МІНІСТЕРСТВО ОСВІТИ ТА НАУКИ УКРАЇНИ ЛАДИЖИНСЬКИЙ КОЛЕДЖ ВІННИЦЬКОГО НАЦІОНАЛЬНОГО АГРАРНОГО УНІВЕРСИТЕТУ

Робочий зошит з англійської мови за професійним спрямуванням

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Робочий зошит охоплює широкий діапазон тем та завдань для вивчення ділової англійської мови з урахуванням застосування на заняттях інформаційно-комунікаційної технології в системі особистісно-орієнтованого навчання. Завдяки діловій іноземній мові спеціалісти різних країн обмінюються дослідженнями та досвідом у різних галузях науки. Ділова іноземна мова стала ключем до міжнародних відносин між науковцями. Курс ділової іноземної мови враховує специфіку оформлення необхідної документації та засвоєння базової ділової лексики й спеціальної термінології.

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Протокол №		від «	»	2018p.

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ВИСНОВКИ
СПИСОК ВИКОРИСТАНОЇ ЛІТЕРАТУРИ

ВСТУП

Процес реформування системи освіти в Україні, зумовлений потребами часу, передбачає сьогодні підготовку кваліфікованих спеціалістів із високим рівнем знання іноземної мови.

Навчання англійської мови базується, передусім, на врахуванні потреб студентів у вивченні іноземної мови, що диктуються характерними особливостями професії або спеціальності.

Відповідні нові вимоги висуваються до методики викладання іноземних мов у різних навчальних закладах. Оскільки, застарілі методи та засоби навчання не відповідають нинішнім вимогам сучасного заняття в ВНЗ I-II р.а і не підлягають тенденціям стрімкого розвитку науково-технічного прогресу, то це спонукає викладачів до впровадження інноваційних методів навчання із застосуванням ІКТ, зокрема нових медіа засобів в навчальний процес. Особливо ця проблема гостро постає при формуванні професійних знань та навичок, оскільки для ефективнішого їх засвоєння, навчальний процес вимагає використання великої кількості нової інформації, наочних матеріалів, та інтерактивних засобів, які в свою чергу позитивно сприяють покращенню досягненню навчальної мети. Застосування інформаційнокомунікаційних технологій із використанням нових медіа засобів у процесі вивчення іноземної є ефективним засобом досягнення навчально-виховної мети.

Мета роботи: розкрити зміст особистісно-орієнтованого навчання іноземної мови.

Завдання роботи:

- показати особистісно-орієнтований підхід до навчання в сучасних умовах;
 - особистісно-орієнтоване навчання на уроках англійської мови;

Business trip

1. Read the text and translate the second paragraph in writing way.

Millions of people all over the world spend their holidays travelling. They travel to see other countries and continents, modern cities and the ruins of ancient towns, they travel to enjoy picturesque places, or just for a change of scene. It is always interesting to discover new things, different ways of life, to meet different people, to try different food, to listen to different musical rhythms.



Those who live in the country like to go to a big city and spend their time visiting museums and art galleries, looking at shop windows and dining at exotic restaurants.

City-dwellers usually like a quiet holiday by the sea or in the mountains, with nothing to do but walk and bathe and laze in the sun.



Most travelers and holiday-makers take a camera with them and take pictures of everything that interests them — the sights of a city, old churches and castles, views of mountains, lakes, valleys, plains, waterfalls, forests, different kinds of trees, flowers and plants, animals and birds. Later, perhaps years later, the photos will remind them of the happy time they once had.

People travel by train, by plane, by boat, and by car. All ways of travelling have their advantages and disadvantages. And people choose one according to their plans and destinations.

If we are fond of travelling, we see and learn a lot of things that we can never see or learn at home, though we may read about them in books and newspapers and see pictures of them on TV. The best way to study geography is to travel, and the best way to get to know and understand people is to meet them in their own homes.

2. Circle (true) or (false) for these sentences.	
1. Millions of people all over the world spend their holidays travelling	ng. True False
2. Those who live in the country like to go to the village.	True False
3. Most travelers and holiday-makers take a camera with them.	True False
4. People don't travel by train, by plane, by boat, and by car.	True False
5. All ways of travelling have their advantages and disadvantages.	True False
6. The best way to study geography is to travel.	True False
3. Answer the following questions.1. Are you fond of travelling?	
2. Men have travelled ever since they first appeared on earth. We travel?	/hy do people
3. Why do people take a camera with them? What do they usually	y photograph
4. What do we see and learn while travelling?	
5. How do different people spend their holidays?	
6. What ways of travelling do you know? What are their ac disadvantages?	lvantages and

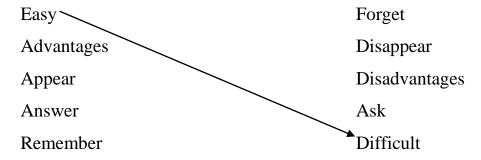


4. Find in the text the synonyms to the following words.

Picturesque	
View	
Holidays	
Holiday-makers	
Pictures	



5. Match the antonyms.





6. Translate the following sentences into Ukrainian

1. The two biggest attractions in Ukraine are most likely the country's natural beauty and its rich history.

2. The country's origins go back many hundreds of years and more than 500 of the cities dates back some 900 years.

3. Cities such as these – as well as many others which are only a few hundred years behind them – are enriched with monuments, buildings, archaeological sites and
majestic palaces.
4. They boast all sorts of interesting things to see and do.
5. This is the main reason why so many travels the Ukraine.
6.Ukraine is home to 300 museums, seven national historical and cultural preserves and countless different examples of culture, history, archaeology, palaces, parks and architecture.
7. Put the words into the correct order to make the sentences.

1. Most, will, their, in, historical, of Kiev, travelers, start, journey, the, city

3.Odessa –, pearl, the, the, of, Black Sea	
4. Also, are, notable, cities, the, of, Chernihiv, and, Uman	
5.If you, nature, appreciate, the, Sofiyivka, Dendrological, incredibly, beautiful.	State, Park, is,
7	
8. Fill in the right word from the word column	
a) go boating, b) to lie on the beach, c) a camping holiday, d) sto	ying at a hotel,
e) explore the countryside, f) fresh air, g) bus tour, h) book tick	ets,
i) stay in town, j) summer vacations, k) go fishing, l) long walks,	m) luggage,
	, m) luggage,
n) country house, o) packing things	
 i) stay in town, j) summer vacations, k) go fishing, l) long walks, n) country house, o) packing things 1. During (1) we never we usually go on a trip. 	
n) country house, o) packing things 1. During (1) we never	
n) country house, o) packing things 1. During (1) we never we usually go on a trip.	
 n) country house, o) packing things 1. During (1) we never we usually go on a trip. 2. When I was a child our family usually lived in a 	
 n) country house, o) packing things 1. During (1) we never we usually go on a trip. 2. When I was a child our family usually lived in a in summer. Now I find it boring. 	
 n) country house, o) packing things 1. During (1) we never we usually go on a trip. 2. When I was a child our family usually lived in a in summer. Now I find it boring. 3. As we decided to have we b and a boat. 	ought a nice tent
n) country house, o) packing things 1. During (1) we never we usually go on a trip. 2. When I was a child our family usually lived in a in summer. Now I find it boring. 3. As we decided to have we b and a boat. 4. In summer you should always in	ought a nice tent
n) country house, o) packing things 1. During (1) we never we usually go on a trip. 2. When I was a child our family usually lived in a in summer. Now I find it boring. 3. As we decided to have we b and a boat. 4. In summer you should always in people make trips during their vacations.	ought a nice tent
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7. This year we are spending out vacation at the seaside. I'm dreaming of getting
brown, so I'm going
8. I enjoy quiet life in the country. For me it is not boring. You car
9. Having a camping holiday is much cheaper than
We never do that.
10. Last year in August the weather was nasty, but we still could enjoy and and
11. I wanted to but the parents didn't allow me to do
that. They are afraid that we can have misadventure.
A student's page

