

English for Current Communication and Job-Related Areas

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Навчальний посібник “English for Current Communication and Job-Related Areas” рекомендований студентам нефахових спеціальностей. Книгу укладено з урахуванням сучасних методик навчання англійської мови. Матеріал посібника слугує ефективним підґрунтям для аудиторної, самостійної, індивідуальної роботи студентів та допоможе опанувати мову на достатньо високому рівні.

Посібник “English for Current Communication and Job-Related Areas” рекомендований студентам, магістрантам, аспірантам та викладачам.

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ПЕРЕДНЄ СЛОВО

Навчальний посібник з англійської мови “English for Current Communication and Job-Related Areas” рекомендований студентам нефахових спеціальностей. Матеріал посібника слугує ефективним підґрунтям для аудиторної, самостійної та індивідуальної роботи студентів, сприяє розвитку навичок усного та писемного мовлення з англійської мови.

Посібник написаний з урахуванням сучасних технологій навчання іноземних мов, містить ефективну систему вправ, спрямованих на забезпечення формування рецептивних і продуктивних видів мовленнєвої діяльності, та сприяє розвитку навичок наукового пошуку.

Бажаємо успіхів!

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Unit 1

Socializing

Match the definition with its explanation.

Definition	Explanation
1. achieved status	a) a social condition in which norms are weak
2. anomie	b) ideas about the nature of reality
3. beliefs	c) a form of social interaction in which individuals or groups combine their efforts to reach a goal
4. conflict	d) the process of giving up old norms
5. conformity	e) treating people differently based on ethnicity
6. cooperation	f) judging others in terms of one's own cultural standards (being so strongly committed to your culture that you can't imagine any other way of life)
7. cultural universals	g) norms that lack moral significance
8. desocialization	h) innate (unlearned) patterns of behavior
9. gender identity	i) an image of yourself based on what you believe others think of you
10. deviance	j) a group of people with physical or cultural traits different from those of the dominant group in the society
11. discrimination	k) a sense of being male or female based on learned cultural values
12. ethnocentrism	l) behavior that matches group expectations
13. false	m) a position you have in society that you

consciousness	earned or chose
14. folkways	n) a form of social interaction in which groups work against each other for a larger share of the rewards
15. instincts	o) general cultural traits that exist in all cultures
16. looking-glass self	p) widely held negative attitudes toward a group (minority or majority) and its individual members
17. minority	q) adoption of the ideas of the dominant class by the less powerful class
18. mores	r) an extreme form of prejudice that assumes superiority of one group over others
19. peer group	s) an image of yourself as having an identity separate from other people
20. prejudice	t) the act of carrying out of your role(s) in society
21. racism	u) set of individuals of roughly the same age and interests
22. stigma	v) the shift in a population from the country to the city
23. role performance	w) norms of great moral significance that are vital to the well-being of a society
24. self-concept	x) behavior that departs from societal or group norms
25. social interaction	y) a group of people living within defined territorial borders and who share a common culture
26. urbanization	z) an undesirable trait or label that is used

	to characterize someone
27. society	aa)the process of influencing or reacting to other people in groups

Read and translate the text. Write out all the unknown items of vocabulary. Do the exercises following the text.

How to Socialize Effectively

It's perfectly fine if you find it particularly difficult to socialize with people who are new or people you don't know that well. It's something a lot of people experience as well. This is an important skill to have and it will always serve you well. You need to learn it and master it if you want to get out there to socialize with new people sooner. I want to share with you a set of sub-skills that make up the big skill of socializing and mingling when you meet new people. Continue reading and start learning.

1 – Blend In Wherever You Go. Blending in is one of the best ways to get better at socializing and be less antisocial, but there are hurdles that you need to overcome to do so. One thing that can prevent you from blending in is thinking, “I value my individuality. I don't want to change who I am just to fit in somewhere.” You don't cease to exist as an individual just because you enter a room full of people, engage with them, and get to know them. When you go there and see groups of folks, even if it seems that they all look alike, behave alike, or speak in the same way, it doesn't mean they're completely alike. They're just engaging in what we can call “group behavior.” If you talk to any of them in a one-on-one setting later, you'll see that they have their own individual qualities. People start to behave more

alike than different if they're within groups. That helps us get along and build rapport and trust. We get to know each other and build relationships by synchronizing with one another. We focus on similarities first, and then tackle on what makes each of us unique later on.

2 – Be Dynamic Instead Of Rigid In Your Social Interactions. Being rigid and staying in one place can prevent you from meeting people. Others will also get the impression that you're not interested or don't feel like meeting them. It will make you seem like an antisocial. You should not be antisocial if you want to make friends at social events. First of all, there is no code of conduct or social rule that says you should stay in one place in order for you to socialize better. Even in the most physically fixed setting, like a dinner table, where everyone has a place, you can still at some point move around to talk to someone on the other side of that table. If you feel that there is too much going on, try to narrow your focus. If you want to get better at socializing in this scenario, avoid scanning the whole room. Just look at the people who are physically closest to you or only those in front of you. You should strive to be calm when moving around and being dynamic in a social setting. You'll be able to socialize better and be less antisocial if you trust yourself.

3 – Go From Conversation To Conversation. It's a comfortable and pleasant idea to meet just one or two really nice and interesting people and talk to them all night whenever you socialize at a party. People will generally want to meet multiple people throughout the event. It's mainly because the more people you talk to, the more likely you're going to find a very good potential friend. You have to do the same if you want to

get better at socializing and be less antisocial. Some people find it offensive that others just want a random chit-chat for 10 to 15 minutes before moving on. If you're talking to someone and at some point, they feel like they want to meet others, you should encourage them. You can do the same too .Be careful not to adopt that scarcity mentality; that feeling that if you end a conversation with someone, you won't find others to talk to. Generally, the purpose of a social event is about meeting multiple people. The more people you talk to, the better. If you have trouble starting conversations with strangers, I recommend that you first go to events where everyone is expected to meet new folks. That way, you can practice just introducing yourself to people who actually want you to talk to them. After saying hello, you can talk about things like the theme of the event, what it's about, and whether the other person comes regularly to these events or it's their first time. You can then segue to talking about what they do and what you do.

4 – End Conversations Before They Stall Or Become Awkward. When you socialize with people constantly, you're bound to encounter people that you have nothing common with. Some people are just plain out antisocial. Do not be antisocial too just because they are. Instead, just move on to the next interaction. It's better to end the conversation in these situations. This can make you avoid having an awkward silence so early. Having some silence in a conversation is okay in general, but it doesn't feel good at all if you have it after just a few minutes of talking to someone new. So it's better to end these conversations short, so you preserve a good mood for yourself and others. All you have to do is keep your smile and say "Well, so and so, it's very nice to meet you" and move on. That way, it doesn't really

seem like you're ending a conversation, but rather just continuing to meet and interact with people.

5 – Make Others Feel Good When You Socialize. Why would you want to make people feel good? Is it a way to manipulate them into thinking that you like them? Is it a way to kiss their behind? No. You do it out of politeness and because that's how the social world works. That's how friendships are built. Any socially skilled person knows that on the first time you meet someone, you're supposed to approve of them and make them feel good about themselves, their lives, what they do, etc. This is what you need to do if you want to get better at socializing. Very, very rarely does someone become friends with another who seemed aloof or disagreeable when they first met. You're supposed to show, at least slightly, that you're pleased with their presence, and maybe impressed by what they do and what they say. You don't need to really like them or contact them afterwards; but, just out of courtesy and social acuteness, be agreeable when you meet someone new.

6 – Optimize Your Energy, So You Don't Get Drained By Social Interaction. When you go out to socialize at a party, you can feel drained and out of energy afterwards. It can feel like work and that can become a discouraging emotional habit. Every time you want to go out and meet new people, you'll start thinking of it as hard work instead of a fun time. That feeling will just push you to stay home and miss out on a lot of fun. But if you think about it in the right way, it can become a fun, easy, and exciting thing that gets you out of your routine. You will look forward to going out and meeting new friends. So let's unpack this and see how you can think of it differently. First, as you'll learn by interacting with many people along the way,

meeting new friends isn't easy for anyone. It takes energy from even the most extroverted among us. Secondly, don't raise your expectations too high. Don't go thinking that every time you go out, you'll immediately connect with everyone you meet. Sometimes, there are people who you just won't connect with and you should be okay with that.

7 – Think Quickly So You Can Socialize Better. What you want to do here is to be very quick with understanding what's going around you socially. Social signals are mostly nonverbal. There is a lot of indirect communication and that requires some social acuteness. The better, and faster, you understand social signals, the more in-sync and effective your actions and reactions will be. You will be able to socialize better. Sometimes, you may feel stuck trying to make sense of it. When that happens, I recommend that you just "shake it off". Don't worry about it. You don't have to get everything every time. Just keep smiling and avoid showing a confused face. I'm saying this because if you keep thinking about it while you're with other people, you're going to feel more and more anxious. Even worse, you'll start feeling upset. If you get in that state, it's almost guaranteed that you'll be paying even less attention to the social interaction, and miss out on even more social signals. Later on, your mind will pick up the pieces of those social interactions and it'll start to make sense.

