# II семестр

**Task 1. Reading**

**Read the text below. Mark based on the text statements a-h TRUE**

**(T) or FALSE (F) on your answer sheet.**

Business Structure.

Many companies have much in common in their structures. Top Management of a corporation consists of the board of directors and the executive officers. The board of directors determines basic company policies and appoints the executive officers. These officers include a chairman of the board or chief executive officer, a president, and a number of vice presidents. They are responsible for carrying out the decisions of the board of directors and the stockholders. The executive officers also select the managers of the various departments of the corporation. The Managing Director (sometimes called the Chief Executive or the President in Russia or the USA) is the head of the company.

The Chairman of the Board is in overall control and may not be the head of any one department.

The number of departments in a corporation depends on the size of the company and on the nature of the goods and services that it provides.

Most corporations have departments that handle three basic business activities - production, finance, and marketing.

The Production department consists of several divisions: Production, Packaging, Distribution, Quality and Maintenance. The Marketing department plans how to sell new products and may include Advertising division as well. There may be several divisions in the Finance department connected with customer accounts, wages and salaries, financial services, taxation, investment and cash management. Personnel department recruits new employees and organizes training courses.

The above-mentioned departments are headed by managers. The Director is responsible for strategic planning and for making decisions.

The high-technology products of today will be obsolete tomorrow, if

not sooner. Nobody really knows where the global economy is going.

1. Top Management of a corporation consists of the board of directors and the executive officers. **TRUE**
2. The head of the company is sometimes called the Chief Executive. **TRUE**
3. Production, Packaging, Distribution, Quality and Maintenance are the divisions of the Finance Department. **FALSE**
4. The Department planning how to sell new products is called the production department. **FALSE**
5. The Marketing Department is connected with customer accounts, wages and salaries, financial services, taxation, investment and cash management. **FALSE**
6. The Finance, Marketing and Production Departments are headed by managers. **TRUE**
7. Strategic planning and decision-making is the task of vice president. **FALSE**
8. The high-technology products of today will be obsolete tomorrow. **TRUE**

# Task 2. Lexics and Grammar

**Choose the one word or phrase that best completes the sentence, On your answer sheet find the number of the question and mark the letter (А В С D) that corresponds to the letter of the answer you have chosen.**

1. The result of the business trip is ... than that of the previous one.
	1. more
	2. a much more
	3. the best
	4. **much better**
2. Planned economies ...”command economies”.
	1. **are called**
	2. will call
	3. are calling
	4. called
3. They will ... to deliver the goods next month.
	1. can
	2. **be able**
	3. must
	4. may
4. He stopped ... to the manager.
	1. talks
	2. having talked
	3. **to talk**
	4. talked
5. We are interested in ... these goods.
	1. to import
	2. to have imported
	3. **importing**
	4. was importing
6. The company ... contracts if it is given a good discount.
	1. sign
	2. signs
	3. signed
	4. **will sign**
7. ... means the sum total of the incomes of all the people living in that country, in other words, every one's income added together.
	1. The annual income
	2. **The national income**
	3. Income per head
	4. An average income
8. That man looks after the companies money.
	1. **Finance Director**
	2. Production Manager
	3. Marketing Director
	4. Sales Director
9. People should be very ... with the money they earn.
	1. wasteful
	2. **economical**
	3. economic
	4. extravagant
10. …. is the money that remains after all the expenses.
	1. Profit
	2. Salary
	3. Wage
	4. **Income**

# Task 3. Letter

**Read this letter. In most of the lines 1 - 4 there is one extra word, which does not fit. One or two lines, however, are correct. If a line is correct, put a tick (V) in the space on your Answer Sheet. If there is an extra word in the line, write that word in the space on your Answer Sheet.**

EXAMPLES:

0 We should like to apologize for the delay, and can assure you that V.......

00 such as a thing will not happen again...... as ......

Dear Sirs,

1. It is now over many six weeks since we sent you the order B-67 …..**many…**
2. We are still awaiting delivery **…..V…..**
3. We regret that unless you are can able to give us assurance of delivery within the next two weeks,**...can…..**
4. we shall be obliged to cancel so the order. Yours faithfully,

R. Folkner …..**so** …..