: «South-West Airways. Myra Davis speaking».
Customer: «_____».

cc) Hi, I need some info about the price of the flight from Los Angeles to Hong-Kong.
dd) Look! I want to know how much it costs to fly from Los Angeles to Hong-Kong.
ee) Hi. Would you like to fly to Hong-Kong with me?
ff) Good afternoon. Can you please tell me how much it costs to fly from Los Angeles to Hong-Kong?

A20 Hostess: «Your bag is 3 kilos overweight. You have to pay excess luggage charge».
Passenger: «_____».

gg) No, I can't lift this bag.
hh) Oh? It's only three kilos. All right then.
ii) You have no right to charge me!
jj) What? It's only three kilos!

2. Fill in gaps 1-6 with
the missing phrases A-G. One phrase needn't to be used.

A competing **operating systems**
B capable of running the same **software**
C to put an entire **CPU** on one **chip**
D to form a **network**s
E to design electrical installations and lighting systems
F single-user **systems**
G computing power and **graphics** capability

PERSONAL COMPUTER

Personal computer is a small, relatively in expensive **computer** designed for an individual **user**. In price, personal computers range anywhere from a few hundred dollars to thousands of dollars. All are based on the **microprocessor** technology that enables manufacturers
1_____. CPU stands for Central Processing Unit. The reason the CPU is called a processor is because it can work with data: it can do calculations; it can move data. Businesses use personal computers for **word processing**, accounting, **desktop publishing**, and for **running spreadsheet** and **database management applications**. At home, the most popular use for personal computers is for playing games. Personal computers first appeared in the late 1970s. One of the first and most popular personal computers was the Apple II, introduced in 1977 by **Apple Computer**. During the late 1970s and early 1980s, new models and **2**_____ appeared daily. Then, in 1981, **IBM** entered the market with its first personal computer, known as the

IBM PC. The IBM PC quickly became the personal computer of choice, and most other personal computer manufacturers fell by the wayside. One of the few companies to survive IBM was Apple Computer, which remains a major player in the personal computer market place. Other companies adjusted to IBM's dominance by building IBM **clones,** computers that were internally almost the same as the IBM PC, but that cost less. Because IBM clones used the same microprocessors as IBM PCs, they were**3**_____. Over the years, IBM has lost much of its influence in directing the evolution of **PCs.** Today, the world of personal computers is basically divided between **Apple Macintoshes** and PCs. The principal characteristics of personal computers are that they are **4**_____ and are based on microprocessors. However, although personal computers are designed as single-user systems, it is common to link them together **5**_____**.** In terms of power, there is great variety. At the high end, the distinction between personal computers and **workstations** has faded. High-end models of the Macintosh and PC offer the same **6**_____asow-end workstations by Sun Microsystems, **Hewlett-Packard,** and **DEC**.

A2. Вопросы для устного опроса

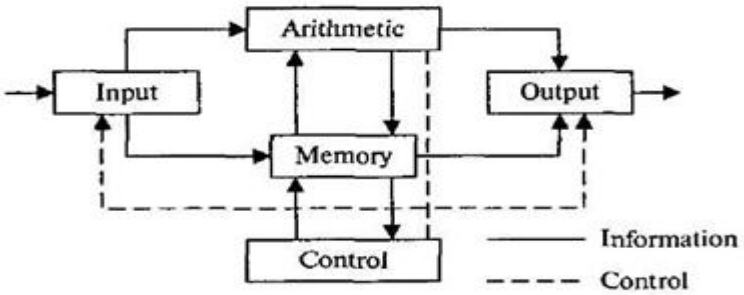
1. Answer the following questions.

1. What roles does ICT play in business?
2. What impact has ICT had on work? What kind of new work skills are needed today?
3. Why are teleworking and outsourcing becoming more and more important?
4. What impact has ICT had on education?

2. **Answer the following questions.**

1. What are computers aimed to?
2. How does “Microsoft Word” program help usin our work?
3. How can computer help you to do shopping online?
4. How do you pay if you do shopping online?
5. What is another useful computer function?
6. What may save the time for mail carriers?
7. What does the term “synopsis’ mean?
8. What kinds of viruses do you know?
9. How do we can detect our computer from the virus?

3. Name the main computer units and its function



А3. Задания для письменных работ

Задание 1. Define the following words and give good Russian equivalents to them: Social-networking sites, interoperable, ASCII, metadata, to establish an account on a site, e-mail forwarding, locally stored archive.

Задание 2. **Explain the meaning of these word combinations.**

Walled gardens, a heavy Spacer, stickiness, years down the road, delve into memories, check up on one's friends, screen-scraping scripts

Задание 3. Match the words in the box with their definitions 1-10.

bill	*misuse*	*associate*	*fraud*	*mayor*
kickback	*wrongdoing*	*scam*	*inquiry*	*wrangle*

1 It is a head of the city.
2 It is when someone breaks the law.
3 It is a case of cheating.
4 It is when somebody abuses something.
5 It is an investigation.
6 It is money or things, which are given to an official as a payment for some illegal activities.
7 It is an ally of somebody.
8 It is a dishonest action.
9 It is a controversy.
10 It is when someone brings an action against somebody.

Задание 4. *Look at the statements below and at the five summaries of articles about strategic change from a journal. Which article* ***(A, B, C, D*** *or* ***E)*** *does each statement* ***(1-8)*** *refer to? For each statement* ***(1-8),*** *mark one letter* ***(A, B, C, D*** *or* ***E)****. You will need to use some of these letters more than once. There is an example at the beginning* ***(0).***

Example:

0 It advises against the use of technology for communication within a company. **E**

1 It proposes some views on management that the editors feel might be considered controversial by readers. _____

2 It explains who the communicators of initiatives within a company should be. _____

3 It makes reference to the fact that some people may try to hinder innovations. _____

4 It considers the need to streamline commercial activities in order to have a clearer focus. _____

5 It criticises the control of policy-making by certain key personnel. _____

6 It questions the validity of certain accepted management-training approaches. _____

7 It includes practical, real-world examples of the ideas being put forward. _____

8 It stresses that it is vital to exclude obsolete views when drawing up _____ company policy.

A

Those serving in industry today have two options: they can surrender the future to revolutionary companies or they can revolutionize the way their companies create strategy. In *Revolution and Strategy,* Gary Heath argues that any approach that does not challenge the status quo is not a strategy at all. In too many companies, the strategy-planning process is monopolized by senior managers, and what passes for strategy is sterile and uninspiring. To create truly revolutionary strategies, a strategy-making process must be demanding and inclusive; it must rid itself of tired, outdated perspectives and uncover the revolutionary ideas that are lying deep in an organization.

B

Companies often attempt to implement a major change in strategy. Determined managers go forth with the plans, and they expect enthusiasm and commitment from their subordinates. But instead, employees drag their feet and figure out ways to undermine the process. The change effort gets bogged down, and results fall short. In *Why Resist Change?* Paul Strong explains how corporate leaders can overcome employees' concerns about change by revising the mutual obligations and commitments, both stated and implied, that exist between them. The author presents two case studies of his ideas in action.

C

Business units often take charge of formulating strategy in today's environment, but they can easily get lost in a thicket of weeds - too many customers, products and services. In *Strategic Business Unit Renewal,* John White provides a method for business units to prune their gardens and regain perspective. His strategy-renewal process leads managers through the undergrowth of a business unit's complexity and compels them to ask whether all of the unit's customers, products and services are truly strategically important, significant and profitable. Units that do not meet these criteria must cut back to allow a greater concentration on cultivating their most worthy projects.

D

Which came first, Harry J. Mindenberg wonders in *Musings on Management Strategy:* our misguided ideas of what makes a good manager and a good organisation, or the programmes that claim to create them? A professor of management himself at McGill University in Canada and at INSEAD in France, Mindenberg takes on management fads, management education and the worship of management gurus - and offers some provocative alternatives.

E

The next time you are planning a major change effort, forget the huge meeting, the speeches relayed by satellite, the videos and special publications. J.K. and Sandra Parkin argue that *Changing Frontline Employees* requires giving up the image of the charismatic executive rousing the troops. Frontline employees may accept change, but they won't accept empty words delivered impersonally. If you need to convey a major strategic change, remember that frontline supervisors - not senior managers - are the people whom employees trust the most.