8 – Be Easy To Read. This is another skill that will help greatly if you want to socialize and make friends with new people. Part of what makes someone want to meet you again is because they felt comfortable with you when you first met. What makes them comfortable has to do with how much clarity they have on who you are, what you're about, and how your

personality is. The paradox here is that there is a good chance that one interaction may not be enough, and you can't express "what you're about" in that short amount of time. The first thing you need to do is to get ready to introduce yourself. Talk about what you do in brief, clear, and simple down-to-earth terms that anyone can understand. It is often better to give out just some snippets about yourself and see what interests them most. The second principle is to generalize to simplify. When talking to someone new, it's better to generalize and give broad statements than to go into all the nuances of what you think of the subject at hand. Again, you're not sure if it's required; you're not sure they're interested in that level of detail. You can use statements like "yeah, pretty much", "yeah, that's generally the case", and "I tend to agree with that most of the time". Using language like that, as you're getting to know someone new, you're efficient and don't take too much time making your point. That means you'll get to touch on more subjects and get to know each other faster.

9 – Detect The Best Possible Friends. Please understand that there is no code that says you need to talk to everyone when you go out to meet new people. No one is going to keep tabs on you and what you're doing. The idea is to talk to as many people as you can; not everybody in the room. But, if you want to bond with only a handful of great potential friends, then you can do just that. To "not be antisocial" doesn't necessarily equate to "be friends with everyone you meet". One way to sharpen your focus when you go out to meet new people is to pre-determine which kinds of friends you want. Do it once in a while to redirect your effort in the direction that serves your social life best. Many people get disappointed because others seem to be

very different from them. If this has happened to you, you know how frustrating and lonely it can make you feel. This happens often when you expect to have friends with qualities or habits that are too rare or too perfect. Another reason you might have this challenge is if you live in a small town; where there isn't enough variety of people. In either case, I recommend that you open yourself up to some differences. Be open to the idea of having friends that are different from you. I recommend that you keep finding great people to befriend; people that will help you grow, be more successful, and happy.

10 – Keep Conversations Going. Being able to keep conversations going with people you meet for the first time is a key skill. It allows you to get to know them and find out if you have things in common. It allows you to be less antisocial and socialize better. One obstacle to making good small talk is getting distracted from the conversation by other thoughts or by the environment. If you can just be present with the other person or the group, you will go a long way in keeping up with the conversation. If you find yourself in an environment that is too distracting, it's better to avoid looking around while you talk. I suggest that you keep your attention on the other person as long as you're having that conversation. Focus is key when it comes to this. Another obstacle to making small talk is feeling like you're not in your normal state. You don't feel comfortable enough to just speak your mind. So you might have awkward silences or don't feel like you can contribute to conversations. But when you go home, you realize that you actually have things to say about those subjects. You just weren't "in your normal state" to be able to share what you think. This is why making small talk needs to feel like it's within your comfort

zone. This is why I recommend that you practice it in various places until it becomes second nature.

11 – Find Hook Points. “Hook points”, this is like finding things in common, but so much so that it creates a natural reason for a future meeting with the other person or group. Hook points are beyond just commonalities. They’re like motives to meet again or at least stay in touch.

12 – Have People Ask To See You Again. Now, once you’ve found things in common and hook points with people you want to meet again, it’s time to exchange contact information and maybe even commit to a future meeting. I call this super social power “have them ask to see you again”, but that name just refers to the ideal scenario where you’ve highlighted the hook points so well that you have the other person suggest a future meeting. I also encourage that you stay pro-active and dare suggest it yourself whenever you want to and feel that it’s appropriate. You eventually have to show some interest and enthusiasm to signal that you’re glad that you’ve met them and that you’re open to meeting them again.

(Retrieved from: <https://getthefriendsyouwant.com/how-to-socialize-effectively/>)

Answer the questions based on the text.

1. What are the major obstacles that can prevent you from blending in?
2. Why should you be dynamic at social events?
3. How do you understand the given statement: “The more people you talk to, the better.”?
4. The art of ending a conversation presupposes...
5. Why would you want to make people feel good when you socialize?
6. Why can you feel drained by social interaction?

7. How can you understand the social signals better?
8. What for should you give concise and accurate information about yourself?
9. Is it possible to find a lot of friends in one go?
10. How can you keep conversations going?
11. Dwell upon the tips how to commit to a future meeting.
12. Give your own recommendations how to find and make friends with new people at social events.

Find the appropriate Ukrainian equivalents for the following English words and expressions. Try to create the sentences of your own with them.

To serve well, mingling, to blend in, to engage with, a one-on-one setting, to get along, to build rapport and trust, to build relationships, to be rigid, to make friends, a code of conduct, chit-chat, to start/to end a conversation with, to segue to, to encounter people, to have nothing common with, to kiss their behind, to do it out of politeness, aloof and disagreeable, out of courtesy and social acuteness, to be agreeable, to feel drained and out of energy, indirect communication, social acuteness, to feel stuck, to make sense of, to avoid showing a confused face, to make them comfortable, to introduce yourself, to talk in brief, simple down-to-earth terms, to go into all the nuances of, to give broad statements, to keep tabs on, to get distracted from the conversation by, to stay in touch, to exchange contact information.

*Decide if the statements below are T (true) or F (false).
Correct any false statements.*

1. People start to behave more alike than different if they're within groups.

2. Now, once you've found things in common and hook points with people you want to meet again, it's not time to exchange contact information and maybe not even commit to a future meeting.

3. One obstacle to making good small talk is getting distracted from the conversation by other thoughts or by the environment.

4. It's mainly because the more people you talk to, the more likely you're going to find a very good potential friend.

5. Having some silence in a conversation is okay after just a few minutes of talking to someone new.

6. You must not make people comfortable when you socialize just because you do it out of politeness and because that's how the social world works.

7. Social signals are mostly nonverbal.

8. When talking to someone new, it's better to generalize and give broad statements than to go into all the nuances of what you think of the subject at hand.

9. Many people get disappointed when they expect to have friends with qualities or habits that are too rare or too perfect.

10. The author of the article does not suggest people to stay pro-active and dare suggest a future meeting themselves whenever they want to and feel that it's appropriate.

Read and translate the text. Write out all the unknown items of vocabulary. Do the exercises following the text.

Quarantined Socialising: 5 Creative Ways to Socialise in the Times of Coronavirus

With 4,72,037 confirmed positive cases around the globe and more than 21,000 fatalities, the world continues to grapple with the spread of novel coronavirus. Hence, most of the impacted nations worldwide have gone under complete lockdown, asking the citizens to self-quarantine themselves to put a pause on the infectious cycle of COVID-19. On the other hand, we understand that being cooped up at home isn't exactly an easy task. Whether you are a homemaker or working from home, there are chances that you might feel down and out during certain parts of the day. It becomes even more difficult, if you have a big occasion like a birthday or anniversary coming up, and you have to spend it without your loved ones, within the four walls. Being forced to stay in also changes your routine in unprecedented ways and may also trigger feelings of sadness, loneliness and isolation. This is why it is important to get creative with your approach towards socialization. We have listed down 5 ways you can socialize even during quarantine and no it does not involve stepping outside your door.

1. _____

It does not matter who your quarantine partner is, whether it is your extended family, just your parents, your partner or your kids, it is important to schedule a time during the day to eat a meal together. When you think about it, it makes a lot of sense! In our increasingly hectic lives, we barely get to catch hold of family members living under the same roof. So, take this

quarantine as an opportunity to bond with each other all over again. If you are not really into the idea of dining together, you can whip out some old board games and challenge everyone to a game of UNO! You will have a great time, we assure you!

2. _____

The quarantine can also be a great time to catch up with your friends. There are plenty of multiplayer games that can keep you and your friends in good spirits. You can host a virtual game night as both the play store and AppStore are stocked with multiplayer online games. So, make your drink and snacks, set up a group video call and begin playing! There are strong chances that you may start doing it, even after the quarantine period is over. Some of the options are Psych, Ball pool, Scrabble Go and Monopoly.

3. _____

Unlike regular days, you can actually have a movie night during weekdays! So, whether it is huddling up with your family to watch a Karan Johar tear-jerker for the nth time or switching on the Netflix Party mode with friends, you are spoilt for choices.

4. _____

As much as we regret it, we only have a given number for non-official hours in a day. So when we are not taking care of our kids, parents, job, and house or even studying, we are either sleeping or trying to get in shape. Since it is easy to stay in touch with someone who lives close to your place, we suggest making use of this time and reconnecting with people you used to be really closed to and drifted away due to lack of time (we are not talking about toxic exes and friends).

5. _____

Even if you are not big on chatting and video calling every other day, you can still stay connected with your friends by tagging each other in relatable means, commenting on posts and uploading pictures that never really made it to the Instagram or even sharing good music across various groups.

When you think about it, there are actually a lot of ways you can stay connected and yet do your own thing. Even the tiniest things matter as they remind you that you are not forgotten and definitely not alone during these tough times!

(Retrieved from: <https://timesofindia.indiatimes.com/life-style/health-fitness/de-stress/quarantined-socialising-5-creative-ways-to-socialise-in-the-times-of-coronavirus/photostory/74843781.cms?picid=74843783>)

Match the right heading in the text.

1. a) Schedule a movie night or a virtual hangout
2. b) Do the little things
3. c) Dine and wine together
4. d) Time to connect with people you care about
5. e) Multiplayer online games for buddies

Find the appropriate English equivalents in the text above.