 ·	

Travelling by train



Modern life is impossible without travelling. Of course, the fastest way of travelling is by plane. But many people make their choice on travelling by train as with a train you have speed, comfort and pleasure combined. Travelling by train is of course slower than by air but it also has its advantages. If you are going to travel by train, you'd better book seats beforehand because many people are fond of travelling by train. There are some reasons why people choose railroad. Train is the cheapest means of travelling. If it is summer outside it will be better to think of your trip before the vocation starts. To understand how true this is, you only have to go to a railway station. There you will see hundreds of people hurrying to catch a train. You'll waste a lot of time standing near the booking-office trying to buy a ticket.

Modern trains have very comfortable seats in all passenger cars, and there are sleeping-cars and dining-cars which make even the longest journey enjoyable. You can buy first-class, second-class and third-class sleepers in a separate compartment. If you are early before the train starts you can leave your suit-cases in the compartment and walk up and down the platform. Some people forget when and from which platform and track their train will be off. They can always ask for the track, platform and train numbers at the railroad station information bureau and also get information about next trains and their schedules.

There are express, slow and long-distance trains. If you want to go somewhere and get there as quickly as possible, you'd better know that express trains only stop at the largest stations while slow trains stop at all stations. You can get to far countries only by a long-distance train.

Once you are in your compartment you have to ask the guide to bring in the bedding. There are usually two lower and two upper berths in a third-class sleeper compartment. Some people like to occupy upper berths because it is more convenient and exciting to travel.

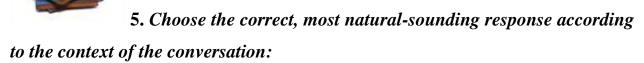
During your way on the train you can read newspapers, books, look out of the window, drink the tea, communicate with your neighbors or sleep. I prefer to look out of the window, because you can see the country you are passing through, and not only the clouds as when you are flying. You can have something to eat at the stations when the train makes stops. Though we all seem to agree that the future belongs to air transport, the railroads today still carry a lot of passengers and goods.

80005.				

2. Choo	ose and circle the correct variant and finish the sentence.
1. Modern life	is impossible without
a) train	
b) travelling	
c) plane	
2. The fastest	way of travelling is
a) by ship	
b) by car	
c) by plane	
3. Travelling	by train is of course
a) slower	
b) faster	
c) longer	
4. Modern tra	ins have very comfortable
a) floor	
b) seats	
c) windows	
5. During you	r way on the train you can
a) sleep	
b) eat	

c) read	
6. There are usually two	berths.
a) lower	
b) upper	
c) lower and upper	
7	
3. Answer the questions.	
1. Is modern life impossible without	travelling?
2. Do you like to travel by train?	
3.Is it convenient to travel by train?	
4. Why is it good to buy tickets before	rehand?
5. Are there students discounts for tra	avelling by train?
6.There are express, slow and long-d	listance trains, aren't there?
4. Match the phrases wi railway station non-smoker carriage	seat a dining car a luggage van
	# 10000 · mi

rack	багажний вагон
полиця	вагон
вагон для некурців	місце
вагон-ресторан	залізнична станція

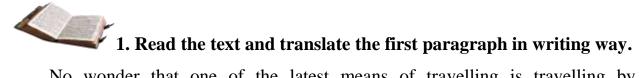


YOU: Hello. I	two tickets to Manchester, plea	ase, for the 5:00 PM
train.		
a) would buy		
b) would like		
c) would sell		
CLERK: First or second-clas	ss?	
YOU: What's the	between the two?	
a) difference in price		
b) different price		
c) cheaper		
CLERK: First class tickets an	re £47 each and second-class ticke	ets are £35 each.
YOU: I'll take two second-cl	ass tickets. Can I buy the	tickets now
as well?		
a) round		
b) return		
c) back		
CLERK: If you like When	would you like to come back?	
YOU: Is there a train that	Manchester in the af	ternoon on Monday?
a) leaves		
b) goes to		
c) arrives in		

CLERK: Yes th	nere's a train from Manchester to London leaving daily at 4:00
PM Would you	like me to book two tickets for you?
YOU: Yes,	Second-class as well.
a) can be	
b) can do	
c) please do	
6. Pt	ıt the words into the correct order to make the sentences.
1. there/ express/	and /long-/ trains / slow/are /distance.
2. the / carry/ a /o	of passengers//goods/still/railroads/today/lot/and
3.life /impossible	e/modern / travelling /without /is
4.by / has / advan	ntages/ travelling /train /its
5.a / you / speed/	comfort / pleasure /with/ train /have /and /combined
7	Translate into English
визирнути з вікн	на
на вокзалі	
інформаційне бы	opo

отримати інформацію про найближчі потяги та розклад	
залишити свої валізи	
купити квиток	
забронювати місця заздалегідь	
витрачати багато часу	
потяг далекого прямування	
8. Speak on the topic "Travelling by train" A student's page	

Travelling by plane



No wonder that one of the latest means of travelling is travelling by plane. Nowadays people mostly travel by air. It combines both comfort and speed and you will reach the place of destination very quickly. No doubt, travelling by air is the most convenient and comfortable means of travelling. But if you are airsick the flight may seem not so nice to you. Unfortunately, sometimes the flights are delayed because of unfavorable weather conditions, and one more inconvenience is jet-lag.

Before boarding the plane, you must check in at the airport. Passengers are requested to arrive at the airport one hour before departure time on international flights and half an hour on domestic flights.

You must register your tickets, weigh in and register the luggage. The economy class limitation is 20 kg. First-class passengers are allowed 30 kg. Excess luggage must be paid for. Passengers are permitted, to take only some personal belongings with them into the cabin. These items include handbags, briefcases or attached cases, umbrellas, coats and souvenirs bought at the tax-free shops at the airport. Each passenger is given a boarding pass to be shown at the departure gate and again to the stewardess when boarding the plane.