2.2.2. Блок В. Типовые задания реконструктивного уровня («уметь»)

В 1. Задания для письменных работ

Задание 1. Lead in 1. What do people do with the help of the Internet? Make a list of the typical Internet applications.2. Read the website descriptions. To which website does each sentence 1-7 refer? a) paralegal.com Fed up with paying exorbitant legal fees? Get leading-edge legal services at a fraction of the cost of going to a law firm. E-mail our legal team for low-cost advice on all aspects of company and tax law. Download specialist upto-the-minute documents for a small charge. Conduct your own court cases with our help and save thousands of euros! No win, no fee! b) bespontaneous.com Be spontaneous! Do something on the spur of the moment. Book otherwise impossible-to-get tickets to theatre and sports events. Ready to fly tomorrow? Take a break to one of our popular destinations: beach or city. Worry-free booking by credit card on our secure server. Next-day courier delivery of tickets to your door. c) worldweather.com Want to see what the weather's like anywhere in the world? Come to worldweather.com! Consult free forecasts for 100 world cities. Download stunning satellite pictures of the world's increasingly unpredictable weather for free. Deluxe, framed versions of these pictures make beautiful gifts. Order on-line. Delivery within 48 hours. d) goinggoinggone.com Consumer electronics products auctioned daily: computers, TVs, washing machines, you name it. It's so simple: put in your bid and we'll notify you by e-mail of the competing bids. You can raise your bid as many times as you like over a three-day period. If your bid is the highest at the end of three days, pay by credit card and goods are delivered to you within 24 hours.

1. You consult this site if you are not sure what clothes to take with you on a trip.
2. This site tries to reassure users who may be worried about giving their credit card details on-line.
3. This site mentions a delivery method that does not use the ordinary post office service.
4. This site does not mention physical delivery of goods or documents.
5. On this site, you can order a picture to put on your wall.
6. On this site, you can offer a price for something, but you won't necessarily get it.
7. On this site, there is a service that you may have to pay for or that may be free, depending on the results.

Задание 2. We often use the terms below to speak about different Internet applications. Put the appropriate terms in the table

English equivalent	Russian equivalent
	сеть
	поисковая система
browse	
	поиск
chat	

	доступ
link	
hit	
	Загружать

Задание 3. Make up a dialogue using the following words and word combinations

Secretary: What are my tasks for today?
Boss: You should…
Secretary: And should I…?
Boss: Yes, you should. And you should ….
Secretary: Should I…?
Boss: Yes, you should. And you should…
Secretary: And what are your responsibilities?

Задание 4. What do you think will have happened on Earth by 2000? 2010? 2050? Make up sentences according to the pattern.

Pattern: By 2050 people won't have found cure against AIDS.

Use some of the ideas from the list given below, but think of your own ideas, too; find a cure against cancer; learn to grow food on the sea-bed; learn to live on the sea-bed; construct colonies on the Moon/Mars/Venus; design a common language; solve hunger problem; improve medical care system; improve education system; solve the Loch-Ness mystery; find extra-terrestrial intelligence; stop global heating; learn to predict earthquakes; invent time-travel.

Задание 5. Write down how computers can be used in the following areas. Work in small groups. Speak for three minutes.

Area	**Useful words**
Industry	production line, robot, computer-aided manufacturing, machinery
Entertainment	multimedia, game, music, animated image, encyclopedia
Automobile design	software car, car body, design, mechanical parts, electronic components, engine speed
Medicine	medical personnel, patients, disease, database program, records, scanner, diagnose, robot, surgery

Задание 6. Here you can find extracts from different Internet articles: Look through these announcements and add other types of crimes to the table given above.

Protect yourself against identity theft

Jan 20, 2013

Identity theft is when someone uses, without permission, your personal information in order to commit any frauds or crimes. Identity theft is a felony that is becoming more and more common. That is because some of us are not very careful with personal...

Credit Card Security

Jan 10, 2012

This is the age of plastic money. It's not uncommon for the typical consumer in the western world to go weeks at a time without ever handling a coin or bill. Everything we need is available to us with the simple "swik-swik' sound of a credit card sliding...

FTC vs spammers

by : JIM PUZZANGHERA Dec 26, 2013

It's the start of an Interpol for the Internet. The Federal Trade Commission soon will go global in its hunt for spammers, phishers and other online scammers. President Bush signed a bill Friday that gives the commission broader authority to pursue...

Taking on windows security by :

AHMED ASHIFUL HAQUE Dec 24, 2013 Ensuring security on your computer that runs Windows is a delicate and complicated business. The ever-menacing threats of viruses, spyware, phishing is always on the rise. Your valuable data is always at risk. So, how do you keep yourself safe? Here's a...

Thieves in the Internet Dec 13, 2013 MARK COLVIN: Millions worldwide have embraced internet banking, but so have virtual bank robbers. Financial institutions are dealing with more cyberattacks than ever before. The scams are known as phishing, or sometimes spearfishing, and they're...

Metasploit publishes hacker tools, Q&A by : LARRY GREENEMEIER Oct 24, 2013 The Metasploit Project takes penetration testing to a whole new level, not only finding vulnerabilities in applications, but also providing exploit code that socalled white hat and black hat hackers alike can use to test the real-world implications of...

Задание 7. Write a summary on the following subjects: “Social Networking Sites Don’t Deepen Friendship”, “Joined-up Thinking”, “Facebook Kills Your Memories” (400-450 words).

Задание 8. You will listen to four people talking about how they use computers at work. Before you listen make a list of professions that need computers. Compare with other students in class. Now listen and write each speaker’s job in the chart.

electrical engineer secretary librarian composer

Speaker	**Job**	**What they use computers for**
1		
2		
3		
4		

B. Now listen again and write in the third column of the chart what each speaker uses the computer for.

General nouns referring to ideas

example	*comment*
She wrote an article **on the subject of** class.	thing which is being discussed, considered or studied
The theme of the poem is emigration.	main subject of a talk, book, etc.
The students were given a list of **essay topics**.	used to refer to what one is studying or writing about
There was a lively debate on **the issue of** globalization in the seminar yesterday.	subject/problem which people are thinking/talking about
Political **theory** is a popular undergraduate subject Einstein's **theory of** gravitation has been questioned recently.	statement of the rules on which a subject of study is based or, more generally, an opinion or explanation
The **model of** climate change presented in the Stern Review seems to be becoming a reality.	a representation of something as a simple description which might be used in calculations
The book is called '**The Nature of** Intelligence'.	main characteristic of something
Human behaviour is based on **the principle of** least effort.	basic idea or rule that explains how something happens or works

Задание 9. Read and translate the text

The Creators of Computer Network

Most of the computers in the world use software invented by Bill Gates, the founder of Microsoft Inc. Software is the set of programs that make computers – whether business or personal – perform various tasks.

Gates was born in Seattle, in 1955. As a boy, he was bright and curious. He was active in Scouting. He especially loved hiking, camping and other outdoor adventures. But Gates was obsessed with computers. While a student at Harvard University in 1975, Gates and a friend, Paul Allen, developed a computer language for an early version of the personal computer. Microsoft was born. Gates went on to develop operating systems, such as MS-DOS, and software programs.

A technical wizard and a fierce business competitor, Gates sees great things ahead for computers. He says they «are really going to change a lot of things in the world – the way we work, the way we play and entertain ourselves and even the way we are educated».

a). Answer the questions using the information from the text

1. When and where was Bill Gates born?
2. What activities did Gates prefer?
3. When did Gates and his friend develop a computer language for an early version of the personal computer?
4. What company did Gates found?
5. How do computers change our life?

Задание 10. WRITING. Study these notes which describe the advantages and disadvantages of radio and television. Use the notes to complete the paragraphs below.

Television

but:

- more entertaining, wider variety of programs?
- more educational (for example, documentaries)?
- more exciting (for example, live programs, films)?
- waste more time? talk to others less?

Radio - easier to do other things at same time? portable?
- more relaxing?
- news more interesting?

17

but: - too much music?