Боротися з, безвилазно сидіти вдома, відчувати себе пригніченим, бути в чотирьох стінах, викликати почуття смутку, самотності та ізоляції; жити під одним дахом, подружитися з кимось, бурхливе життя, поговорити зі старим другом, якого давно не бачив; бути в піднесеному настрої, мати великий вибір, піклуватися про когось, підтримувати зв'язок із, віддалятися від попередньої компанії, відновити зв'язок із, полюбляти спілкуватися.

Read and translate the text. Write out all the unknown items of vocabulary. Do the exercises following the text.

The Advantages of Socializing in the Workplace

Throughout high school, you learn that it's bad to socialize in class. No note-passing is allowed, no whispering during the lecture. But then, you fast forward and enter the workplace. Suddenly, socializing with coworkers is not just OK, it's encouraged. Many effective managers want you to get to know your coworkers on a friendly basis. That's because the environment you build with your colleagues in the workplace facilitates the type of quality work you'll produce individually and as a team.

Sharing Knowledge

Everyone in your workplace brings a different set of skills and experiences to the table. If you keep to yourself, you might miss out on what influence and information your colleagues offer. Seeing issues and situations from a different perspective can make you more aware of individual personalities, possible partnerships and possible conflicts, and help you become better equipped to handle a wide variety of clients and tasks. Getting to know your colleagues' passions and expertise will help your career by expanding your own knowledge and your respect for others.

Encouraging Teamwork

Coworkers who socialize want to work together. If you know your colleagues on a friendly basis, you're more likely to understand one another when the pressure is on and you have to

collaborate. Facilitate better teamwork by knowing more aspects of your colleagues than just their skills and abilities. Maybe your colleagues play sports or have kids? Use these facts and ideas to understand how to relate to coworkers when you're collaborating.

Avoiding Burnout

Workplace burnout usually has little to do with the job itself and more to do with your mental state. According to the "Forbes" article "The Ins and Outs of Workplace Burnout," burnout comes in three varieties, and is caused by mental states such as boredom, workaholism and a feeling of loss of control. You know the drill: if you do something long enough, it grows tedious and even annoying. Keep your job fresh by taking breaks, conversing with colleague, and keeping up with the details of who's who. You may feel more appreciated, not just for your work, but for the way you contribute to the social climate of your company.

Emotional Support

Socializing can build a sense of compassion in the workplace, so that after a life crisis, even if you do have to return to work in a vulnerable state, you may feel supported by colleagues. If you never say more than a brief hello to your coworkers, you can't expect them to be too accommodating when your life turns upside down. Socialize with your colleagues to build a healthy work environment. An article in "The Huffington Post" entitled "Not Socializing At Work Could Be Hazardous To Your Health: Survey Says," suggests that when employees are friendly at work, their bodies release hormones that contribute to better health.

(Retrieved from: <https://woman.thenest.com/advantages-socializing-workplace-4760.html>)

Match each expression with its translation. Create the sentences of your own using the given words and expressions as in the example.

Word/Expression	Translation
contribute to the social climate of your company	співробітники
build a healthy work environment	створити здорове робоче середовище
coworkers	демонструвати здібності/вносити вклад
partnership	сприяти кращій роботі в команді
to handle a wide variety tasks	погляд на проблеми і ситуації з іншої точки зору
on a friendly basis	трудоголізм
collaborate	слідкувати за подробицями
to facilitate better teamwork	створювати компанійську атмосферу в компанії
see issues and situations from a different perspective	почуття жалю
keep up with the details of	вирішувати найрізноманітніші завдання
a sense of compassion	співпрацювати
workaholicism	партнерство
to bring to the table	по-дружньому

Example: I really developed a sense of compassion for her.

Do the quiz.

1. Many effective managers want to get known your coworkers

- a) On a mental basis;
- b) On a competitive basis;
- c) On a friendly basis;

2. Getting to know your colleagues' passions and expertise will help your career by....

- a) Taking the leading position among coworkers;
- b) By expanding your own knowledge and respect for others;
- c) Being the outcast of the staff;

3. The statement: "coworkers who socialize want to work together" is...

- a) False;
- b) True;
- c) Wasn't mentioned in the text;

4. Workplace burnout usually has little to do with the job itself and more to do with your...

- a) Family problems;
- b) Position in society;
- c) Mental problems;

5. The statement: "When colleagues are friendly at work, their bodies release hormones that contribute to better health" is

...

- a) Misleading;
- b) Right;
- c) Wasn't mentioned in the article.

Join the idioms with their translations. Fill the idioms in.

Idiom	Translation
1. to be squeaky clean	a) почати дотримуватися загальноприйнятих норм
2. to keep up with the Joneses	b) чесна, порядна людина
3. to clean up one's acts	c) бути жорстоким, черствим до людей
4. to blot one's copybook	d) керуватися традиційними ідеалами і цінностями
5. a straight arrow	e) мати сильний характер /бути непоступливим
6. as tough as nails	f) вести високоморальний спосіб життя
7. to go back on one's word	g) догоджати комусь
8. a smart aleck	h) хуліган / бандит
9. to lick smb's boots / to lick smb's shoes	i) самовпевнений нахаба
10. a tough cookie	j) не дотримати обіцянки
11. to play a straight bat	k) нечесна поведінка
12. to be as hard as nails	l) мати чуйне серце
13. to have one's heart in the right place	m) намагатися жити не гірше за інших
14. a blow below the belt	n) зіпсувати репутацію

1. You can rely on the soldiers. They are_____.
2. He has a reputation_____.
3. You will end up no more than _____and you are well down that road already.
4. He was a man who prided himself on never_____.
5. He is a big shot locally, everybody is_____.
6. _____is the surest way to destroy a friendship or love affair
7. I am proud of my family's good name. I don't want to_____.
8. Her mother was very keen on_____. The daughter accepted these false values.
9. They have probably got their _____but they haven't got any common sense.
10. Several friends described him as_____, who rarely drank and was close to his family.
11. In the last couple of years I have _____a bit. I gave up smoking, I drink only beer.
12. Our image has been a little over exaggerated, saying that we are_____.
13. He was surprised to find that _____was not considered as important among his new colleagues.
14. When necessary he could be_____.

Look through the topics, choose one from the list and write a short essay on it.

1. Is it possible to live a solitary life in the modern world?

2. Give your own recommendations how to socialize in times of pandemic.

3. Advantages and disadvantages of socializing with groupmates/roommates.

4. “Socializing is more positive than being alone, that’s why meetings are so popular. People don’t like being alone. That would be, however, an important skill to learn...”— Mihaly Csikszentmihalyi

5. “To me, socializing was like sinking to the bottom of a deep, deep ocean... Until eventually you couldn't take it anymore, and had to come up for air"- Shimamura

6. “One of the problems of social life is to know what to say to one another when we meet; every man and woman's desire is to appear sympathetic and clever, and this makes conversation difficult, because, taking us all round, we are neither sympathetic nor clever.”— Jerome K. Jerome

Test Yourself

Match these phrasal verbs with their definitions.

A	to ask (someone) over “My roommates and I are going to ask our English teacher over for lunch.”	1	when people arrive at your house or apartment
B	to ask (someone) out “Bill asked me out, but I turned him down (said	2	to drive to a place and get someone in your car to (usually) bring them home

	no). He's just not my type."		
C	to bring over "I'll bring over my DVD collection so that we can watch some movies."	3	to invite the person to your house or apartment
D	to have (someone) over "We're having about 15 people over for Thanksgiving dinner."	4	to visit unexpectedly
E	to pop in / stop in / stop by "I just stopped by to say hi – I need to go in about ten minutes."	5	to get together at a particular time and place
F	to drop in "My sister always drops in while I'm in the middle of doing something important. I wish she'd call me before she came over."	6	to invite a person to spend time with you romantically
G	to drop (someone) off at "I'm going to drop my husband off at the airport. He's traveling to London."	7	to bring an object to the other person's house or apartment

H	to pick (someone) up from “My husband returns from London on Thursday – I’ll pick him up from the airport around noon.”	8	when you take someone in your car and leave them in another place
I	to meet up with (someone) “I’m going to meet up with some friends at the bar at 8:30.”	9	a response to a social invitation if you can’t go, but you hope the person asks you again in the future
J	to come over “Why don’t you come over to my place after class? We can work on the project together.”	10	to enter a place for a short period of time
K	to take a rain check “We’re going to play basketball tomorrow afternoon. Do you want to join us?” “Sorry, I’ll have to take a rain check – my boyfriend and I are going to see a concert. Maybe another time!”	11	the general verb for having people visit your house or apartment

Read and translate the text. Do the exercises following the text.

A Brief History of Communication from Cave Paintings to the Worldwide Web

Communication is so much more than the spoken or written word. Nature itself can also speak to us of its beauty and power through a moonlit night or sunset. Many animal species have developed a system of communication, but humans are the only living things capable of spoken language. Although parrots and some other species of birds can mimic the human voice, they are unable to use it as a language of communication. Effective communication is essential for a variety of reasons. It serves to inform, motivate, establish authority and control, and allows for emotive expression. For humans in particular, communication is also vital for creating a sense of social cohesion. Just as mankind has progressed with the development of farming, infrastructure and trade, our means of communication have followed suit. What began as cave painting and sign language has morphed into an endless variety of ways to express oneself to our fellow human beings.