Before the plane takes off the stewardess gives you all the information about the flight, the speed and altitude. She asks you to fasten the belts and not to smoke. She will take care of you during the flight and will help you to get comfortable in your seat.

Inside the cabins the air is always fresh and warm. The captain will welcome you on board, tell you all about the flight and the interesting places you are flying over. During the flight you can take a nap or have a chat, you can read and relax. In some planes you can watch video or listen to the music.

When the plane is landing or taking off you have an opportunity to enjoy the wonderful scenery and landscapes. While travelling by plane you fly past various villages and cities at the sight of which realize how majestic and tremendous our planet is. Do not forget your personal belongings when leaving the plane.

Landing formalities and customs regulation are about the same in-all countries. While still onboard the plane the passenger is given an arrival card to fill in, he fills in (in block letters) his name in full, country of residence, permanent address, purpose and length of visit; and address in the country he is visiting. After the passenger has disembarked, officials will examine (check) his passport and visa (to see if they are in order).

In some countries they will check the passenger's certificate of vaccination. When these formalities have been completed the passenger goes to the Customs for an examination of his luggage. The passenger is required to fill in a customs declaration form. He must list all dutiable articles. Personal belongings may be brought in duty-free.

Here is a partial list of prohibited articles: firearms, drugs, in some countries
— meat products, fresh fruit and vegetables. The Customs inspector may ask you

Ţ	2 Answer the guestions
٢ •	2. Answer the questions.
•	2. Answer the questions.1. Why do people mostly travel by air nowadays?
	1. Why do people mostly travel by air nowadays?
	1. Why do people mostly travel by air nowadays?
	Why do people mostly travel by air nowadays? Why may the flight seem not so nice to you?
	Why do people mostly travel by air nowadays? Why may the flight seem not so nice to you?
2	 Why do people mostly travel by air nowadays? Why may the flight seem not so nice to you? What are other inconveniences of flying? When are passengers requested to arrive at the airport?
2	1. Why do people mostly travel by air nowadays?2. Why may the flight seem not so nice to you?3. What are other inconveniences of flying?



3. Match the words

convenient	посадковий талон
speed	графство
flight —	→ політ
departure	обмеження
limitation	відправлення
boarding pass	швидкість



4. Translate the following word combinations into Ukrainian.

fasten one's belts	
weather conditions	
to be airsick	
to take a nap	
to have a chat	



5. Fill in the blanks with the necessary words.

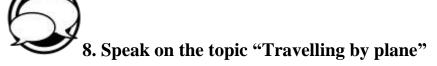
airport / captain / check in / customs / flight/ landed / stewardesses / took / took off / was reading

Last month I decided to visit my relatives in Great Britain. I travelled from New York to London by plane. I arrived at New York an hour before my_______. First, I had to_______ and then I went through______ My plane______ at 2 pm.

There was no delay. After a few minutes the	greeted
us aboard and wished us a pleasant	·
Three pretty	started to serve meals and
drinks. Then I	a book for an hour or so and
a short	nap. After about four hours
we	_ at Heathrow Airport in London.
6. Translate the following ser 1. Before boarding the plane you must check in	
2. Passengers are requested to arrive at the a time on international flights and half an hour o	_
3.You must register your tickets, weigh in and	register the luggage.
4.Before the plane takes off the stewardess gi the flight, the speed and altitude.	ives you all the information about

5. She will take care of you during the flight and will help you to ge
comfortable in your seat.
7. Put the words into the correct order to make the sentences.
1.Inside, cabins, the, air, always, fresh, warm, the, is, and
2.The, will, you, on, board, captain, welcome
3.During, flight, can, take, nap, the, you, a
4.In, planes, watch, video, some, you, can
5.The, stewardess, you, fasten, belts, and, not, smoke, asks, to, the, to
8.Choose the correct, most natural-sounding respons
according to the context of the conversation:
YOU: Could I get another, please? I'm a little cold.
a) coke
b) blanket
c) magazine
FLIGHT ATTENDANT: Certainly, sir. Would you like a pillow as well?
YOU: No, thanks. But could you please bring me a?
a) coke

b) liquid
c) soft
FLIGHT ATTENDANT: Sure, would you like ice in that?
YOU: Yes, please Oh! Could you also lend me a pen to
this immigration form?
a) write
b) fill out
c) make
FLIGHT ATTENDANT: I don't have one on me right now, but I'll get one for
you.
(THE FLIGHT ATTENDANT COMES BACK WITH YOUR DRINK AND A
PEN)
YOU: Thanks. Do you know when we will we be?
a) landing
b) on land
c) grounding
FLIGHT ATTENDANT: In about 2 hours.
YOU: What's the in Seattle right now?
a) degrees
b) hot
c) temperature
FLIGHT ATTENDANT: I'm not sure I'll check with the pilot.



Customs Control



1. Read the text and translate it in writing way

At the customs control passengers must fill in a customs declaration and then produce it to the customs officer, who checks the declaration and inspects the passenger's luggage. Any article (предмет, товар) which has not been declared or produced is liable to

confiscation and the person concerned is liable to prosecution (судове переслідування).

Some things are prohibited to be exported – weapons, narcotics, antiques, and objects of art (paintings, drawings, icons, sculptures), precious metals, crude processed valuables, and natural precious stones. etc. Transportation of animals, birds, live fish, insects and products of animal origin is under the inspection of the Veterinary control. A passenger should have a medical certificate for his animal (a dog, a cat). to carry it in the passenger cabin.

Any load or baggage containing seeds, bulbs (луковиця рослин), cuttings
(черенок), vegetables and fruit are subjects to the Plant Quarantine inspection
A passenger must have a special license to carry plant materials.

1. Fill in the declaration form
Full name
Citizenship
Arriving form
Country of destination
Purpose of visit (business, tourism, private)
My luggage (including hand luggage) submitted for Customs inspection consists
of pieces.
With my luggage I have:
Weapons of all description and ammunition
Narcotics and appliances for the use there of
Antiques and objects of art (paintings, drawings, icons, sculptures)



Currency (bank notes, letters of credit, etc.), securities (shares, bonds, etc.) in foreign currencies, precious metals, crude and

scrap	thereof,	as	well	as	property	y in	pap
		ment vou			•	cts belong	ing to o
						ustoms De ms, sound	
	-	-			-	, birds, as	
foodstuffs		-				laughtered	
I also de	clare that	my lugga	ige sent	separately	consists	of	pie
(Date)		_ 20		Owner of 1	подаде		(sign
		t he questio ngers fill in	ons.				_ (* 8
1. What m	nust passei	the questic	ons.	ustoms cor	ntrol?		
1. What n 2. Who ch	nust passer	t he questio ngers fill in	ons. In at the cuestion and insp	ustoms cor	ntrol?		
1. What m 2. Who ch 3. What th	necks the conings are p	the question	and insp	ects the pa	ntrol? essenger's	luggage?	
1. What m 2. Who ch 3. What th 4. What as	necks the conings are pre under the	the question declaration or on ibited to	and insp	ects the paorted?	ntrol? assenger's y control?	luggage?	