In some ways radio is better that television because

_____
_____
_____
_____
_____

On the other hand, television has some advantages

_____
_____
_____
_____

Задание 11. Highlight all the verb phrases above, eg. *talking to you about, making a few observations about.* Notice it is not the verb alone, but the whole phrase you need to learn.

TASK

*Look at the statements below and at the five summaries of articles about strategic change from a journal. Which article **(A, B, C, D** or **E)** does each statement **(1-8)** refer to? For each statement **(1-8),** mark one letter **(A, B, C, D** or **E)**. You will need to use some of these letters more than once. There is an example at the beginning **(0).***

Example:

1 It advises against the use of technology for communication within a company. **E**

1 It proposes some views on management that the editors feel might be considered controversial by readers. _____

2 It explains who the communicators of initiatives within a company should be. _____

3 It makes reference to the fact that some people may try to hinder innovations. _____

4 It considers the need to streamline commercial activities in order to have a clearer focus. _____

5 It criticises the control of policy-making by certain key personnel. _____

6 It questions the validity of certain accepted management-training approaches. _____

7 It includes practical, real-world examples of the ideas being put forward. _____

8 It stresses that it is vital to exclude obsolete views when drawing up company policy. _____

A

Those serving in industry today have two options: they can surrender the future to revolutionary companies or they can revolutionise the way their companies create strategy. In *Revolution and Strategy,* Gary Heath argues that any approach that does not challenge the status quo is not a strategy at all. In too many companies, the strategy-planning process is monopolised by senior managers, and what passes for strategy is sterile and uninspiring. To create truly revolutionary strategies, a strategy-making process must be demanding and inclusive; it must rid itself of tired, outdated perspectives and uncover the revolutionary ideas that are lying deep in an organisation.

B

Companies often attempt to implement a major change in strategy. Determined managers go forth with the plans, and they expect enthusiasm and commitment from their subordinates. But instead, employees drag their feet and figure out ways to undermine the process. The change effort gets bogged down, and results fall short. In *Why Resist Change?* Paul Strong explains how corporate leaders can overcome employees' concerns about change by revising the mutual obligations and commitments, both stated and implied, that exist between them. The author presents two case studies of his ideas in action.

C

Business units often take charge of formulating strategy in today's environment, but they can easily get lost in a thicket of weeds - too many customers, products and services. In *Strategic Business Unit Renewal,* John White provides a method for business units to prune their gardens and regain perspective. His strategy-renewal process leads managers through the undergrowth of a business unit's complexity and compels them to ask whether all of the unit's customers, products and services are truly strategically important, significant and profitable. Units that do not meet these criteria must cut back to allow a greater concentration on cultivating their most worthy projects.

D

Which came first, Harry J. Mindenberg wonders in *Musings on Management Strategy:* our misguided ideas of what makes a good manager and a good organisation, or the programmes that claim to create them? A professor of management himself at McGill University in Canada and at INSEAD in France, Mindenberg takes on management

fads, management education and the worship of management gurus - and offers some provocative alternatives.

E

The next time you are planning a major change effort, forget the huge meeting, the speeches relayed by satellite, the videos and special publications. J.K. and Sandra Parkin argue that *Changing Frontline Employees* requires giving up the image of the charismatic executive rousing the troops. Frontline employees may accept change, but they won't accept empty words delivered impersonally. If you need to convey a major strategic change, remember that frontline supervisors - not senior managers - are the people whom employees trust the most.

Задание 12. Find English equivalents to the following Russian words. Use them in the sentences of your own describing the responsibilities of these candidates:

Выявление неисправностей

Кандидат на должность Тща-

тельное исследование Устанавливать

очередность Осуществлять стратегию

Под руководством

Соответствующий опыт работы Следить за общим развитием

Задание 13. Match the highlighted words in the texts with their synonyms below. Use them to describe responsibilities of people working on computer.

cooperate, decide, help, carry out, support, contrive, utilize, manage, have

Задание 14. Match the words from two columns to create a phrase and use the phrase in the sentence of your own to speak about cloud technology.

increase host benefit

of network technology deploy capability

offer from cloud computing

deliver technology

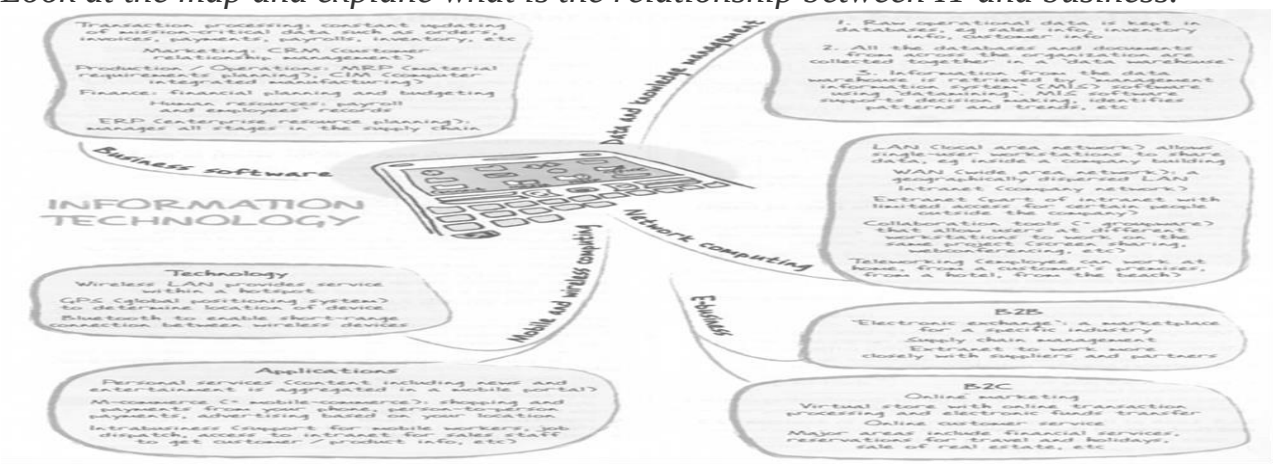
mainstream pay-per-use service

encompass as a subscription

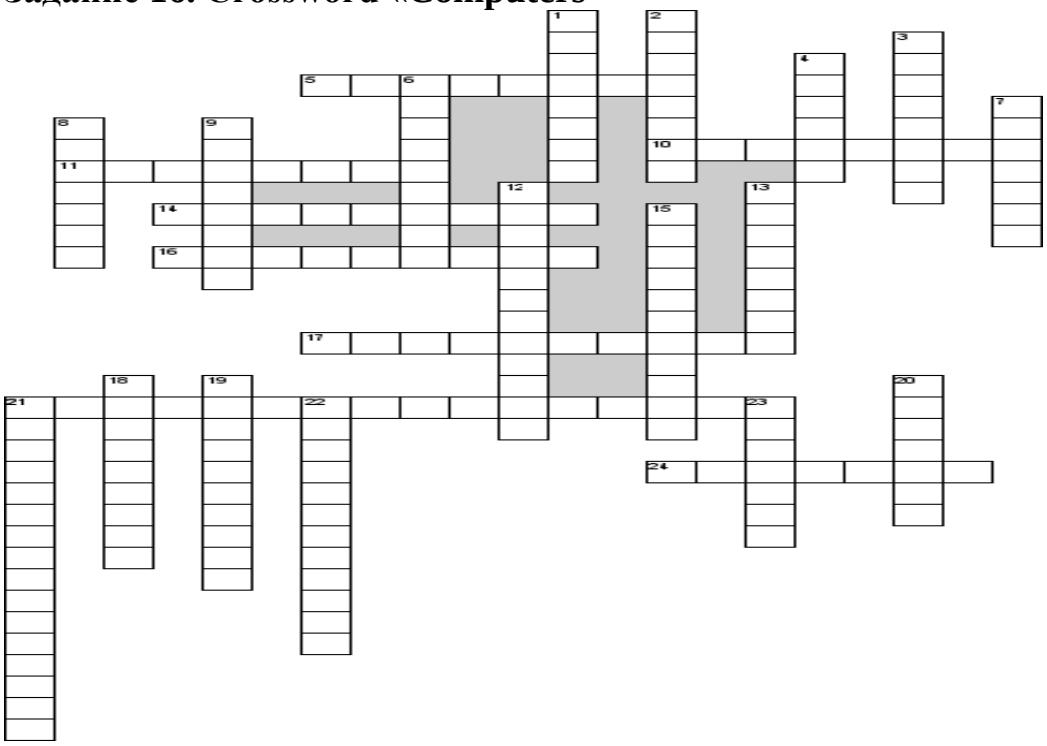
plethora infrastructu

Задание 15. Mind-map

Look at the map and explane what is the relationship between IT and business.