Communication has existed in various forms since man appeared on Earth. The methods, however, may have been limited to sign language at first, then gradually became more sophisticated with speech. The most well-known form of early communication are cave paintings. The pigments were made from the juice of fruits and berries and coloured minerals. These pigments were then used to create depictions on the cave walls. The purpose of the paintings has been questioned by scholars for years, but one theory states that the depictions may

have used as a manual for instructing which animals were safe to eat. Other experts disagree and say that cave dwellers used paintings to display the best hunting methods, as well as a way of expressing status or ability as a hunter. Moreover, painting and other forms of art have been used to convey both subtle and more powerful messages over thousands of years right up to the present day.

Other forms of early tribal communication, such as drums and smoke signals also existed and still exist in more remote parts of the world in parts of Africa and the Amazon. However, these methods may attract unwanted attention from enemy tribes and predatory animals. In the centuries that have followed, the written word has become increasingly important, in order to write letters, record laws and other important documents. Today, the internet, email and social media have massively expanded and transformed our communication with each other on a national and international scale. Is this going to benefit us indefinitely, or will such advanced communication eventually be our downfall?

Questions about the text:

1. What was used to communicate before there was writing?
2. What may have been the purpose of cave paintings?
3. Why were drums and smoke signals not a good way to communicate?
4. Why is effective communication important?
5. Why is the internet such an effective tool for communication?
6. Can parrots and other species of birds, communicate

with us in our language?

7. Do experts all agree on the purpose of cave paintings?

Do the True – False – No Information section:

1. The purpose of cave paintings is clearly understood by scholars.

2. Effective communication is essential for a variety of reasons.

3. Cave paintings were definitely used as a manual to show which animals were safe to eat.

4. The pigment for cave paintings only came from minerals.

5. Verbal communication was developed before the written word.

6. Drums and smoke signals are still used today in some parts of the world.

7. Birds can communicate with us by learning and using our language.

8. In the distant past, people used to live in very large communities.

9. The spoken word continues to be developed up to the present time.

10. We no longer use hand written letters because we have email.

General questions and discussion:

1. What method of communication do you use most, the written or spoken word?

2. Which is the most important method of communication?

3. How many words do you know in spoken English?

4. How many words can humans learn over a life time?
5. Is the continual advancement in communication a good thing, or is there a downside?
6. What are the things in nature that impress you the most and why?
7. Name some methods of communication that may be harmful to family life and your nation.

Unit 2
CVs, Resumes,
Cover Letters, References

Read and translate the text. Write out all the unknown items of vocabulary. Do the exercises following the text.

How to Write an Autobiography

The autobiography is the longest and the fullest story about yourself. You can write it for your personal use in order to structure and perpetuate your memories. If you are sure that your life will be an interesting theme to read about, you may create an autobiography for the wider public. An autobiography covers the period from the day of your birth until today. If you think that your life journey will be a good example for others, include the information on how you have achieved your goals and success and how you got your autobiography published.

How to structure an autobiography

The structure of your autobiographical writing depends on the type you've chosen to create. In our guide on how to write an autobiography, we'll focus on the basic principles of structuring the autobiographical essay.

Introduction. You may wonder how to start an autobiography introduction. The answer is simple: the same way you start other essays' introductions. The main purpose of the introductory paragraph is to grab the reader's attention and present the idea and theme of your writing. Don't make the first paragraph too long: between one and three sentences are enough to compose a regular introduction. Try to provide readers with a general portrait of yourself, so they will know more about the main "hero." Mention your age, significant personal qualities, and

principles of worldview. You can also add some details about your appearance in order to make your story more vivid.

Main body. The main body includes the biggest amount of information. It is 80-90% of the whole text. There are no strict requirements, but you should not forget to use a logical sequence and correct wording. You can use the classic five-paragraph structure for your autobiographical essay if your ideas fit it. Anyway, you have to divide your writing into separated paragraphs to increase the readability of your essay. You should also create a logical connection between paragraphs. In this manner, readers will easily follow your thoughts.

Conclusion. Now, it's time to think on how to conclude an autobiography. Your conclusion has to be strong and impressive. Mention what lessons you've learned and what changes in your life you've witnessed thanks to the described episode of your life. Even if this event has had negative consequences, you shouldn't hide anything. Bad experiences are also useful for personal development. As Theodore Roosevelt once said: "The only man who never makes a mistake is the man who never does anything."

How to write an autobiography step by step

If you need a simple and brief instruction on how to write an autobiography, you've already found it! The next time you get such an assignment in your English class, don't worry – just check out this step-by-step guideline.

1. Read a well-known autobiography. You are not the first person who wants to write about his or her life. Many

famous writers, artists, politicians, and businessmen create autobiographies to share their wisdom and experience with a wide audience. Find the autobiography that belongs to the author whose personality inspires you and read it in order to get a basic understanding of autobiographical writing.

2. Think over your life. Remember every significant event, unusual experience, or important person in your life. That might take a considerable amount of time, as we think that your life has been interesting enough, and you have many worthy moments. If you want to write about your childhood, you'd better apply to the "experts" – your parents. Perhaps you did something outstanding and awesome when you were a child.

3. Make a list. This is the most satisfying part of writing an autobiography if you like making lists. On the other hand, it can be quite boring for those who hate lists. Everything depends on your personal tastes. We highly recommend you to divide all memories into categories. You will be able to structure your thoughts in a more logical manner.

4. Pick one point from your list. Remember that you should not write your full autobiography. You have to choose one event, one place, or one person you'd like to write about. This can be quite challenging, especially if you are an adult who has an active social life. Try to be objective and choose a theme that will be interesting for readers, not only for you.

5. Brainstorm ideas. When you have a particular topic, it is the right moment to think over a few amazing ideas for your autobiography. Here is a list of questions that will

help you to focus on certain aspects: What was the best (or the worst) thing about an event or person you want to tell about?; What details are worth readers' attention?; What mood do you want to share?; What feelings do you want to awaken?; What has changed after this event or meeting?; What lessons have you learned?; Why was this moment important for you?; What general idea can be related to this particular case?; Why have you decided to choose this event to share with your readers? Why have you decided to write your autobiography now, at this moment of your life?

6. Provide an outline (above). Planning is a crucial part of any writing process. If you need a detailed instruction on how to write an autobiography outline, you should read the section about autobiographical essay structure above if you haven't yet. There, we explained what you should include in each part of your essay. You can make your outline in the form of a list, scheme, table, or pyramid.

7. Create a draft. Make your first draft as perfect as possible. There is no reason to correct mistakes later if you can avoid them in the first place. On the other hand, this is just your first attempt, so don't be too demanding. Good ideas will come sooner or later. Take your time and enjoy the process of writing!

8. Proofread your writing. You should check your autobiographical essay for mistakes in spelling, grammar, verb tense, style, punctuation, word forms, etc. No matter how emotional or exciting your writing is, your readers will stop reading as soon as they notice the first grammatical mistake. An illiterate author cannot win the trust of the audience, so you should take this step very seriously.

9. Get feedback. Before you present your writing to the public, ask your parents, siblings, or friends to give you feedback. Maybe, they'll notice a few mistakes that you missed or give you advice on how to improve the content. A fresh perspective never hurts.

10. Write the final copy. After you proofread your essay and get feedback, you'll be able to create the final draft of your writing. Take into account all recommendations that you have received from your proofreaders, and bring your essay to perfection!

Your work is accomplished! We are sure that you will succeed on the first try if you use the list of helpful tips for autobiography writing provided by our experienced writers. We've gathered tips that will turn your writing into a real masterpiece.

Mistakes to avoid while autobiography writing

Don't make it too long. Many people cannot resist the temptation to tell as much as they can, but a longer piece of writing doesn't always equal a better piece of writing. For whatever reason you are writing the autobiography, think of the person who is going to read it. Imagine you were an admission officer or the judge in the scholarship committee, and you have to choose from hundreds, if not thousands, of autobiographies. At some point you will hate people who prefer to write long admission essays and autobiographies. There's also a good way to check whether your writing is interesting or not. Give it to one of your most impatient friends, who prefers short articles to books and long stories, and ask for their opinion.

Don't make it trivial. "I was born in 19XX year, I

entered school N...” Would you read that if you had a choice? Most likely not, especially if you already have read a dozen biographies which star with the same phrase. Yes, an autobiography is a formal piece of writing. But here, it rather means that you are not allowed to use slang and colloquial language, instead of following a specific pattern of writing.

Don't turn it into your personal diary. Yes, you have to be precisely honest and quite revealing and candid to write a successful autobiography. And obviously, you need to describe some hardships of your life to show how you coped with that or how it influenced you. However, we strongly advise you to describe the thing that you feel rather calm about when writing. For example, you are writing about other students picking and making fun of you at high school. If you still feel like wanting to kill them all, it would be better to avoid this topic or mention it slightly. Why so? Because your feelings will leak into the writing and make your reader feel subconsciously uncomfortable.

Example of Autobiography of a Student

My name is Elizabeth Austen. I was born on May 2, 2002 in Marseille, France. I was raised as a child of two cultures: American and French. Although my parents were born in the USA, they left for Marseille after their wedding because of career goals. My father is a translator, and my mother is an art consultant, so the atmosphere of our house was creative and artistic.