3. Translate into Ukrainian.

foreign currency
arrival card
nothing to declare
customs officer
duty free articles
4. Find in the text the English equivalents for:
предмет, товар
судове переслідування
перевезення тварин
заповнювати декларацію
заборонено для вивозу
5. Fill in the gaps with the appropriate word or word
combination given in the brackets.
1. At the customs control passengers must fill in
2. Any article which has not been declared or produced
3.The person concerned is
4. Some things are prohibited to
5. A passenger should have a medical certificate for his animal
(liable to prosecution, be exported, a medical certificate for his animal,
a customs declaration, is liable to confiscation).



6. Put the words into the correct order to make the sentences.

- 1. As a rule, officers, your, the, passports, customs, check
- 2. The, officers, ask, to, you, your, customs, may, show, luggage
- 3. Usually, for, articles, use, personal, not, are, to, liable, duty
- 4. If, are, you, you, a, permit, need, weapons, carrying
- 5. Do, try, break, not, to, rules, customs, the



7. Translate the following sentences into Ukrainian.

- 1. Where is your luggage, sir?
- 2. Open the suitcase, please.
- 3. I have only articles for personal use and wear.
- 4. Could you produce your visa and declaration form?
- 5. The passport control officer is coming.



8. Make up all types of questions to the sentence:

These things are duty free.

9. Translate the dialogue into English
-Де Ваш паспорт?
-Ось він. Я їду до Лондона.
-Як довго Ви збираєтесь там бути?
-Моя віза на три місяці, але я їду тижнів на два.
10. Speak on the topic" Customs control" A student's page

In the town



People use various means of communication to get from one place to another. In the old days people had to travel several days, weeks and months to get to the place they needed. They either went on foot, by coaches driven by horses or on horseback or by boats and ships.

Then trains, trams, cars, buses, airplanes, underground and other means appeared. Many people like to travel by air as it is the fastest way of travelling. A lot of people like to travel by train because they can look at passing villages, forests and fields through windows. Some people like to travel by car. There they can go as slowly or as fast as they like. They can stop when and where they want.

People who live in big cities use various means of communication to get from one place to another. Do you know what means of communication Londoners use? Londoners use the underground railway. They call it "the tube». London's underground is the oldest in the world. It was opened in 1863. Londoners use buses. The first bus route was opened in London in 1904. Today there are hundreds of routes there. The interesting thing is that some of the routes are the same as many years ago. London's buses are double-decked buses. Londoners do not use trams, though London was the first city where trams appeared. And now it is one of the biggest cities in the world where there are no trams. The last tram left the streets of London many years ago.

When Londoners leave the town, they use trains, ships or airplanes.	

2. Circle true or false for these sentences.		
1. People use various means of communication	true	false
2. In the old days people had to travel one day.	true	false
3. London's underground is the oldest in the world.	true	false
4. It was opened in 1853.	true	false
5. Londoners use buses	true	false
6. The first bus route was opened in London in 1804	true	false
7		
 3. Answer the questions. 		
1. Which is the most convenient way of getting about town?		
2. When do you have rush hours in your city?		
3. Is it easy to get on the bus during it? Why not?		
4. What's the bus fare in your city? What about London?		
5. What happens if someone hasn't paid the fare?		
4. Find the Ukrainian equivalents to the English	words.	_
electric railway → таксі		
tram ⇒ – метро		

trolleybus — трамвай
bus → місцева електричка
double-decker → тролейбус
coach
metro, underground, tube (London) — міжміський туристичний автобус
taxi, cab → - автобус
5. Fill in the gaps with the appropriate word or word combination given in the brackets.
1. People use various means of communication to get from
2. Then trains, trams, cars, buses, airplanes, underground and
3. Londoners use the
4. They call it
5. London's underground is the
(other means appeared, underground railway, "the tube", oldest in the world,
one place to another, tractors)
7
• 6. Put the words into the correct order to make the sentences.
1. In, vehicles, England, on, drive, left, the
2. In, the, drives, Ukraine, traffic, the, right, on
3. At, crossroads, big, are, there, for, pedestrians, subways, crossings

4. Along, streets, the, see, also, we, tram, bus, trolley-bus, stops
5. People, off, on, and, get, there, transport, public
7. Complete the followings dialogues
A: Pardon me, where is the taxi stand?
B:
A: Oh, yes. Thank you.
B:
A: Excuse me, is this Brest-Lytovsk Prospect? B: A: Thank you.
B:
A:
B: No, take the street on the left, go straight and the theatre is in front of you across the river.
A:
B: You are welcome.



8. Write a short information about public transport in your town



-		
-		

Lesson 6

At the hotel



1. Read and translate the text in writing way

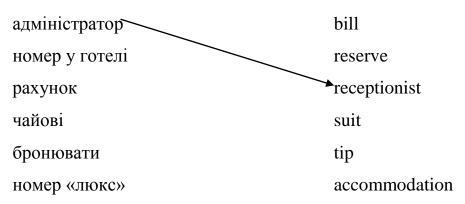
When travelling people almost always stay at hotels. It is advisable, therefore, to remember the following:

- 1) The first thing to do is to book a room in advance either by letter, telephone or fax. Otherwise you may arrive at the hotel and be told that there are no rooms.
- 2) On arrival at the hotel go to the reception desk in the lobby and confirm your reservation. The clerk will then give you a registration form to fill in and sign (the form is filled in block letters (великими друкованими літерами). In smaller hotels you simply sign the visitor's book and give your permanent address.
- 3) In large hotels you may ask for any service by telephone. You tell the operator if you wish to be called at a certain time. You call room service when you want a meal or drinks sent up to your room, and you can have a lot of maid service if you need something (a suit or dress) cleaned or pressed.

4) Let the hotel management know well in advance the day and time of your	
departure.	

2. Circle true or false for these sentences.	
1. The first thing to do is to book a room in advance.	
2. On arrival at the hotel go to the booking office in the lobby.	
3. The clerk will then give you a registration form to fill in and sign.	
4. In large hotels you may not ask for any service by telephone.	
5. You call room service when you want a meal or drinks sent up to your	room.
6. Let the hotel management know well in advance the day and time	of your
departure.	
3. Answer the questions. 1. Do you have any vacancies?	
2. How long will you be staying for?	
3. What sort of room would you like?	
4. Do you have wheelchair access?	