Задание 16. Crossword «Computers"



По горизонтали:

5. Which means of communication is the oldest
10. The memory cells
11. Program parts that make up a computer system
14. calculations with the necessary …
16. People used a special code to send words over the …
17. Data storage device with big capacity
21. System software that allows your computer to work
24. A device used to transfer information to paper

По вертикали

1. Primary text input device
2. When you want to congratulate smb you send him or her a…
3. Machine that processes data
4. A way to communicate with your partner who might be a thousand miles away using the computer
6. Same as cpu
7. CPU is …
8. We use sms to send……
9. Global network
12. A memory portable device with capacity of 700mb
13. Physical parts that make up a computer system
15. To speak to smb means to…
18. To ring up , to call up means to…
19. Data storage device with big capacity
20. We use sms to send……
21. System software that allows your computer to work
22. devices that can not work together

23. Visual display unit

B2. Темы рефератов

1. Microsoft
1. History of the Computer
2. Apple
3. IBM
4. Famous programmers
5. Internet. The main services of the Internet.
6. Computer viruses
7. Computer security
8. Information security in the Internet
9. Text document preparation software
10. Microcomputers
11. Software preparation and database maintenance.
12. The development of PC hardware
13. Computer crimes.
14. Analogue and Digital Computers
15. Qualitative and quantitative estimation of economic information.
16. Crimes in the global network/
17. Informatization of education.

Write an abstract on one of the following topics

№ п/п	Тема реферата	План реферата	Список литературы	Срок выполнения, процедура защиты
1	Computer viruses	Content Introduction 1. The first computers viruses. 2. Modern computer viruses . 3. Antivirus programs. Conclusion References	1.Балдин.К.В - Информационные системы в экономике. Учебник для студентов высших учебных заведений. Изд-во Академия. М.,2010, 2. Введенская Л.А., Павлова Л.Г. Риторика. Ростов на Дону, 2002 3. Введенская Л.А., Павлова Л.Г. Риторика для юристов. Ростов на Дону. 2008	2 недели, публичная защита на практическом занятии
2	Computer security	Content Introduction	1. Tech Target (NASDAQ: TTGT) http://tech-target.com/.	2 недели, публичная защита на

		1. The first computers virtues. 2. Modern computer viruses 3. Antivirus tools. Conclusion References	2. Web design library http://www.webdesign.org/. 3. Weblog Tech Crunch http://www.techcrunch.com/. 4. Webopedia http://www.webopedia.com/ (computer and Internet technology definitions	практическом занятии
3	Information security in the Internet	Content Introduction 1. 2. 3. Conclusion References	2. Weblog Tech Crunch http://www.techcrunch.com/. 3. Webopedia http://www.webopedia.com/ (computer and Internet technology definitions).	2 недели, публичная защита на практическом занятии

Блок С. Задания практико-ориентированного уровня для диагностирования сформированности компетенций («владеть»)

<u>С1. Перечень дискуссионных тем для проведения дебатов, дискуссий</u>

1. Arrange short debate: How does the operating system affect the user interface?

2. **Discussion**: «Will robots substitute human beings in future?»

3. **Discussion**: What is the database security? What is the security architect?

4. Arrange short debates on the following questions.

1. In what respect does computer memory differ from human memory?
2. What are the advantages of solid-state storage? **5. Arrange short debates on the following questions.**

1. Do you think a computer can bring us happiness? [In what way?
2. What are some good things about having a computer?
3. Why can computer be dangerous for you and your kids?
4. Give a few examples of how computers have an educational or an entertainment value.

<u>С2. Case-study</u>

Case-study "Computer games teach nothing, and young people should avoid them. What is Your opinion on this? —Are computer games good for you?‖

Preparation. The teacher prepares the problem that reflects the particular situation.

T e a c h e r. Tell me, what is your hobby? (The students answer) You see the most popular hobby is playing computer games. I think computer games or video games are popular not only with children. A lot of adults play video games with pleasure too.

Many people spend their free time (or their work time) at computers playing games. Let‘s discuss: Is it healthy? May be, is it useful? We will read some information about it; we will discuss advantages and disadvantages of playing video games and draw conclusions. So, ARE COMPUTER GAMES GOOD FOR YOU? In this case there are several solutions. As a rule the pupils read the case beforehand, study and analyze the material. 2. Activity. (Dialogical speech.) At the lesson the pupils discuss the case in groups and solve several solutions. Some students from a group present their solutions. The teacher speaks in support, of a proposal, asks some questions, fixes some answers, help evaluate the solutions. V. The conclusion of the lesson The teacher and the students sum up the discussion in short statements together and select the most effective solution

Блок Д. Задания для использования в рамках промежуточной аттестации

1.Контроль устной речи

Д1. Вопросы к зачету:
Give the right answers to the questions below.

1. What does "a computer-literate" person mean?
2. What is the role of computers in our society?
3. What is electronics?
4. Where are electronic devices used?
5. What invention contributed to the appearance of electronics?
6. When and where was the transistor invented?
7. What advantages did the transistor have over the vacuum tube?
8. When was the integrated circuit discovered?
9. What is the essence of the integrated circuit?
10. What is microelectronics?
11. What techniques does microelectronics use?
12. What scales of integration are known to you?
13. What do you understand by microminiaturization?
14. What was the very first calculating device?
15. Who gave the ideas for producing logarithm tables?
16. Who invented the first calculating machine?
17. How was the first calculating machine called?
18. What was the first means of coding data?
19. What Business Corporation was the first to produce computers?
20. In what fields were the first computers used?
21. When was the first analog computer build?
22. What was the name of the first digital computer?
23. Who built the first digital computer?

25. Who contributed the idea of storing data and instructions in binary code?
26. What does binary code mean?
27. What were computers of the first generation based on?
28. What invention contributed to the appearance of the second generation computers?
29. What was the essence of the third computer generation?
30. What is the basis of the fourth computer generation?
31. What is a computer?
32. What are the main junction of the computers?
33. What is a program?
34. What are data?
35. What is data processing?
36. Name four advantages of computer data processing.
37. What is capacity storage?
38. What is hardware?
39. What is software?
40. Who designs computers?
41. What do you know about computers machine?
42. What kinds of computers exist?
43. Why do people want to be "on the Internet"?
44. Do students use the Internet for their educational purposes?
45. What operations can the computer do?
46. Why are computers used more and more often today?
47. What functions does the microprocessor carry out?
48. What about famous programmers do you know?
49. How many computer languages do you know?
50. What will modern technologies promise us in future?

Д2. Практические задания

Section 1: Vocabulary

1. Insert the missing words:

Put the verbs in brackets into the correct tense

Kate Teale 1) ...*has decided*... (decide) to open her own restaurant. Yesterday, she 2) ……. (have) a meeting with her bank manager and she 3) … (ask) him for a loan. He agreed, so Kate 4) ……. (be able) to start making plans. In fact, she 5)…….(already/find) a building for her restaurant and she 6) ……. (look) at tables and chairs next week. By the end of the month, work on the restaurant 7) …. (begin) and by the summer, everything will be ready. Kate 8)…. (hope) that her business will be a success. At the moment she 9) …….. (interview) people to be chefs and waiters.

2. Match 1–5 with a–e to make common word partnerships.

1 mobile a station
2 data b phone
3 training c team

4 work d processing
5 sales e course

3. Complete this conversation with the words in the box. You do not need all the words.

buy cost expensive much send

A: How much does the new laptop (6) _____?
B: £449.
A: That's very (7) _____ . My new one was only £349. Are you going to
(8) _____ it?
B: I don't know. Perhaps I need to (9) _____ George an email and ask him.
He's an expert.
A: Good idea.