It was difficult for me to make friends with French peers. That's why I have always communicated with adults who were my parents' friends or colleagues. Since childhood, I have had a thirst for knowledge and new discoveries, and elder friends were happy to share their memories and life experiences with a little, curious girl.

I have a talent for learning languages and studying art. That's not surprising taking into account my environment. When I was a teenager, I dreamed of becoming a writer. I still store my notebooks as a memory about my first drafts.

Later on, I understood that my heart belongs to art. I spent much time in my mother's office listening to her impromptu lectures about famous paintings. Her lessons along with her stories about the USA have inspired me to go to the United States and attend the California College of the Arts to get a Bachelor of Fine Arts in Art History.

My main belief in life is that everything should be in harmony. People have to keep balance in all spheres of life: society, family, work, friendship, and others. Studying art is my personal way to keep balance. I'm driven by my passion to visit all cities with a rich artistic history: Venice, Rome, London, San-Francisco, Tokyo, and so many others. These journeys will not only improve my professional skills but also will help to learn more about myself and people.

I believe that studying at the California College of the Arts will allow me to become a real professional with a mature art taste and extensive knowledge of art history. In the future, I will follow my mother's footsteps in order to help people discover the beautiful world of art. If my career as an art consultant isn't successful, I will dedicate my life to teaching future generations of students and cultivating their love of fine arts.

(Retrieved from: <https://answershark.com/writing/creative-writing/how-to-write-an-autobiography.html>)

Answer the questions based on the text.

1. What do autobiographies do?
2. What should an autobiography include?
3. What are the steps of autobiography?
4. Give a brief instruction on how to write an autobiography.
5. Which mistakes should be avoided while autobiography writing?

Match the definition with its explanation.

Word	Definition
1. A traditional autobiography	a) a relatively stable, consistent, and enduring internal characteristic that is inferred from a pattern of behaviors, attitudes, feelings, and habits in the individual.
2. A memoir	b) they cover one event at a time, formatting them as short chapters.
3. Vignettes	c) it tells your story via images, like in comics or cartoons. It looks more like a visual essay where you use original pictures instead of words to complete your writing assignment.
4. A personality trait	d) a rough written version of something that is not yet in its final form.
5. A script	e) to improve something by

	making small changes to it.
6. A graphic novel	f) a piece of writing that covers the events from your birth to the present.
7. A draft	g) a short piece of writing by a student as part of a course of study
8. To proofread	h) to read and correct a piece of written or printed work
9. To refine	i) a piece of writing that represents your story through dialogue, like in theater or film.
10. An essay	j) a piece of writing that limits the information, focusing on particular moments related to one theme.

Use the template above and create the autobiography of:

- your own;
- your best friend;
- your favorite character from the book/ film;
- your idol;
- a famous person.

Read and translate the text. Write out all the unknown items of vocabulary. Do the exercises following the text.

How To Write a Cover Letter

What is a cover letter?

A cover letter, also known as an application letter, is a

three- to four-paragraph memo to employers that explains your interest in the job and company as well as your fitness for the role; one-page, standalone document expressing your interests in the position that it is typically submitted along with your resume in a job application. This letter should highlight your skills, experience and achievements in relation to the position you're applying for. Unlike your resume, cover letters allow you to go into more detail about your professional career and explain why you're a good candidate to fit for the role and company. A well-written cover letter has the potential to impress employers and set you apart from other applicants. To avoid a generic cover letter, you should conduct in-depth research on the company and role for which you're applying to in-depth before writing your cover letter.

Cover letter format

A cover letter should be formatted like a business letter and include the following sections: 1) header with date and contact information; 2) salutation or greeting; 3) opening paragraph; 4) middle paragraph(s); 5) closing paragraph; 6) letter ending and signature.

Your cover letter should be one page in length and use a simple, professional font, such as Arial or Helvetica, 10 to 12 points in size. Your letter should be left-aligned with single spacing one-inch margins.

Here are six simple steps to write a great cover letter:

1. Start with your header

As with any standard business letter header, you should include a few pieces of personal and role specific information at the top of your cover letter. This section should include your contact information, date of application and recipient's contact

information. If you'd like, you can also center your name and address at the top of the page, mirroring the way it looks on your resume.

Cover letter header template:	Example cover letter header:
Your name	Ali Lang
Your city and zipcode	ali.lang@email.com
Your phone number	555 Orchard Lane
Your email address	Las Vegas, NV
	(555) 888-4000
Date	
	May 5, 20XX
Name of recipient	
Title of recipient	Terry Washington
Company name	Revolve Inc.
Company address	123 Vineyard Drive
	Las Vegas, NV

2. Include a greeting

In your research, try to find the name of the person who will be reviewing applications for the job. Address your letter to this person with a common business greeting, such as “Dear” or “Hello.” If you’re unable to find the preferred gender pronouns (she/her, them/they), it is best to use a gender-neutral greeting such as “Dear first and last name” or “Dear position title”.

Example greetings: *Dear Hiring Manager, Hello Ms. Wallace, Dear Tyler Wallace.*

3. Write an opening paragraph

In the first paragraph of your letter, mention the job title for

which you're applying and where you saw the position posting. Explain your specific interest in the role and company so the reader knows you've done your research and have genuine interest. Briefly state the main experience or qualification you have that makes you a good fit. The first section of your cover letter is also the first impression the reader will have of you, so it is important to appeal to that person quickly and succinctly.

Example: *"I'm excited to apply for the Graphic Designer position at Cloud Clearwater I found on Indeed. I understand you're currently adding several new product lines, and I believe my skills in video and animation provide a significant advantage for creating a successful launch. As a longtime fan of your products, I'm thrilled at the opportunity to bring my unique style and passion for beachwear to the company."*

4. Follow with a second paragraph

Your second paragraph should be a brief overview of your background as is relevant to the position. Here, you should include key achievements, skills and specialties that make you particularly suited to perform well in the position. Focus on one or two and provide specific details about your success including measurable impacts you made. Pay close attention to keywords listed in the job description and include those that you identify with in the body of your cover letter. You should only include information about your most recent one or two professional experiences.

Example: *"As the Director of Human Resources at Wes Morgan Philips, I was a key senior leader in the organization and was responsible for improving the efficiency and performance of the company's 540 employees. Before that, I worked in human resources, equal employment opportunity and*

diversity for Jenkins Technology Solutions, Inc. At Jenkins Technology Solutions Inc., I developed an employee retention plan that involved the creation of a wellness program, an internal training program and a promotions selection process, which led to a 50% reduction in the overall employee turnover rate.”

5. Finish with a closing paragraph

The next paragraph should focus on another key achievement or skill that is relevant to the position. Instead of repeating details from your resume, expand on specific stories or anecdotes that display your fitness for the role. Again, focus on stories that demonstrate the skills and qualifications outlined in the job description. If you're changing careers, this is a good opportunity to talk about transferable skills or relatable experiences from your career.

Example: *“Achieving ambitious marketing goals is always a top priority, and I am always looking out for the best interests of the company. I enjoy delivering marketing presentations to potential clients and focusing on the strengths of an organization. My marketing skills at River Tech enabled the company to experience new levels of success and a 45% increase in customer engagement. I am never satisfied with the status quo, and I believe that a company should continually look for ways to improve and reach new clients through innovative campaigns.”*

6. End with a professional signoff

You should end your cover letter with a paragraph that summarizes the reasons you are applying for the role and why you would be a great fit. Keep the cover letter conclusion brief and explain that you look forward to hearing from the employer

with the next steps. End with your signature at the bottom.

Example: *"Thank you for your time and consideration. I'm looking forward to learning more details about the Sales position and about TradeLot. Growth is essential to my continued success, and I'm excited for the chance to be a part of TradeLot's industry-leading team. My proven track record and TradeLot's quality products are a winning combination for increasing the company's market share.*

*Sincerely,
Malik Rabb"*

Cover letter examples

First, read the job description, then read the cover letter. In the example, you'll see how the writer uses specific phrases from the job description and includes them in the letter.

Administrative Assistant

Job Description

In this role, you will be supporting managers and other senior-level personnel by managing their calendars, arranging travel, filing expense reports, and performing other administrative tasks.

Strong interpersonal skills, attention to detail, and problem-solving skills will be critical to success.

Qualifications: 5+ years of experience providing high-level admin support to diverse teams in a fast-paced environment; High school diploma or equivalent work experience; Excellent Microsoft Office Skills with an emphasis on Outlook and Excel; Self-motivated and highly organized; Team players who work well with minimal supervision

Cover Letter

Dear Hiring Manager,

I am writing to express my interest in the opening for an administrative assistant at {name of company}.

I am drawn to this opportunity for several reasons. First, I have a proven track record of success in administrative roles, most recently in my current job as an administrative coordinator. A highlight from my time here was when I proactively stepped in to coordinate a summit for our senior leaders last year. I arranged travel and accommodation for a group of 15 executives from across the company, organized meals and activities, collaborated with our internal events team, and ensured that everything ran according to schedule over the two-day summit. Due to the positive feedback I received afterward, I have been given the responsibility of doubling the number of attendees for the event this year and leading an internal team to get the job done.

I am also attracted to this role because of the growth opportunities that name of company provides. The research that I've done on your company culture has shown me that there are ample opportunities for self-motivated individuals like me. A high level of organization and attention to detail are second nature to me, and I'm eager to apply these skills in new and challenging environments.