4. Match the words and word combinations.

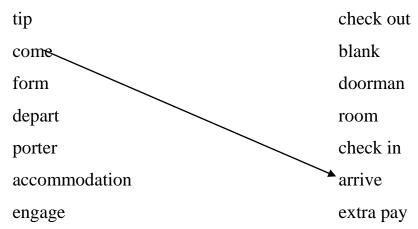


5. Fill in the gaps with the appropriate word or word combination given in the brackets.

1. I have got	
2. Let the hotel	_ know well in advance the day and time of
your departure.	
3. The clerk says he can give me	on the third floor.
4. I ask the hotel	to carry my luggage to the room.
5. When travelling people almost al	ways stay at the
(hotel, manager, a reservation, a roc	om, porter)



6. Match the synonyms

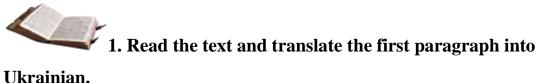


1. my, reaches, car, hotel, the
2. get, I, to, out, the, go, and, office, hotel
3. I, about, price, ask, the, the, of, room
4. I, my, in, hand, passport
5. Next, ask, hotel, I, the, to, porter, my, to, carry, the, luggage, room
8. Translate the following sentences into English. 1. Моє прізвище Джонсон. Для мене заброньовано номер.
2. Мені потрібні два одномісні номери.
3. Ви можете отримати один номер на дві особи.
4. Ми пробудимо тут близько тижня.
5. Ми майже не маємо вільних номерів.

8. Complete the following dialogues
A: Do you have a double room for three nights?
B:
A: How much is it?
B:
A: Can I see it, please?
B:
A: What can I do for you, sir?
B:
A: You can have room 45 on the third floor.
B:
A: Yes, of course. Come this way, please.
A student's page

Lesson 7

At the doctor's



Ukrainian.

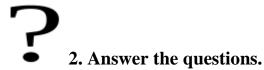
When we have a headache, a stomach-ache, a sore throat, a cold, or a pain in some other part of the body, we call the doctor. He takes our temperature and feels our pulse. He examines our heart, our lungs, our stomach or pressure, the part of the body which hurts us, and tells us what the matter is with us. He says: "You have the flu", or "You have caught a cold", or "You have heart disease». The doctor gives us a prescription and says: "I shall prescribe some medicine. You must take the prescription to the chemist and he will make up the medicine for you. Take the medicine twice a day before meals".

If we follow the doctor's instructions, we get better; if we disobey the doctor, we may get worse, and even die. We must follow the doctor's instructions, if we want to get better. If we have a temperature, we must stay in bed and take the medicine he prescribes. If we cannot get better at home we must go to hospital.

If we need an operation, for example, if we have appendicitis, a surgeon performs the operation on us. If we are too ill, we go to hospital in the ambulance. After our illness we can go to a sanatorium until we are strong again.



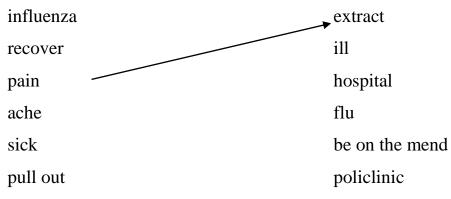
When we have toothache, we go to the dentist's. The dentist examines our teeth and asks:" Which tooth hurts you?" He says:" That tooth has a cavity. I must stop it, I must put in a filling". If the tooth is too bad, the dentist extracts it.



- 1. What do you do when you fall ill?
- 2. When do you send for the doctor?
- 3. What does the doctor do?
- 4. What do you feel when you have the flu?
- 5. Why must one follow the doctor's instructions?

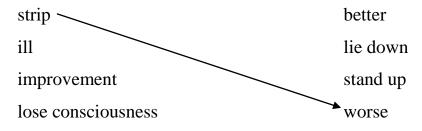


3. Match the synonyms.



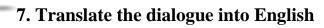


4. Match the antonyms.



healthy	come around
dress up	deterioration

5. Fill in the gaps with the appropriate word or word
combination given in the brackets.
1. You must take twobefore each meal.
2. If you follow my you will feel better tomorrow.
3. When you have a toothache you must consult
4operates on people.
5. The doctor put down everything she found into my mother's
(patient's file, tablets, a dentist, instructions, surgeon) 6. Put the words into the correct order to make the sentences. 1. I, a, headache, have
2. What, your, are, symptoms?
3. you, if, my, follow, you, feel, will, better, instructions
4. Have, a, stomach, you, pain, your, in?
5. What's, matter, the?



-Що з Вашою дитиною? Вона захворіла?

-Боюсь, що так. Ій поміряли температуру в школі і відіслали додому.
-Вона скаржиться на що-небудь?
-Так, вона каже, що в неї болить горло.
- О, вона швидко одужує. Ці ліки допоможуть їй за два-три дні.



8.Read and translate the text in writing way.

"Health protection in Great Britain"

The chief Medical Officer for England has published a strategy for health protection and announced the formation of a new body, the Health Protection Agency, to deal with the threats to health from infectious disease, chemicals, toxins and radiation hazards.

This reflects international recognition of the need to combat threats to health from the likes of tuberculosis, influenza, antimicrobial resistance, chemical accidents and bio-terrorism, and the risks to health associated with increased movements of people, animals and goods, climate change and industrialization. The strategy will strengthen surveillance and response linking contributions from clinical specialties with public health, microbiology, toxicology and radiation science within the health protection family.

The Agency will be formed by combining a number of national and specialist public bodies and personnel delivering local protection services. The strategy represents a unique opportunity to strengthen local and national structures and develop a world-class health protection service. Detailed plans are

being developed by the Department of Health with a variety of stakeholders for the launch of the Agency in 2003. A number of challenges will have to be met including developing and training the workforce in health protection, providing career structures for public health scientists and nurses, strengthening electronic communications and developing health protection networks within broader public health structures. Health protection should now be recognized as a subspecialty of public health.

	student's	
A	student's	page

Lesson 8

Telephone



1. Read the text and translate the text in writing way.

The techniques of telephoning are very much the same in all countries. Only remember your good telephone manners:

- 1. When talking on the telephone speak clearly. Don't shout and take your cigarette out of your mouth.
- 2. Make sure that your conversation with a busy person is as brief as possible.
- 3. When calling a friend who does not recognize your voice don't play "Guess who?" Announce yourself promptly.
- 4. When you get a wrong number don't task: "What number is this?" It is good a manner to ask: "Is this two - three - four - five - six?" If not apologize.
- 5. If a wrong number call comes through don't lose your temper. Simply say: "Sorry, wrong number" – and hang up.
- 6. Always identify yourself when making a call, especially if you are calling on business, e.g. "This is Mr. Grey of the Ukrainian Trade Mission. Could I speak to Mr. Jones..."?
- 7. If you have a visitor don't carry on a long chat while your visitor tries hard to avoid listening to your conversation. The best thing to do is to say you

are busy at the moments and "May I call you back in a little while?" But	
don't forget to do so.	
 2. Answer the questions 	
1. What is the most convenient means of communication?	
2. Whom do you usually ring up?	
3. What do you do if the line is engaged?	
5. Triat do you do il tile line is engaged.	
4. Do you often ring your friends up?	