Section 2: Language

1 Choose the correct answer, A, B or C.

John (1) _____ from the USA (2) _____works for a big computer company. The company
(3) _____ 2,000 employees. He's based in the London office but he often (4) _____ around Europe. He is (5) _____. He (6) _____ work on Mondays and Tuesdays but he works at the weekend. (7) _____ are six people in his team. He likes (8) _____ job because it's very interesting.

1 A does B is C come
2 A and B so C or
3 A has got B got C gets
4 A travels B travelling C is travelling
5 A system analyst B a system analyst C an system analyst
6 A isn't B don't C doesn't
7 A They B There C Their
8 A he B him C his

Section 3: Skills development

1 Complete this conversation with a–g.

Sacha: Hi, my name's Sacha.
Faris: (1) _____ . I'm Faris.
Sacha: Do you work for IBM?
Faris: (2) _____ .
Sacha: Which company do you work for?
Faris: (3) _____ . I'm the new Chief Systems Analyst.
Sacha: (4) _____! Do you like your job?
Faris: (5) _____ .
Sacha: Where are you based?
Faris: (6) _____ .
Sacha: Would you like to join me for lunch?
Faris: (7) _____, thanks.

a Absolutely – it's very interesting

b Pleased to meet you
c In San Francisco
d Oh, congratulations
e I'd love to
f No, I don't
g GF Systems

Section 4: Reading

1 Read these emails and complete the booking form.

From: Carla Lang, Training Officer
To: All staff
Subject: Workshops in May
Hi everyone
Please let me know which workshop you'd like to attend next month and which day you would like to go. Places are limited, so please contact me before 30th April.

Workshops available:

Security procedures: 1 day, 13th or 14th May
Website design: 1 day, 15th or 16th May
Setting up a network: 1 day, 20th or 21st May
Best wishes
Carla

From: Guy Danvers, Head of IT Department
To: Carla Lang, Training Officer
Subject: Workshops in May
Hi Carla
Two people in my department would like to participate in a workshop. The first is Mansoor Khan, one of our web designers. He wants to do the network workshop but he's away 16th–20th May. I hope there's a place for him on the second day. The second person is me. I'd like to do the 14th May workshop as I'm away on the 15th and 16th. I did the website design last month and it was excellent.
Kind regards
Guy

Booking form for workshops

Department: (1) _____

PERSON 1 PERSON 2

Name: (2) _____ (6) _____
Job: (3) _____ (7) _____
Course: (4) _____ (8) _____
Preferred date: (5) _____ (9) _____

Д 3. Тексты для чтения и перевода на зачете

Текст 1.

What's the future of space exploration?

Scientists and engineers are already working on many future space projects. Let's take a look at some possibilities!

2011 The last space shuttle flights took place in February 2011. Until NASA, the American space agency, develops a new rocket to replace the shuttles, the USA is going to send people into space on Russian rockets. Russia and China are the only countries in the world at the moment that can send people into space. The American agency is still going to send unmanned satellites into orbit, but they want private companies to start financing some of the programmes.

2011–2020 The International Space Station (ISS) is going to remain in service until about 2020. The five space agencies that started the ISS programme are going to continue expanding the station. There are still many things scientists want to find out about space, earth, and our universe.

2025 NASA is going to work on an asteroid programme. Asteroids are pieces of rock, from small ones that you could hold in your hand, to larger ones bigger than a skyscraper, flying in space. Astronauts are going to land their ships on asteroids and investigate the origins of our solar system.

2030 Astronauts are going to orbit the planet Mars. It takes 8 or 9 months to reach Mars from earth. The biggest problem for scientists and engineers is how to maintain the astronauts' health and fitness. Another problem is how to make sure there is enough food and water for them. The ships are going to be the biggest ships ever built because they have to take all the supplies and equipment the astronauts will need. Space agencies have never built anything on that scale before.

2035 When astronauts are successful in orbiting Mars, the next step is going to be landing people on the planet. But scientists need to learn more about Mars first.

Are we going to fly to other stars – the way they do in films like *Star Trek*, *Star Wars* and *Avatar*? The future holds the answer.

Текст 2

The Internet

The Internet is a magnificent global network with millions and millions of computers and people connected to one another where each day people worldwide exchange an immeasurable amount of information, electronic mail, news, resources and, more important, ideas.

It has grown at a surprising rate. Almost everyone has heard about it and an increasing number of people use it regularly. The current estimate is that over 70 million people are connected, in some way, to the Internet – whether they know it or not. With a few touches at a keyboard a person can get access to materials in almost everywhere. One can have access to full-text newspapers, magazines, journals, reference works, and even books. The Web is one of the best resources for up-to-date information. It is a hypertext-based system by which you can navigate through the Internet.

Hypertext is the text that contains links to other documents. A special program known as «browser» can help you find news, pictures, virtual museums, electronic magazines, etc. and print Web pages. You can also click on keywords or buttons that take you to other pages or other Web sites. This is possible because browsers understand hypertext markup language or code, a set commands to indicate how a Web page is formatted and displayed.

Internet Video conferencing programmes enable users to talk to and see each other, exchange textual and graphical information, and collaborate.

Internet TV sets allow you to surf the Web and have e-mail while you are watching TV, or vice versa. Imagine watching a film on TV and simultaneously accessing a Web site where you get information on the actors of the film. The next generation of Internet-enabled televisions will incorporate a smart-card for home shopping, banking and other interactive services. Internet-enabled TV means a TV set used as an Internet device.

The Internet is a good example of a wide area network (WAN). For longdistance or worldwide communications computers are usually connected into a wide area network to form a single integrated network.

Networks can be linked together by telephone lines or fibre-optic cables. Modern telecommunication systems use fibre-optic cables because they offer considerable advantages. The cables require little physical space, they are safe as they don't carry electricity, and they avoid electromagnetic interference. Networks on different continents can also be connected via satellites. Computers are connected by means of a modem to ordinary telephone lines or fibre-optic cables, which are linked to a dish aerial. Communication satellites receive and send signals on a transcontinental scale.

Текст 3

What is Cloud Computing and why does your small business need it? Cloud computing is a way to increase capabilities on the fly without investing in a new infrastructure, training new personnel, or licensing new software.

Small businesses benefit from Cloud computing by not having to deploy physical infrastructure like file and e-mail servers, storage systems or shrink-wrapped software. Cloud computing is a broad umbrella that includes Software-as-a-Service where a specific application or service is offered to a customer as a subscription. Dropbox, Salesforce.com, and QuickBooks are all examples of SaaS.

SaaS provides a way of delivering a host of software and technical services that would usually be cost-prohibitive and difficult to manage as on premise, local solutions. Cloud computing has come a long way and is now mainstream technology for businesses. The cloud does for IT as UPS and Federal Express did for the shipping industry. Cloud computing capabilities deliver a plethora of network technology. Small businesses are most likely to not have an IT staff or technical, inhouse expert. Some companies don’t even know how to ask about their company’s tech infrastructure.

Joining the cloud can help reduce these stress of all the IT stuff.

Текст 4

Operating Systems

Operating systems control and manage the use of hardware devices such as the printer or mouse. They also provide disk management by letting you store information in files. The operating system also lets you run programs such as the basic word processor. Lastly, the operating system provides several of its own commands that help you to use the computer.

DOS is the most commonly used PC operating system. DOS is an abbreviation for disk operating system. DOS was developed by a company named Microsoft. When IBM first released the IBM PC in 1981, IBM licensed DOS from Microsoft for use on the PC and called it PC-DOS.

Windows NT (new technology) is an operating system developed by Microsoft. NT is an enhanced version of the popular Microsoft Windows 3.0, 3.1 programs. NT requires a 386 processor or greater and 8 Mb of RAM. For the best NT performance, you have to use a 486 processor with about 16 Mb or higher. Unlike the Windows, which runs on top of DOS, Windows NT is an operating system itself. However, NT is DOS compatible.

РАЗДЕЛ 3. Описание показателей и критериев оценивания компетенций на различных этапах их формирования, описание шкал оценивания

Балльно-рейтинговая система является базовой системой оценивания сформированности компетенций обучающихся очной формы обучения.