I look forward to sharing more details of my experience and motivations with you. Thank you for your consideration.

Sincerely,
{your name}

(Retrieved from: <https://www.indeed.com/career-advice/resumes-cover-letters/how-to-write-a-cover-letter>)

Answer the questions based on the text.

1. What is a cover letter?
2. What to include in a cover letter?
3. How to organize a cover letter?
4. How to format a cover letter?

Check your understanding. Choose the six things you should include in a cover letter. Tick (✓) all the correct answers.

1. Which job you are applying for and how you found out about the vacancy
2. Brief biographical details
3. Your experience and personal qualities related to the job
4. Your negative personal qualities
5. Your motivation for applying
6. Why you left your previous job
7. Your salary expectations
8. A complete list of your exam results and qualifications
9. What you can offer the company if they give you the job
10. What other documents you are attaching or enclosing with the letter

Fill in the missing words in this cover letter.

**Entitles/Apply / dealing/ assistant/ knowledge/ since/
language/ working/ discuss/interview/ start/ mobile/ attached
/experience/ advertised/**

Akiko Tanaka
52 Orchard Street
London
W2 3BT
Mobile: 07960 999999
E-mail: akiko9999@hotmail.com

Fortnum & Mason's
181 Piccadilly
London
W1A 1ER
3 August 20__

Dear Sir/Madam,

Re: Job as a part-time sales assistant (reference: JBW5014)

I would like to (1)_____ for the job of part-time sales assistant in the food section of Fortnum & Mason's in Piccadilly, as (2)_____ in "Recruit Now" on 2 August. Please find (3)_____ a copy of my CV.

My previous jobs include two years as a sales (4)_____ in an organic food shop in Japan. This has given me (5) _____ of dealing with customers, as well as cashier skills and a basic (6) _____ of food retailing.

I have been living in London (7) _____ last September, and am currently studying English at a (8) _____ school. I have good English communication skills (recently I passed the Cambridge First Certificate in English exam). My fluency in Japanese may be useful when (9) _____ with your Japanese customers. I am an

enthusiastic worker, and enjoy (10) _____ in a team. My student visa (11) _____ me to work up to 20 hours per week (or longer during my school holidays), and I could (12) _____ work immediately.

I would welcome the opportunity to (13) _____ the job vacancy with you on the telephone or at an (14) _____. I can be contacted most easily on my (15) _____ telephone or by e-mail (see details at the top of this letter).

Yours faithfully,
Akiko Tanaka

Write a cover letter.

You are applying for a job. As well as attaching a CV, you need to write a cover letter explaining your reasons for choosing this particular job at this particular company, and why you would be a good hire. Things to include are:

- 1. Possible qualifications or reasons for you to be hired*
- 2. Your energy and enthusiasm for the job*
- 3. Your past experience in a similar position.*

Available positions: Receptionist; Director; Researcher; Teacher; Actor; Waiter/Waitress; Call Center Representative; Makeup Artist; Journalist.

Unit 3
Education.
Kamianets-Podilskyi
Ivan Ohienko
National University

Match the definition with its explanation.

Definition	Explanation
1. a freshman	a) a university student who has not yet received a first degree
2. to pass	b) required by rule
3. an undergraduate	c) an undertaking that you have been told to perform
4. compulsory	d) the point in time at which something must be completed
5. optional	e) a first-year undergraduate
6. a postgraduate	f) a session of intensive instruction
7. a tutorial	g) possible but not necessary; left to personal choice
8. a tuition fee	h) an administrator at a university or college
9. an assignment	i) of or relating to studies beyond a bachelor's degree
10. a skill	j) go successfully through a test or a selection process
11. an oral exam	k) the period of time each year when the school is open and people are studying
12. a written report	l) a limited period of time during which something lasts
13. an assessment	m) an associate who shares a room with you
14. an academic year	n) an examination conducted by spoken communication
15. a term	o) a fee paid for instruction (especially for higher education)
16. an academic	p) an ability that has been acquired by

degree	training
17. a seminar	q) the act of judging a person or situation or event
18. a dean	r) the discipline dealing with the art or science of applying scientific knowledge to practical problems
19. a roommate	s) financial aid provided to a student on the basis of merit
20. an applied science	t) a written document describing the findings of some individual or group
21. a deadline	u) systematic investigation to establish facts
22. a scholarship	v) a course offered for a small group of advanced students
23. a campus	w) a field on which the buildings of a university are situated
24. a research	x) financial resources provided to make some project possible
25. an intellectual property	y) an award conferred by a college or university signifying that the recipient has satisfactorily completed a course of study
26. a funding	z) receive an academic degree upon completion of one's studies
27. a topic	aa) a public educator at certain universities
28. a lecturer	bb) a building for university or college students to live in
29. a dorm/hall	cc) intangible property that is the result of creativity
30. a graduate	dd) the subject matter of a conversation or discussion

Read and translate the text. Write out all the unknown items of vocabulary. Do the exercises following the text.

10 Most Prestigious Universities in the World

Picking a university can be tough, and it's going to be one of the biggest decisions of your life – no pressure! We believe that you deserve the best, so here are 10 of the most prestigious universities in the world.

The University of Chicago. Number ten on our list is the University of Chicago, located in the windy city of the United States. This is one of the newest colleges on the list, having only been founded in the 1890s. It may be in it's adolescence in terms of age but the University of Chicago is certainly not acting it's age. Consider it the 'Sheldon Cooper' of the University world, starting young but advancing fast. It was the first major research university to not require SAT/ACT scores from college applicants and is a national leader in its higher education curriculum. Its current focus is on developing an innovative UG education program. The University of Chicago, often known as the U of C, is home to a world class research center, a student to faculty ration of 5:1, and a six percent rate of acceptance.

The Imperial College London. For number nine on our list we are hoping across the pond to rainy England; the home of Shakespeare, the Queen and the classic cup of tea. And speaking of classics, it's time to look at one of the most prestigious universities of classic education. It is the Imperial College London. Don't be fooled by the name, this is a university. And not only that, it is a public research university in London, England. Imperial College London is known for having grown from Prince Albert's vision of an area of culture. This is the only

university in the United Kingdom that focuses exclusively on medicine, science, business, and engineering. It was established by the Royal Charter in 1907 by merging together the Royal College of Science and the Royal College of Mines, along with the City and Guilds College. It was one of the best ratios of students to faculty members in the world.

Yale University. Consistently placed at number eight from year to year is Yale University – the second private research university on our list. Yale is known for being one of the best law schools globally. One in five students are international. It is the second richest institute in the world and boasts the third largest library in the country. Yale University was founded in 1701 and has been the receiver of long running positive feedback in its curriculum. It is one of nine Colonial Colleges chartered before the American Revolution, originally bearing the name Collegiate School. It has a six percent acceptance rate.

Princeton. At number seven on our list, we find Princeton University, located in the United States. Princeton is regarded as one of the most illustrious higher education institutes. It's a private institution, with a focus on offering financial aid packages and an expansive list of opportunities for undergraduate research. Princeton is consistent in its placement on the ranking charts, and is part of the Ivy League colleges in the States. Princeton University is best known for its non-engineering based sciences and the WW school. It only has a six percent acceptance rate, making it match its regal name. And the academic royalty doesn't end at the name. Princeton boasts some very prestigious past members. Jeff Bezos and Michelle Obama are among well known alumni to this university.

The Massachusetts Institute of Technology is our sixth

most prestigious university in the world. It's more commonly known as MIT and has held this position on the charts for six years. It's very prestigious in terms of academics and its research into engineering, science, and social sciences like Economics. It's located in Cambridge, Massachusetts, and is a land-grant, sea-grant, and space-grant university. Its campus expands a mile along the Charles River. It has a seven percent acceptance rate, and is best known for its endeavors in trying to further scientific advances in the twenty first century. Its motto – *Mens et Manus* – stands for 'Mind and Hand' and is meant to emphasize the connecting point between academic endeavors and physical engineering.

The University of Cambridge. At the middle of the list, but definitely not in the middle of the league tables, is the University of Cambridge, a collegiate research university in the United Kingdom. Known around Europe as part of the 'Oxbridge' duo, the University of Cambridge has been calling out to the greats for centuries. It's the second oldest university in the English-speaking world, and the fourth oldest surviving university worldwide. And when did it open its doors? 1209. It grew from a group of scholars who left Oxford after a dispute with those in the town nearby, and has since become one of the most prestigious universities in the world. It has recently begun focusing on improving its accessibility to candidates.

Caltech, otherwise known as **the California Institute of Technology.** The fourth college on this list is the California Institute of Technology – also known as CalTech. CalTech boasts a prestigious and globally known science and engineering program. It's the top of its field in theoretical research and a six percent acceptance rate. One of the traits it boasts is having a

small student body, which allows for more personalized learning between the staff and those attending the university. The institute was originally founded in 1891 under the name of Throop University. It didn't become the California Institute of Technology until 1920. Their mascot is a beaver, which they state to be "nature's engineer", making it the second big engineering university on this list. It also boasts the alumni Harrison Schmitt – the American geologist, retired NASA astronaut, university professor, former U.S. senator, and the most recent person still living to have walked on the Moon.