5. How many telephone calls have you made today?
6. Do you ever make appointments by telephone?
True False 3. True or False
1. The techniques of telephoning are not very much the same in all countries.
2. When talking on the telephone – speak clearly
3. Make sure that your conversation with a busy person is as brief as possible.
4.If a wrong number call comes through don't lose your temper
5.Not always identify yourself when making a call, especially if you are calling on business.
6. When you get a wrong number task: "What number is this?
4. Unscramble the sentences
1. I, ring, shall, tomorrow, up, you
2.A, constant, showed, buzzing, the, was, that, number, engaged
3. Something, be, with, must, wrong, line, the
4. There, message, you, morning, was, for, this

5. Can, book, I, a, in, advance, call?		
5. Can, book, 1, a, m, advance, can:		
5. Translate the words into Ukrain	nian	
to dial, to ring up/to call smb. up, long distance/	international call/trunk call,	
the line is busy, to call back, schedule, to pick up, re	ceiver	
6. Complete the sentences		
1. I believe theis out of order.		
2. Something must be wrong with the	It does not go back	
into position.		
3. There was for you this i	morning.	
4. Can I book acall in advance?		
5. As he was walking along the street, he saw a	on the corner.	
7. Match up the two parts of the sente		
1. Is Mr. Brown in?		
2. Can I call again in twenty minutes?		
3. Could you please ask him to call Harold?		
4. Hello! Is this Wilson and Co.?		

A: O.K. I'll give him a message

5. May I speak to George? _____

B: Quite right. What can I do for you?

E: I'm sorry, he isn't here right now.
8. Fill in the gaps with the missing letters Recver, cl, mege, cont, sule
9. Translate the sentences into English
1.Телефон- найзручніший засіб зв'язку.
2. Якщо лінія зайнята, Ви почуєте короткі гудки.
3.Я хочу зателефонувати своєму другові.
4.Перед тим як підняти трубку, Ви маєте опустити монету в щілину автомата.
5. Якщо Ви подзвоните пізно ввечері, Ви можете розбудити дитину.
10. Translate the dialogue into Ukrainian

C: I am not sure

D: Well, perhaps!

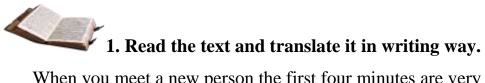
Leaving a message

A: Hello! This is Richard Baker. May I speak to Mr. Reeds, please? B: I'm sorry, Mr. Baker. He has just left. Any message?
A: Will you tell him to call me back?
B: Yes, certainly. Does he know your telephone number?
A: Well I'm not sure. Will you put it down?
B: Yes, what is it?
A: 340-1906. Thanks a lot.
B: No trouble. Good bye.
A student's page
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,
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LESSON 9

Business communication



When you meet a new person the first four minutes are very important. Every time you meet someone in a social situation, give him your undivided attention for four minutes. First impressions count so much.

Don't forget to:

- give personal attention to a man you are talking to;
- be friendly, polite and businesslike;
- use questions to encourage the conversation;





- look interested while you listen;
- introduce yourself or let your secretary do it. Cards can be useful:
- never call anyone in business "baby", "honey", and "darling". Use the formal address.

There are several methods of business communication, including:

- -<u>Web-based communication</u> (Веб-зв'язок) for better and improved communication, anytime anywhere ...
- -video conferencing which allow people in different locations to hold interactive meetings;
- -e-mails, which provide an instantaneous medium of written communication worldwide;

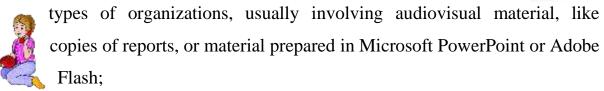




Reports - important in documenting the activities of any department;

-Presentations - very popular method of communication in all





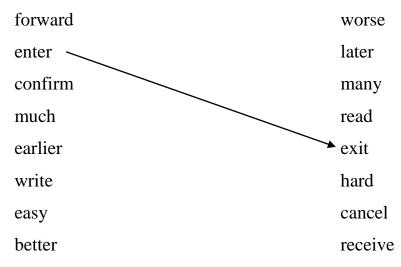
174511,
-telephoned meetings, which allow for long distance speech;

つ	
• 2. Answei	the questions
	portant when you meet a new person?
10 (11100 15 (01) 1111	portunit (1700 motor of 170 m portunit)
2. What do you do	o when you meet someone in a social situation?
2. What do you do	when you meet someone in a social situation.
2 What mustn't w	ou forget to do?
3. What mustn't y	ou forget to do?
4 3371 4 41 1	
4. What methods	of communication do you know?
5. What method of	f communication is very popular in all types of organizations?
True False	
d	
3. 7	True or False
1. Every time you	most company in a social situation, give him your undivided
	meet someone in a social situation, give him your undivided

2. First impressions don't count so much
3. There are many methods of business communication
4.e-mails provide an instantaneous medium of written communication worldwide.
5. Web-based communication_is for better and improved communication,

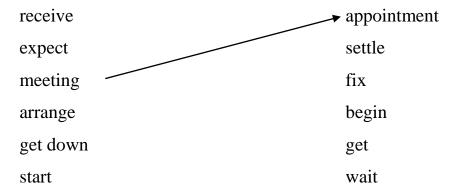


4. Match the antonyms





5. Match the synonyms





6. Choose Ukrainian equivalents to English words

an appointment, have an appointment, make an appointment, arrange a lunch
appointment, to discuss, to concern, to expect, to get down, thoroughly, rather,
servicer
призначати ділову зустріч, сервер, достатньо, очікувати, обговорювати,
зустріч, мати ділову зустріч, домовлятись про зустріч для сумісного ланчу,
починати, ретельно, стосуватися
7. Unscramble the sentences
1. We, like, clarify, would, to, program, the, our, of, visit
2. We, send, will, information, telex, b, additional
2. We, send, will, information, telex, b, additional
3. I'm, to, postpone, appointment, a, later, date, calling, my, till
,, r r,,, , , , , , , , ,
4.Let's, fix the, fix, date, the
5.It's, right, me, all, with



8. Translate the sentences into English

1. Доброго ранку, містере Грей. Радий Вас бачити.

2. Будь ласка, сідайте. Ви проглянули наші каталоги? Що Ви про них думаєте?
3. Я радий, що це обладнання відповідає вашим вимогам.
4. Чудово. Тоді наші фахівці розроблять проект контракту і нададуть на
ваш розгляд. Ми повідомимо Вас, як тільки проект буде готовий.
5.До побачення. Радий був зустрітися з Вами.
9. Add the phrases to the dialogue.
A: Good morning, Mr. Manson.
B:
A: I've come to discuss some problems concerning the services for local nets.
B:
A: Our firm is interested in buying this equipment.
B:
A: All right. Then our experts will make a draft contract and forward it for
negotiations.
B:

LESSON 10

Applying for a job. Company



1. Read the text and translate it in writing way.

Getting the job, you want can sometimes depend on the success of the job interview. During the interview the employer will try to find out what kind of person you are, what experience you have, and how you can fit into the job situation.

After you have got an appointment, review the information that you wrote on your application form and resume.