Итоговая оценка сформированности компетенции(й) обучающихся в рамках балльно-рейтинговой системы осуществляется в ходе текущего контроля успеваемости, промежуточной аттестации и определяется как сумма баллов, полученных обучающимися в результате прохождения всех форм контроля.

Оценка сформированности компетенции(й) по дисциплине складывается из двух составляющих:

✓ первая составляющая – оценка преподавателем сформированности компетенции(й) в течение семестра в ходе текущего контроля успеваемости (максимум 100 баллов). Структура первой составляющей определяется технологической картой дисциплины, которая в начале семестра доводится до сведения обучающихся;

вторая составляющая – оценка сформированности компетенции(й) обучающихся на зачете (максимум – 20 баллов).

Для студентов очно-заочной и заочной форм обучения применятся 4-балльная и бинарная шкалы оценивания результатов текущего контроля успеваемости и промежуточной аттестации обучающихся.

уровни освоения компетенций	продвинутый уровень	базовый уровень	пороговый уровень	допороговый уровень
100 – балльная шкала	85 и ≥	70 – 84	51 – 69	0 – 50

Бинарная шкала	Зачтено	Не зачтено

Шкала оценок при текущем контроле успеваемости по различным показателям

Показатели оценивания сформированности компетенций	***Баллы***	***Оценка***
Выполнение практических заданий	0-20	«неудовлетворительно» «удовлетворительно» «хорошо» «отлично»
Ответы на устные вопросы	0-20	«неудовлетворительно» «удовлетворительно» «хорошо» «отлично»
Тестирование	0-30	«неудовлетворительно» «удовлетворительно» «хорошо» «отлично»
Проведение ролевой игры	0-10	«неудовлетворительно» «удовлетворительно» «хорошо» «отлично»…
Решение кейсов	0-20	«неудовлетворительно» «удовлетворительно» «хорошо» «отлично»
Выполнение и публичная защита реферата	0-4	«неудовлетворительно» «удовлетворительно» «хорошо» «отлично»
Участие в дискуссии при проведении «круглого стола»	0-10	«неудовлетворительно» «удовлетворительно» «хорошо» «отлично»

Соответствие критериев оценивания уровню освоения компетенций по текущему контролю успеваемости

Баллы	*Оценка*	*Уровень освоения компетенций*	*Критерии оценивания*
0-50	«неудовлетворительно»	Допороговый уровень	Обучающийся не приобрел знания, умения и не владеет компетенциями в объеме, закрепленном рабочей программой дисциплины
51-69	«удовлетворительно»	Пороговый уровень	Не менее 50% заданий, подлежащих текущему контролю успеваемости, выполнены без существенных ошибок
70-84	«хорошо»	Базовый уровень	Обучающимся выполнено не менее 75% заданий, подлежащих текущему контролю успеваемости, или при выполнении всех заданий допущены незначительные ошибки; обучающийся показал владение навыками систематизации материала и применения его при решении практических заданий; задания выполнены без ошибок
85-100	«отлично»	Продвинутый уровень	100% заданий, подлежащих текущему контролю успеваемости, выполнены самостоятельно и в требуемом объеме; обучающийся проявляет умение обобщать, систематизировать материал и применять его при решении практических заданий; задания выполнены с подробными пояснениями и аргументированными выводами

Шкала оценок по промежуточной аттестации

Наименование формы промежуточной аттестации	*Баллы*	*Оценка*
Зачет	0-20	«зачтено» «не зачтено»

Соответствие критериев оценивания уровню освоения компетенций по промежуточной аттестации обучающихся (зачет)

Баллы	*Оценка*	*Уровень освоения компетенций*	*Критерии оценивания*
0-10	«не зачтено»	Допороговый уровень	Обучающийся не приобрел знания, умения и не владеет компетенциями в

			объеме, закрепленном рабочей программой дисциплины; обучающийся не смог ответить на вопросы
11-14	«зачтено»	Пороговый уровень	Обучающийся дал неполные ответы на вопросы, с недостаточной аргументацией, практические задания выполнены не полностью, компетенции, осваиваемые в процессе изучения дисциплины сформированы не в полном объеме.
15-17	«зачтено»	Базовый уровень	Обучающийся в целом приобрел знания и умения в рамках осваиваемых в процессе обучения по дисциплине компетенций; обучающийся ответил на все вопросы, точно дал определения и понятия, но затрудняется подтвердить теоретические положения практическими примерами; обучающийся показал хорошие знания по предмету, владение навыками систематизации материала и полностью выполнил практические задания
18-20	«зачтено»	Продвинутый уровень	Обучающийся приобрел знания, умения и навыки в полном объеме, закрепленном рабочей программой дисциплины; терминологический аппарат использован правильно; ответы полные, обстоятельные, аргументированные, подтверждены конкретными примерами; обучающийся проявляет умение обобщать, систематизировать материал и выполняет практические задания с подробными пояснениями и аргументированными выводами

Раздел 4. Методические материалы, определяющие процедуры оценивания знаний, умений, навыков, характеризующих этапы формирования компетенций

Процедура оценивания – порядок действий при подготовке и проведении аттестационных испытаний и формировании оценки.

Процедура промежуточной аттестации проходит в соответствии с Положением о промежуточной аттестации знаний студентов и учащихся ДГУНХ.

- Аттестационные испытания проводятся преподавателем, ведущим лекционные занятия по данной дисциплине, или преподавателями, ведущими практические и лабораторные занятия (кроме устного экзамена). Присутствие посторонних лиц в ходе проведения аттестационных испытаний без разрешения ректора или проректора не допускается (за исключением работников университета, выполняющих контролирующие функции в соответствии со своими должностными обязанностями). В случае отсутствия ведущего преподавателя аттестационные испытания проводятся преподавателем, назначенным письменным распоряжением по кафедре.

- Инвалиды и лица с ограниченными возможностями здоровья, имеющие нарушения опорно-двигательного аппарата, допускаются на аттестационные испытания в сопровождении ассистентов-сопровождающих.

- Во время аттестационных испытаний обучающиеся могут пользоваться программой дисциплины, а также с разрешения преподавателя справочной и нормативной литературой, непрограммируемыми калькуляторами.

- Оценка результатов устного аттестационного испытания объявляется обучающимся в день его проведения. При проведении письменных аттестационных испытаний или компьютерного тестирования – в день их проведения или не позднее следующего рабочего дня после их проведения.

- Результаты выполнения аттестационных испытаний, проводимых в письменной форме, форме итоговой контрольной работы или компьютерного тестирования, должны быть объявлены обучающимся и выставлены в зачётные книжки не позднее следующего рабочего дня после их проведения.

Итоговой формой контроля по дисциплине является зачет (Iсеместр).

На **тестирование** отводится 30 минут. Каждый вариант тестовых заданий включает 30 вопросов. За каждый правильный ответ на вопрос дается __1_балл.

Тестирование может проводится с помощью автоматизированной программы «Спрут». Результат тестирования устанавливается с учетом выбора алгоритма расчета оценки. Тест сдан при условии, если набранные баллы студентом не меньше проходного балла (порога сдачи теста). По окончании работы с тестом студенту предоставляется возможность просмотреть результаты тестирования - количество набранных баллов, перечень вопросов, на которые даны правильные, неправильные и неполные ответы.

Методика оценивания результатов тестирования

Баллы	Оценка	Показатели	Критерии
25-30	«отлично»	1. Полнота выполнения тестовых заданий; 2. Своевременность выполнения; 3. Правильность ответов на вопросы; 4. Самостоятельность тестирования; 5. и т.д.	Выполнено более 85 % заданий предложенного теста, в заданиях открытого типа дан полный, развернутый ответ на поставленный вопрос
20 -24	«хорошо»		Выполнено от 70 % до 84% заданий предложенного теста, в заданиях открытого типа дан полный, развернутый ответ на поставленный вопрос; однако были допущены неточности в определении понятий, терминов и др.
15 - 19	«удовлетворительно»		Выполнено от 51 % до 69% заданий предложенного теста, в заданиях открытого типа дан неполный ответ на поставленный вопрос, в ответе не присутствуют доказательные примеры, текст со стилистическими и орфографическими ошибками.
0- 14	«неудовлетворительно»		Выполнено менее 51% заданий предложенного теста, на поставленные вопросы ответ отсутствует или неполный, допущены существенные ошибки в теоретическом материале (терминах, понятиях).