Harvard. When you searched this article, this was probably one of the first places that came to mind, and for good reason. Famous in franchisee, movies and academic circles, it is Harvard University, which has climbed four places in ranking just since last year. It is considered to be not only one of the most prestigious colleges in the world, but it also is known for being one of the eight private universities in the States that make up the Ivy League colleges. It was established in 1636 and is the oldest university in the United States. Harvard University is connected to more than forty five Nobel laureates and thirty Heads of State. Harvard University also has the highest financial endowment of any university in the world. And it was mentioned in big name movies like 'Legally Blonde', showing how it's reputation is even strong in Hollywood!

Stanford University. Second on our list is Stanford University, located in California, America. This is a private research university, and is considered the most prestigious university in the United States. It has produced seventeen Nobel laureates, and is home to nearly seven hundred campus buildings. Among notable alumni is Elon Musk, a well known

business magnate and philanthropist. Stanford University is credited for being the cause of the rise of Silicone Valley, which is a global center for high technology and innovation. That puts it firmly in our number two spot.

The University of Oxford. Bringing in the list at number one is the University of Oxford, located in England and making up the other half of that ‘Oxbridge’ duo. Oxford is a collegiate research university, and is one of the UK’s oldest universities, and one of the most well-known universities worldwide. The university employs staff members from just under one hundred countries, and has roughly twenty thousand students. One of the most notable alumni is Stephen Hawking, a well-known theoretical physicist. It’s presently at the forefront of research in the humanities on an international level. It’s also well known for its motto – *Dominus Illuminatio Mea* – which has been in use since the second half of the sixteenth century.

Answer the questions based on the text.

1. What can you dwell upon the oldest university from the list?
2. What does the Ivy League stand for?
3. How did The University of Cambridge appear?
4. Where did Elon Musk study?
5. What is Caltech famous for?
6. Which university does focus exclusively on medicine, science, business, and engineering?
7. Why does The University of Oxford take the first place?
8. Why is Harvard called ‘Legally Blonde’?
9. Which University has the longest campus and why?

10. What do you know about Princeton University?
11. Yale University is well known for...
12. The zest of The University of Chicago is...

Find the appropriate English equivalents in the text above.

Заснувати, абітурієнти, навчальна програма, науково-дослідний центр світового рівня, зосереджуватися на, бібліотека, відсоток зарахування абітурієнтів /конкурс (людина на місце), приватний навчальний заклад, пропонувати програму фінансової допомоги, студент останнього курсу бакалаврату, випускник, соціальні науки, територія університету/студентське містечко, проекти/плани, гасло, вчений, контингент студентів, талісман, пишатися, лауреат Нобелівської премії, гуманітарні науки.

Fill in the words from the box.

On the list, make up, to be in use, come to mind, under the name, call out, best known for, a focus on, consistent in, be the cause of.

1. And we need to _____ our efforts.
2. The manual continues _____ today.
3. First, it is tempting to avoid facing the painful events in our lives that might be _____ our difficulties.
4. Immigrants _____ more than 50 per cent of the primary education section, where they mostly attend Dutch classes.

5. Your name is the first one_____.
6. I was trying to recollect the title of the book, but nothing_____.
7. Would you _____your answers, please?
8. Support to Indigenous broadcasting services, including _____promoting local Indigenous languages.
9. She creates her artwork _____Kira Lee.
10. Ms. Bertrand said that Senegal was one of the countries _____investing in education.

Read and translate the text. Write out all the unknown items of vocabulary. Do the exercises following the text.

Kamianets-Podilskyi National Ivan Ohienko University

The university is a higher educational establishment of state ownership, subordinated to the Ministry of Education and Science of Ukraine. The history of the university begins on August 17, 1918, when Hetman of Ukraine Pavlo Skoropadsky signed the Law of the foundation of the Kamianets-Podilskyi State Ukrainian University.

Ivan Ohienko, a well-known scientist-linguist, professor, an active participant of the Ukrainian state-building, was the first Rector of the university. During its existence, the university was reorganized several times: in 1920 it was transformed into the Academy of Theoretical Knowledge, in 1921 – into the Institute of Theoretical Sciences. The Institute of Theoretical Sciences was reorganized into two separate educational institutions – the Institute of Public Education and the Agricultural Institute.

During the 30's and 40's the Institute of Public Education was reorganized three times, in particular in 1930 – into the Institute of Social Education, in 1933-1934 into the pedagogical, and from 1939 into the Teachers' Institute. The Teachers' Institute from 1948-1949 was reorganized into a pedagogical school. In 1997, the Pedagogical University received the status of a State Pedagogical University, and in 2003 Kamianets-Podilskyi State University was founded on its base.

The University is a state higher educational institution of the IVth level of accreditation. It is subordinated to the Ministry of Education and Science of Ukraine. Kamianets-Podilskyi Ivan Ohiienko National University is headed by the Rector Sergiy A. Kopylov, Doctor of Historical Sciences, Professor, Professor of the Department of World History.

The university has trained over 90,000 specialists for pre-school, general education, vocational education institutions, higher education institutions of the I-IV levels of accreditation and other branches of the national economy, over 350 doctors and candidates of sciences, received a number of domestic and international awards.

The university consists of 9 faculties, 40 departments. In general, the University trains 6058 specialists for the educational-qualification levels “Bachelor” and “Master” (full-time, part-time and extramural forms of education) in 46 specialties (BA programs), 40 specialties (MA programs). The educational process at the university is provided by 407 scientific and pedagogical workers: 410 people are staff members of the departments, There are 292 Ph.Ds (associate professors), 40 Doctors of Science (Professors) and 75 pedagogical workers.

The postgraduate study program in the area of 13 specialties and the doctoral program in the area of 3 specialties functions at the University for the training of scientific and pedagogical and scientific personnel of higher qualification.

The University is located in 12 educational and laboratory buildings. The total training area is 128327,3 m². Students live in 6 dormitories. There are 2 stadiums, a sports and health camp in the area. The Ukrainian language is used to provide educational process with the exception of specialized disciplines at the Faculty of Foreign Philology and foreign language disciplines (English, German, French) for professional orientation.

The tuition fee depends on the direction (specialty) of training area and the educational-qualification level (see the website of the Kamianets-Podilskyi Ivan Ohiienko National University (www.kpnu.edu.ua) section “Admissions Commission”).

By the Decree of the President of Ukraine dated by January 22, 2008, the university was granted a National Status. According to the order of the Cabinet of Ministers of Ukraine from August 20, 2008, the university was named as Kamianets-Podilskyi Ivan Ohiienko National University.

(Retrieved from: <https://eng.kpnu.edu.ua/about-the-university-1/>)

Answer the questions based on the text.

1. When was the University founded?
2. Who was the first Rector of the University?
3. What do you know about the reorganization of the establishment?
4. Who is the current Rector of Kamianets-Podilskyi Ivan Ohiienko National University?

5. Dwell upon the specialties and degrees that can be received at the given University.
6. What do you know about the stuff?
7. Can you tell us about the facilities of the educational institution?

***Decide if the statements below are T (true) or F (false).
Correct any false statements.***

1. The history of the university begins on August 17, 1918, when Hetman of Ukraine Pavlo Skoropadsky signed the Law of the foundation of the Kamianets-Podilskyi State Ukrainian University.

2. Ivan Ohienko, a well-known scientist-historian, professor, an active participant of the Ukrainian state-building, was the second Rector of the university.

3. The University is a state higher educational institution of the IVth level of accreditation and it is subordinated to the Ministry of Education and Science of Ukraine.

4. Kamianets-Podilskyi Ivan Ohienko National University is headed by the Rector Sergiy A. Kopylov, Doctor of Historical Sciences, Professor, Professor of the Department of World History.

5. The university has trained over 100,000 specialists for pre-school, general education, vocational education institutions, higher education institutions of the I-IV levels of accreditation and other branches of the national economy.

6. The university consists of 11 faculties, 46 departments.

7. The University is located in 12 educational and laboratory buildings.

8. The postgraduate study program in the area of 13 specialties and the doctoral program in the area of 3 specialties functions at the University for the training of scientific and pedagogical and scientific personnel of higher qualification.

9. The Ukrainian and the English languages are used to provide educational process in the university.

10. By the Decree of the President of Ukraine dated by January 22, 2008, the university was granted a National Status.

Find the appropriate Ukrainian equivalents for the following English words and expressions.

Educational establishment of state ownership, subordinated to the Ministry of Education and Science of Ukraine, to receive the status of, university is headed by the Rector, Doctor of Historical Sciences, the Department of World History, to receive a number of domestic and international awards, pre-school, general education, vocational education institutions; educational-qualification levels “Bachelor” and “Master”, full-time, part-time and extramural forms of education; specialty, dormitory.

Read and translate the text. Write out all the unknown items of vocabulary. Do the exercises following the text.

What Students Are Saying about: College Tuition, Homework Help and Loneliness

With college application season fast approaching, we chose to feature three writing prompts this week that discuss issues around higher education and the transition from adolescence to adulthood. In response to a college student’s Op-Ed about her

own experience with student debt, we asked teenagers – who themselves may be off to college in the next few years – how they felt about the cost of higher education today. Students articulated clear points of view, supported their opinions with additional research and logical reasoning, shared their personal concerns, engaged each other in conversation, and, overall, added important nuance to the discussion.

Is tuition out of hand?