- ➤ Be prepared to explain your skills and abilities specifically.
- ➤ Go to the interview alone.
- ➤ Plan to arrive about ten minutes before the appointment time.
- Wear appropriate clothing; a neat appearance will make a good impression.
- > During the interview look directly at the interviewer and answer all the questions as specifically as you can.
- Ask any questions that you have about the job, such as hour, salary or job benefits. Write down these questions before you go to the interview.

At the close of the interview, express your thanks and be sure that the
interview knows how to contact you if she wants to hire you.

')
2. Answer the questions
1. Did you work while going to college?
2 How do you anyisaga your futura?
2.How do you envisage your future?
3.Are you able to work on several assignments at once?
4. Would you be successful working in a team?
5. What motivates you most on a job?
True False
Z Thomas on False
3. True or False
1. Be prepared to explain your skills and abilities specifically
2. Go to the interview with your friends
3. Plan to arrive about twenty minutes before the appointment time
4. Wear appropriate clothing; a neat appearance will make a good impression.

5. Ask any questions that you have about the job, such as hour, salary or job
benefits.
4. Find the translations of the words
chairman of the board, chief (general) manager, managing director,
deputy managing director, accounting director, personnel manager,
production manager, training manager, supervisor, goods expert, clerk, dat
processing
голова правління /ради директорів, генеральний директор, виконавчий директор, заступник виконавчого директора, головний бухгалтер, голов
відділу кадрів, директор з виробництва, завідувач відділом підвищення
кваліфікації (підготовки кадрів), інспектор, товарознавець, офісний
службовець, обробка даних
5. Fill in the gaps with the missing letters
Sussful, manr, supervr, crk, dirr



6. Guess "Who?"

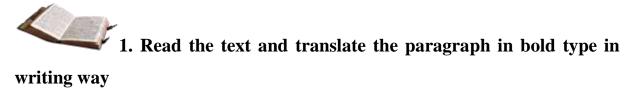
1	_? is a person who manages the affairs of a business
company.	
2	? is a group of people controlling a company or
some other organization.	
3	? is a permanent president of a committee, board
of directors of a company.	
4	_? is the head of a business firm or a bank.
5	? is a person whose profession is to keep or
inspect financial accounts.	
6	? is a person controlling a business.
7	? is an employee in an office, usually working
7. Unscramble to 1 Go, the, interview, to, alor	
2. Plan, arrive, ten, before, a	ppointment, to, about, minutes, the, time
3. Be, prepared, explain, ski	lls, abilities, to, your, and, specifically
4.Ask, questions, you, about	t, job, any, that, have, the,

5. Express, thanks, your
8. Translate the sentences into English
1.Що Ви знаєте про нашу організацію,
2. Чому ви подали заяву на цю роботу?
3. Чому ви думаєте, що впораєтесь з цією роботою?
9. Write a dialogue according to this topic
A student's page

LESSON 11

Business letters



There are different kinds of business letters, used for different purposes. They are divided into two types: the business to business type and the business to client type.

Business-to-business types are intended for company to company communication. Examples are:

- Appreciation letter a letter of gratitude and appreciation for help extended, or a good business deal.
 - Thank you is a letter of gratitude.

- Congratulations is a letter that praises the recipient for a job well done.
- Letter of recognition a written statement of recognized efforts similar to an appreciation letter.
- Letter of reference is a character reference letter. It is a letter building up the character of a person to be accepted in a job.
 - Recommendation is an endorsement letter to hire a certain person.
 - Sympathy letter is a letter of condolences to a person or family.
- Invitation letter is a letter persuading a person or a company to join an event or an occasion.
- Letter of credit is a way of endorsing a certain business to be considered a credit loan.
- Letter of interest a reply to an invitation that confirms presence on the event/occasion.
- Business memorandum notices that are distributed to the staff. They are reminders of company activities, or imminent changes in the company.
- Business introduction is done to introduce a new business to the readers.
 - Business letter a letter that talks about the plans for the business.
 - Donation letter a letter asking for donations.
- Termination letter more popularly known as a resignation letter. It signifies someone's desire to leave a job permanently.

Business-to-Client letters are:

- Welcome letter welcomes the client and thanks him for choosing the company.
- Letter of appreciation thanks the client for having business with the company.
- Apology letter asks the client for reconsideration, and apologizes for failing to deliver.
 - Collection letter notices outstanding payments due.

•Letter of invitation – invites a client to join a certain gathering.
2. Answer the questions
1. Are there different kinds of business letters?
2. How many types are they divided into?
3.Business-to-business types are intended for company to compan
communication, aren't they?
4. What is Business-to-Client letter?

• Invoice letter template – this is asking the clients to state the invoice



3. Fill in the gaps with the necessary words in brackets

(a purchase, to give, to send, to owe, to obtain, correspondence, big, to thank, wrong, to inform, to improve, to show, our idea)

Formal style Informal style
letters
to indicate \(\square\)
to get better
to be grateful \Rightarrow
incorrect 🖒
to supply 🖈
to tell
substantial
to be obliged \Rightarrow
to forward \Rightarrow
a buy
to get
the company's proposal \Rightarrow



4. Match the antonyms	
sender's address	write
collect	limited
right	→ open
wide	left
introductory paragraph	unlimited

give recipient's address concluding paragraph narrow close read 5. Match the synonyms purchase wrong satisfactory send obtain big indicate get forward so-so tell substantial buyinform show incorrect 6. Choose Ukrainian equivalents to English words sender's address, recipient's address, reference introductory paragraph, main paragraph, concluding paragraph, complimentary ending, position (post, title), reduce the prices, give a discount of 3%, new rate for quantity orders

ввічлива форма завершення листа, вступний параграф, давати 3-х
процентну знижку, основний параграф, адреса отримувача, посилання,
заключний параграф, знижувати ціни, новий тариф для крупних замовлені
посада (звання), адреса відправника
7. Translate the words into English
give the reason for, apologize for, price-list, extremely, accept apologies, give
reasons, I am pleased/delighted, advise, collect, regret, dead line, delay,
delivery, be grateful
8. Translate the sentences into Ukrainian
1. It was a great pleasure for us to receive your letter of May,21.
2. We would welcome the opportunity to cooperate with you.

3. We would like to get your catalogues periodically.
5. May I have the pleasure of inviting you to visit our firm.
9. Write what you can and cannot/could not do We must apologize for (not delivering the cargo in time).
we must apologize for (not derivering the eargo in time).
We apologize for sending the invoice to the wrong address.
We are extremely sorry for losing your order.
We are extremely sorry that we did not send our price lists to your new address.
Please accept our apologies once again.
With apologies once again.
A student's page

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LESSON 12

Communication Methods

1. Read the text and translate the paragraph in bold type in writing way

There are different methods of communication in the office for each problem depending upon your task or desire; you may want to contact or meet

someone, to discuss something with a person or a group of people, to have a brief talk or some information for your partners or members of the staff, etc.

In each case you will choose the best way to communicate with people you need. You can hold a meeting, arrange an appointment with the person you want to see, you can use a phone or the intercom, write a letter, send a fax or use a Email, occasionally you prefer to talk to him or her face to face.