Устный опрос предполагает устный ответ студента на один основной и несколько дополнительных вопросов преподавателя. Ответ студента должен представлять собой развёрнутое, связанное, логически выстроенное сообщение. Устные опросы проводятся во время практических занятий, и могут использоваться в качестве дополнительного испытания при недостаточности результатов тестирования. Вопросы опроса не должны выходить за рамки объявленной для данного занятия темы.

При выставлении оценки преподаватель учитывает правильность ответа по содержанию, его последовательность, самостоятельность суждений и выводов,

умение связывать теоретические положения с практикой, в том числе и с будущей профессиональной деятельностью.

Методика оценивания ответов на устные вопросы (опрос)

Баллы	**Оценка**	***Показатели***	***Критерии***
16- 20	«отлично»	1. Полнота данных ответов; 2. Аргументированность данных ответов; 3. Правильность ответов на вопросы; 4. Понимание материала	1) Полно и аргументированно отвечает по содержанию задания; 2) Обнаруживает понимание материала, может обосновать свои суждения, применить знания на практике, привести необходимые примеры не только по учебнику, но и самостоятельно составленные; 3) излагает материал последовательно и правильно.
11 -15	«хорошо»		Студент дает ответ, удовлетворяющий тем же требованиям, что и для оценки «5», но допускает 1-2 ошибки, которые сам же исправляет.
6 -10	«удовлетворительно»		Студент обнаруживает знание и понимание основных положений данного задания, но: 1) излагает материал неполно и допускает неточности в определении понятий или формулировке правил; 2) не умеет достаточно глубоко и доказательно обосновать свои суждения и привести свои примеры; 3) излагает материал непоследовательно и допускает ошибки.
0 - 5	«неудовлетворительно»		Студент обнаруживает незнание ответа на соответствующее задание, допускает ошибки в формулировке определений и правил, искажающие их смысл, беспорядочно и неуверенно излагает материал; отмечаются такие недостатки в подготовке студента, которые являются серьезным

			препятствием к успешному овладению последующим материалом.

Ролевая игра направлена на углубление теоретических знаний, полученных студентами в ходе практических занятий и изучения основной и дополнительной литературы по дисциплине; развивает способности к самостоятельному отбору, анализу и систематизации информации; формирует коммуникативные навыки, умение логически верно, аргументировано и ясно строить устную речь; стимулирует готовность к кооперации с коллегами, работе в коллективе.

1. Подготовка к проведению игры. Ведущий объясняет суть метода, игровые правила и задачи участников. На данном этапе излагается сценарий и организуется игровое пространство.
2. Непосредственное проведение игры. Участники в игре воплощают сценарий, происходит «проживание» участниками проблемной ситуации в ее игровом воплощении, т.е. в ролевой игре обучаемые овладевают опытом деятельности и соответствующих ему переживаний, сходных с тем, что они получили бы в действительности.
3. Подведение итогов игры. Суть данного этапа – осмысление «пережитого». Начинать желательно с вербализации участниками игры своих переживаний (описания словами своих ощущений, возникавших по ходу игры) и обмена эмоциональным опытом между участниками игры.

Методика оценивания участия в ролевой игре

Баллы	**Оценка**	**Показатели**	**Критерии**
9 -10	«отлично»	1. Полнота содержания выступления. 2. Осознанность темы игры. 3. Выразительность речи. 4. Владение материалом. 5. Рациональность использования времени.	Содержание выступления полное, используются конкретные факты, осознанность темы игры. Выразительность речи, умение уважительно отвечать собеседникам, свободное владение материалом
6 - 8	«хорошо»		Содержание выступления полное, используются абстрактные факты, осознанность темы игры. Выразительность речи, свободное владение материалом
3 - 5	«удовлетворительно»		Содержание выступления не полное, используются абстрактные факты, осознанность темы игры. Невыразительность речи. Нерациональное использование времени.
0 - 2	«неудовлетворительно»		Неполное содержание выступления, неосознанность темы игры, нерациональное использование времени

Реферат – это краткий обзор максимального количества доступных публикаций по заданной теме, с элементами сопоставительного анализа данных материалов и с последующими выводами. Требования к содержанию: материал, использованный в реферате, должен относится строго к выбранной теме; необходимо изложить основные аспекты проблемы не только грамотно, но и в соответствии с той или иной логикой (хронологической, тематической, событийной и др.); при изложении следует сгруппировать идеи разных авторов по общности точек зрения или по научным школам; реферат должен заканчиваться подведением итогов проведенной исследовательской работы: содержать краткий анализ-обоснование преимуществ той точки зрения по рассматриваемому вопросу, с которой Вы солидарны.

Задачами реферата являются:

1. Формирование умений самостоятельной работы обучающихся с источниками литературы, их систематизация;
2. Развитие навыков логического мышления;
3. Углубление теоретических знаний по проблеме исследования.

Методика оценивания рефератов

Баллы	Оценка	Показатели	Критерии
4	«отлично»	1. Полнота выполнения рефератов; 2. Своевременность выполнения; 3. Правильность ответов на вопросы; и т.д.	Выполнены все требования к написанию и защите реферата: обозначена проблема и обоснована её актуальность, сделан краткий анализ различных точек зрения на рассматриваемую проблему и логично изложена собственная позиция, сформулированы выводы, тема раскрыта полностью, выдержан объём, соблюдены требования к внешнему оформлению, даны правильные ответы на дополнительные вопросы.
3	«хорошо»		Основные требования к реферату и его защите выполнены, но при этом допущены недочеты. В частности, имеются неточности в изложении материала; отсутствует логическая последовательность в суждениях; не выдержан объем реферата; имеются упущения в оформлении; на дополнительные вопросы при защите даны неполные ответы.
2	«удовлетворительно»		Имеются существенные отступления от требований к реферированию. В частности: тема освещена лишь частично; допущены фактические ошибки в содержании реферата или при ответе на дополнительные вопросы.
1	«неудовлетворительно»		Тема реферата не раскрыта, обнаруживается существенное непонимание проблемы

Case-study представляет собой метод активного проблемно-ситуационного анализа, основанный на обучении путем решения конкретных задач-ситуаций (выполнения кейс-заданий). Кейс представляет собой проблемную ситуацию, предлагаемую студентам в качестве задачи для анализа и поиска решения.

Обычно кейс содержит схематическое словесное описание ситуации, статистические данные. Кейс дает возможность приблизиться к практике, встать на позицию человека, реально принимающего решения. Ознакомление студентов с текстом кейса и последующий анализ кейса может осуществляться заранее (за несколько дней до его обсуждения) как самостоятельная работа студентов. Обсуждение небольших кейсов может быть включено в учебный процесс, и студенты могут знакомиться с ними непосредственно на занятиях.

Анализ кейса должен осуществляться в определенной последовательности:

1. Выделение проблемы.
2. Поиск фактов по данной проблеме.
3. Рассмотрение альтернативных решений.
4. Выбор обоснованного решения.

Методика оценивания кейс-задач

Баллы	**Оценка**	**Показатели**	**Критерии**
18-20	«отлично»	1. Полнота решения кейс-задач; 2. Своевременность выполнения; 3. Правильность ответов на вопросы; 4. и т.д.	Основные требования к решению кейс-задач выполнены. Продемонстрированы умение анализировать ситуацию и находить оптимальное количества решений, умение работать с информацией, в том числе умение затребовать дополнительную информацию, необходимую для уточнения ситуации, навыки четкого и точного изложения собственной точки зрения в устной и письменной форме, убедительного отстаивания своей точки зрения;
11-17	«хорошо»		Основные требования к решению кейс-задач выполнены, но при этом допущены недочеты. В частности, недостаточно раскрыты навыки критического оценивания различных точек зрения, осуществление самоанализа, самоконтроля и самооценки, креативности, нестандартности предлагаемых решений

8-10	«удовлетворительно»		Имеются существенные отступления от решения кейс-задач. В частности отсутствуют навыки умения моделировать решения в соответствии с заданием, представлять различные подходы к разработке планов действий, ориентированных на конечный результат
0-7	«неудовлетворительно»		Задача кейса не раскрыта, обнаруживается существенное непонимание проблемы

Практическое задание (письменная работа) включено в текущий контроль, предполагает индивидуальную или групповую работу. Письменная работа предполагает либо закрепление, либо повторение пройдённой темы, соответствующей содержанию компетенции. Время выполнения зависит от сложности задания от 5 до 15 мин.

Методика оценивания практических заданий

Баллы	***Оценка***	***Показатели***	***Критерии***
18-20	«Отлично»	1. Решение коммуникативной задачи. 2.Содержание и организация текста. 3. Лексика. 4. Грамматика 5. Орфография и каллиграфия	Коммуникативная задача решена полностью. Задание полностью выполнено: содержание отражает все аспекты, указанные в задании, высказывание логично. Лексические, грамматические и орфографические ошибки отсутствуют.
11-17	«Хорошо»		Коммуникативная задача решена, немногочисленные языковые погрешности не препятствуют пониманию. Задание выполнено: некоторые аспекты, указанные в задании, раскрыты не полностью, высказывание в основном логично. Используемый словарный запас соответствует поставленной задаче, учащийся показал знание лексики и успешно использовал ее. Грамматические структуры используются в соответствии с поставленной задачей, практически отсутствуют ошибки, соблюдается правильный порядок слов. Орфографические ошибки практически отсутствуют, текст написан с соблюдением правил каллиграфии.

8-10	«Удовлетворительно»		Коммуникативная задача решена, но лексико-грамматические погрешности препятствуют пониманию. Задание выполнено не полностью: содержание отражает не все аспекты, указанные в задании, высказывание не всегда логично. Используемый словарный запас соответствует поставленной задаче, однако случаются отдельные неточности в употреблении слов, либо словарный запас ограничен, но использован правильно. Имеется ряд грамматических ошибок, не затрудняющих понимание текста. Имеется ряд орфографических ошибок и незначительное отклонение от правил каллиграфии, что не затрудняют понимание текста.
0-7	«Неудовлетворительно»		Коммуникативная задача не решена Задание не выполнено: содержание не отражает те аспекты, которые указаны в задании, отсутствует логика в построении высказывания. Крайне ограниченный словарный запас не позволяет выполнить поставленную задачу или обучающийся не смог правильно использовать свой лексический запас для выражения своих мыслей. Грамматические правила не соблюдаются.

Дискуссия (дебаты, круглый стол) — это целенаправленное обсуждение конкретного вопроса, сопровождающееся, обменом мнениями, идеями между двумя и более лицами. Для проведения дискуссии необходимо: выбрать тему дискуссии; выделить проблематику; обозначить основные спорные вопросы; рассмотреть исторические и современные подходы по выбранной теме; подобрать литературу; выписать тезисы; проанализировать материал и определить свою точку зрения по данной проблематике.

Методика оценивания участия в дискуссии, дебатах, круглом столе

Баллы	***Оценка***	***Показатели***	***Критерии***
9-10	«Отлично»	1. Решение коммуникативной задачи. 2. Логичность высказывания.	Коммуникативная задача полностью выполнена: цель общения успешно достигнута, тема раскрыта в заданном объеме. Участник демонстрирует умение развернуто, логично и точно вы-

		3. Умение задавать вопросы. 4. Содержание. 5. Лексическое оформление речи. 6. Грамматическое оформление речи. 7. Произношение.	сказываться на заданную тему. Участник высказывает интересные и оригинальные мысли, относящиеся к обсуждаемой теме. Грамотно ставит проблему, анализирует, сравнивает и обобщает данные, представленные в задании, аргументирует свою точку зрения, делает выводы. Участник способен логично и связно задавать интересные вопросы по теме. Участник правильно и оригинально отвечает на все вопросы собеседника. В речи участника нет лексических ошибок; словарный запас участника богат, разнообразен и адекватен поставленной задаче. В речи участника нет грамматических ошибок; речь участника богата разнообразными грамматическими конструкциями. В речи участника нет фонетических ошибок. Беглый темп речи.
6-8	«Хорошо»		Коммуникативная задача выполнена не полностью: цель общения в основном достигнута, однако тема раскрыта не в полном объеме. Выделена проблема, есть вывод. В целом участник способен логично и связно задавать вопросы и давать правильные ответы. Все вопросы заданы. В речи участника нет лексических ошибок; словарный запас участника богат, разнообразен и адекватен поставленной задаче. В речи участника нет грамматических ошибок; речь участника богата разнообразными грамматическими конструкциями. В речи участника нет фонетических ошибок. Беглый темп речи.
4-5	«Удовлетворительно»		Коммуникативная задача выполнена частично: цель общения достигнута не полностью, тема раскрыта в ограниченном объеме: проблема не поставлена.

			Участник способен задавать вопросы и отвечать на вопросы собеседника, однако задает вопросы, ответы на которые прозвучали в речи собеседника либо при поддержании беседы дает не вполне соответствующие содержанию и логике ответы. Или допускает отдельные фактические ошибки. В речи участника присутствуют лексические ошибки (больше 3х). Словарного запаса не хватает для общения в соответствии с заданием. В речи участника присутствуют грамматические ошибки (больше 3х). В речи участника присутствуют фонематические ошибки (больше 3х).
0-3	«Неудовлетворительно»		Коммуникативная задача не выполнена: цель общения не достигнута, содержание не соответствует коммуникативной задаче. Заметно отклонение от темы. Участник задает мало вопросов. Не может ответить на все вопросы собеседника. Или: Участник не способен самостоятельно задавать вопросы и отвечать на вопросы партнера адекватно. В значительной степени зависит от помощи со стороны собеседника. В речи участника присутствуют многочисленные лексические ошибки (больше 3х), в том числе затрудняющие понимание. Словарного запаса не хватает для общения в соответствии с заданием. В речи участника присутствуют многочисленные грамматические ошибки (больше 3х), в том числе затрудняющие понимание. Понимание речи участника затруднено из-за большого количества фонематических ошибок, медленный темп речи.

Порядок проведения оценивания сформированных компетенций при проведении зачета

Зачет – является завершающим звеном в изучении курса «Иностранный язык». Целью зачета является, прежде всего, оценивание достигнутого студентами уровня освоенности компетенций, а также контроль освоения обучающимися учебного материала по дисциплине. Результат зачета в огромной степени зависит от того, насколько правильно студент организовал свою самостоятельную работу в течение семестра, насколько серьезно он занимался на практическом занятии. Зачет проводится в устной форме на последнем практическом занятии по дисциплине. Зачет может проходить в форме теста, деловой игры, ответов по билетам либо защиты проекта. На подготовку ответа студенту отводится 15-20 минут. За ответ на вопросы студент может получить максимально 20 баллов. Студенты, которые регулярно посещают занятия и имеют хорошую успеваемость, сдают зачет на последнем занятии.

Методика оценивание ответа на зачёте

Баллы	Бинарная шкала	Показатели	Критерии
10-20	«зачтено»	1. Полнота выполнения заданий; 2. Своевременность выполнения; 3. Правильность ответов на вопросы; 4. Решение коммуникативной задачи; 5. Грамматическое и лексическое оформление заданий и т.д.	Лексико-грамматическое задание выполнено верно. Дан полный, в логической последовательности развернутый ответ на поставленный вопрос, где продемонстрировал знания предмета в полном объеме учебной программы, достаточно глубоко осмысливает дисциплину, самостоятельно, и исчерпывающе отвечает на дополнительные вопросы, приводит собственные примеры по проблематике поставленного вопроса,.
			Дан ответ, свидетельствующий в основном о знании процессов изучаемой дисциплины, отличающийся недостаточной глубиной и полнотой раскрытия темы, знанием основных вопросов теории, слабо сформированными навыками анализа явлений, процессов, недостаточным умением давать аргументированные ответы и приводить примеры, недостаточно свободным владением монологической речью, логичностью и последовательностью ответа. Допускается несколько ошибок в содержании ответа и решении практических заданий.
0-9	«незачтено»		Ответ на вопрос не дан. Решение лексико-грамматических заданий не выполнено. Коммуникативная задача не решена.