If you want to let your people know some document you can circulate it with a distribution list. After the document is read it is passed on to the next person on the list. Putting a notice on the notice board is also practiced very often. Sometimes you write a note to a person, or write a memo (memorandum) to all the staff.

Memorandum

TO: All departments

FROM: Managing director

Re: Annual corporate plan

May I remind you all to send me your suggestions as to participating in the next year fairs and exhibitions. After detailed discussion the approved propositions will be included into our corporate plan. A report on the previous participation experience, with the drawbacks and efficiency analysis, should be submitted by 1st October.

Telecommunications

In its basic form, the telephone (the terminal) and the network (local and local distance) make up the basic components of telecommunications. It is an effective tool that can easily change with seasonality and growth. How you use telecommunications can affect how efficiently and profitably your company grows in the future.

Let's Talk About Modern Means of Communication

To begin with I'd like to point out that means of communication have changed greatly. When we think of it, we cannot understand how people who lived 50 years ago were able to keep in touch. Nowadays we cannot imagine

human contact without modern technology devices such as mobile phones, smartphones, i-Pods, i-Pads, Tablets, laptops and so on.

Thanks to the new technologies people are communicating more than ever before. Modern means of communication have made the distance between people unimportant. Unlike 20 years ago we usually call someone, not visit.

Mobile phones are portable and let us contact others wherever they and we are. Furthermore, mobile phones offer the possibility of texting.

Text messaging is the most convenient and the cheapest form of communication when we need to pass a quick note containing only a few words.

E-mails have replaced letters and postcards almost completely. People prefer e-mails, which are quicker to write and send and surer to reach the addressee.

Video conferences are often used by business people and scientists and they don't need to travel to remote places.

To keep in touch with our families and friends that live abroad we use the Internet and such programs as Skype or Messenger, we use video chats or instant messaging. Thanks to them we can talk with our relatives for free and without time limits.

A lot of people especially teenagers communicate in social networks such as vkontacte, Facebook, twitter, odnoklassniki. They share the news, pictures, funny videos, jokes, songs and so on.

The Internet is very helpful for those who have a hobby. You can communicate with those who share the same passion from all over the world. You can learn the news and discuss your favorite pop star, or a movie actor, a TV show, sport competitions and what not. On forums people share their experiences and help each other to solve the problems they have run into.

To sum it up I'd like to point out that modern means of communication have changed our life, they influence our social life, politics, commerce, everything.

2.Have means of communication changed greatly? 3.Can we imagine human contacts without modern technology? 4. What are the possibilities of modern mobile phones?	
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5 Why do people prefer to use F-mail?	4. What are the possibilities of modern mobile phones?
5 Why do people prefer to use F-mail?	
of the property to any Lamer.	5. Why do people prefer to use E-mail?

3. Choose Ukrainian equivalents to English words
database, hardware, floppy drive, hard disk, floppy disk, input, inject printer,
key, mouse pad, output, programming language, software
база даних, жорсткий диск, дисковод для дискет, апаратне забезпечення,
дискета, вхід, струменевий принтер, клавіша, килимок для миші, вихід,
мова програмування, програмне забезпечення
4. Complete the following sentences
4. Complete the following sentences
1.The hardware inside the machines expresses arithmetical and logical
2.A computing machines can take in and store
3. The part of a computer which store information is called
4.Computer is the most amazing

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1 The has	1C 10 h 01	computers is the	nrocessing	Oţ
J. THE Dus	ic job oi	compaters is the	processing	01



5. Fill in the blanks with the necessary words in brackets

1.The store	_a numerical quantities and data which are to
be processed. (contains, concludes	, consist of)
2. The arithmetic unit normall	ythe operation of
addition, subtraction, multiplicat	ion and division and certain other special
operations. (performs, carries out,	carry)
3. The input and output devices are	to supply information and to
It from the computer. (obtain, rece	ive, get)
4.Computers are a million times_	than humans in
performing computing operation. (faster, quicker, rapid)
5.The number of electronic compu	ters used in any given field of human activity
is sometimes believed to	the degree of its
modernity. (indicate, show, testify)	
True False 6. True or False	
1. Skype is a downloadable softwa	are that enables users to make free phone calls
and send messages via the Internet	·
2. Although e-mail is not brand	new, there are definitely new and innovative
ways of accessing this tool remo	otely and without the usage of a computer.
3. The word "fax" comes from the	word "facsimile".
4. Charges are measured in teleph	one units and therefore vary according to the
time of day and where the fax is be	eing sent.

5. The capabilities of cell phones have continued to increase since their
introduction in the late 1980s
7. Translate the sentences into Ukrainian
1. There are different methods of communication in the office.
<u> </u>
2.In each case you will choose the best way to communicate with people you
3. If you want to let your people know some document you can circulate it with
a distribution list.
8. Complete the following dialogues
A: Hello. Glad to see you. Where are you going?
B:
A: What is your job? B:
A: My company has an immediate opening for a software programmer. Are you a specialist in this field?
B:
A: Can you come for an interview tomorrow? B:
A: You shouldn't miss such an opportunity. B:

9. Make up your own dialogue using the following expressions good morning, glad to see you, a computer, to perform operations, an ordinary business, adding machine, calculate, multiplication, subraction, addition, division, with the help of computer

A student's page			

ВИСНОВКИ

Сьогодні у педагогічній науці яскраво заявляє про себе особистісноорієнтований підхід, який забезпечує створення нових механізмів навчання і виховання та ґрунтується на принципах глибокої поваги до особистості, самостійності особи, врахування індивідуальності.

Особистісно-орієнтоване навчання має суттєво гуманізовати навчально-виховний процес, наповнити його високими морально-духовними переживаннями, утвердити принципи справедливості і поваги, максимально розкрити потенційні можливості дитини, стимулювати її до особистісно розвивальної творчості.

В умовах навчання відбувається становлення та розвиток таких важливих якостей особистості, як рефлективність, спонтанність, критичність мислення, вміння працювати з інформацією, спілкуватися та нести відповідальність за наслідки власних дій.

Орієнтація навчання на особистість передбачає створення оптимальних умов використання різних джерел наукової інформації для кожного студента при опануванні знань.

Таким чином, призначення особистісно-орієнтованих технологій полягає в тому, щоб підтримувати та розвивати природні якості дитини її здоров'я та індивідуальні здібності, допомагати в становленні її суб'єктивності, соціальності, творчої самореалізації особистості.

Із досвіду роботи можу стверджувати, що реалізація особистісноорієнтованого підходу є доцільним інструментом формування та розвитку соціально активної творчої особистості сучасної людини. Підбір форм і методів роботи, а також засобів навчання має здійснюватися викладачем ретельно з урахуванням психологічних та інтелектуальних особливостей студентів. Здійснюючи такий підхід у навчанні, викладач має подбати передусім про свою психологічну готовність виступати не диктатором, а партнером у навчанні.

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