After high school, I will be attending college and hopefully veterinary school. If the average cost per year of a public college is \$10,000, and I attend that college for the full four years, that is a total of \$40,000. In addition, vet school can cost up to \$250,000 for four years of education. Once I am completed with all eight years of undergraduate and veterinary schooling, I will have paid roughly \$290,000 for my education. Personally, I find that the cost of college is unbelievable. It is unreasonable to expect to pay for college without being left in debt, unless you are one of the few lucky ones to be a millionaire. Colleges should be trying to decrease tuition costs in order to create equal opportunities for all students. I fear for the stress of scholarship applications, taking student loans, and being left thousands of dollars in debt as a twenty-something year old, due to furthering my education. – Caitlyn Pellerin, Danvers, Mass.

A student's ability to go to college should be based upon their academic success, not on their family's financial status. Although merit scholarships can help students out quite a bit, some might be discouraged from even considering college simply based on its affordability. – Beard Crusader

What should schools prioritize?

Students today deserve to strive for their dreams and

aspirations without worrying, “how much will housing cost?” or “where will I be able to get the quickest job to pay this off?” College education has strayed from its former values to expand the minds of young individuals that will be the leaders of the next generation, now favoring profits and expensive facilities. The students are not as high a priority for admissions offices and administrators because they are driven by profits, if the bills are not being paid then it’s tough luck ... As a society we have to wonder, when will the learning and education begin for students who can barely afford their institution? – Grace Donahue, Danvers, Mass.

I think that universities should have a primary focus on providing a reasonably priced tuition for their students. Brand-new buildings and water parks should not be considered until after the cost of education is reasonable for families. Universities could be turning down our future doctors, engineers, nurses, scientists, and many more, due to their financial hardships that hold them back from attending college. Similarly, students who are able to attend college, graduate only to be absorbed by debt and student loans that follow them for years. – Avery Purtell, Danvers, Mass.

Is college worth the price tag?

The life experiences college brings is beneficial, such as, meeting new people, beginning adulthood, and foundation to a career; however, the financial struggles and burdens can overpower all of the positives. Years of families struggling to pay off debt is not worth a few parties. Yes, the education is very significant but at a very high cost emotionally and economically. – Sommerlyn Jones, Massachusetts

College is one of those things that is worth cost. I say this

because it helps you be successful, in this world today it is super hard to get a well paying job without some form of college degree. In some cases, you can make a lot of money without college, but those are rare cases. Therefore, the price might be high but could essentially work out for you in the long run. – Colby, Locust grove highschool

Do You Ever Feel Lonely?

There are times during the day where I feel lonely and honestly, it has to be the worst feeling to go through. Since I've always been the shy one, I have encountered many times where I have felt lonely due to my lack of being social. I remember my freshman year of High School, I literally knew no one because my old middle school there was only 13 students in my class and they all ended up going to different schools. There were days where I didn't even want to go to school because I was afraid that everybody was going to judge me because I didn't have any friends. It felt as if I was going to have to deal with that loneliness everyday but now, I'm a Junior in High School and I can say that it does get better. I've made friends that are even better than the ones I had before and I'm immensely grateful. Loneliness is something we all deal with at some point, but we have to keep in mind that it's temporary and throughout time, we realize that anyone can overcome it even if it may seem difficult at first. – Emily Cabrera, Providence, R.I.

Making friends in college

When I first started college, it was really overwhelming. Orientation was filled with so many activities with so many different people that you probably will never see again. I wasn't lonely because I wasn't surrounded by people, but because I couldn't find people I trust and develop long lasting

relationships with them... The transition is challenging for me, but I eventually learnt a lot about managing my social life; how to set time for yourself as well as how to develop relationships with others. Therefore, while you may find yourself lonely in an alien environment, know that it is a good opportunity to step out of your comfort zone and learn to interact with people. – Yuet Ming, New York

As a senior in high school, I have already taken into consideration on how college life might affect me. Seeing others go out of state to a university only to come back to a community college only because they couldn't handle the stress is all so scary for me. I really don't want to take the risk, so I decided to go to community college and then a university. I want to get used to the stress, while still at home to seek guidance from my parents, not through FaceTime but as people. – Mahad, Illinois

Advice for when you're feeling lonely

I've not most outgoing person, so when I got to high school I had a hard time finding people and talking to them, and it would put me down to see my old friends integrate themselves into large friend groups that I just couldn't seem to interact with. I joined sports teams and clubs, but I always found myself on the outside because of my own self doubt- was I interesting? Funny? Kind? Did people actually want me around, or were they being polite? My freshman and sophomore years were hard because I was constantly asking myself these questions. ... Now that I'm a junior, I still have this problem, but to a lesser extent. I make more of an effort to be invested in other people, and to involve myself with team events and club activities. I don't compare myself to what I see on Instagram (as much) and I'm more content to spend time alone after realizing I can't actually

“fall behind” if I just need to be by myself. – Julie Kee, Danvers, Mass.

While I oftentimes feel very lonely, I understand that there are countless others who feel the same. The most effective way to curb loneliness is to simply open up about how you feel. Once a dialogue is started, there tends to be an outpouring of people who feel the exact same. People can then confide in each other and as a result, feel less lonely. – Alex, Carol Stream, Ill.

Do Parents Ever Cross a Line by Helping Too Much With Schoolwork?

My parents have never really helped me with my homework. They were clear that homework was my responsibility. They didn't even remind me to do it. I think that since they did that, I take school a lot more seriously than someone who is always nagged about their grades. – Katelyn Comet, Hanover Horton

However, when this can become too much and potential cross a line is when parents do not allow their children to think freely and instead micromanage the situation. It is great for parents to want their children to do well, but it is not great for parents to do well for their children. When parents clip the creative and intellectual wings of their child they are hurting them in the long run. Even if their help results in a good grade, they miss out on important knowledge and skills that they could have gained from completing the assignment themselves. – Ezra Lombardi

(Retrieved from: <https://www.nytimes.com/2018/10/18/learning/what-students-are-saying-about-college-tuition-homework-help-and-loneliness.html>)

Answer the questions based on the text.

1. What does Caitlyn Pellerin think about her future tuition costs?
2. Will tuition costs prevent students from attending colleges?
3. What should schools prioritize?
4. What are the two major thoughts of students concerning the price tag in colleges?
5. Why do students feel lonely?
6. How can students overcome loneliness?
7. Do students like when their parents help them with their assignments?
8. What do you personally think about tuition fee in colleges?
9. Have you ever felt lonely? How did you try to cope with this feeling?
10. Do your parents help you with your homework? Are you for or against it ?

Try to find the appropriate Ukrainian translations for the given word and expression in English. Translate the sentences into Ukrainian with them.

To be off, to add important nuance to the discussion, logical reasoning, to be out of hand, to attend college, to decrease tuition costs, to create equal opportunities for students, academic success, merit scholarship, to strive for dreams and aspiration, to expand the minds of, freshman, sophomore, to step out of comfort zone, to handle the stress, to be content to, to curb loneliness, to be nagged about the grades, to complete the assignment.

1. We asked teenagers, who themselves may be off to college in the next few years – how they felt about the cost of higher education today.

2. Students articulated clear points of view, supported their opinions with additional research and logical reasoning, shared their personal concerns, engaged each other in conversation, and, overall, added important nuance to the discussion.

3. Is tuition out of hand?

4. Universities could be turning down our future doctors, engineers, nurses, scientists, and many more, due to their financial hardships that hold them back from attending college.

5. Colleges should be trying to decrease tuition costs in order to create equal opportunities for all students.

6. A student's ability to go to college should be based upon their academic success, not on their family's financial status.

7. Although merit scholarships can help students out quite a bit, some might be discouraged from even considering college simply based on its affordability.

8. Students today deserve to strive for their dreams and aspirations without worrying, "how much will housing cost?" or "where will I be able to get the quickest job to pay this off?"

9. College education has strayed from its former values to expand the minds of young individuals that will be the leaders of the next generation

10. I remember my freshman year of High School, I literally knew no one because my old middle school there was only 13 students in my class and they all ended up going to different schools.

11. Therefore, while you may find yourself lonely in an alien environment, know that it is a good opportunity to step out of your comfort zone and learn to interact with people.

12. Seeing others go out of state to a university only to come back to a community college only because they couldn't handle the stress is all too scary for me.

13. I don't compare myself to what I see on Instagram (as much) and I'm more content to spend time alone after realizing I can't actually "fall behind" if I just need to be by myself.

14. The most effective way to curb loneliness is to simply open up about how you feel.

15. I take school a lot more seriously than someone who is always nagged about their grades.

16. Even if their help results in a good grade, they miss out on important knowledge and skills that they could have gained from completing the assignment themselves.

Join the idioms with their explanations. Try to create your own sentences with them as it is shown in the example.

<i>Idiom</i>	<i>Meaning</i>
to pull an all nighter	to not be able to remember something.
to pass with flying colors	to begin to study hard.
copycat	to write a paper or essay in a mechanical way.
to cover a lot of ground	to easily succeed at something.
eager beaver	to get a terrible grade on a test.
cut class / play hooky	is a piece of paper with answers

/ skip class	written on it that student use to cheat on a test.
call the roll / take the roll	to get an "a" or very high grade
to crank out a paper	to be expelled from an institution because of low grades or poor performance.
to learn by rote	to pass with a very high grade.
to hit the books	a person who copies the words or actions of another.
to draw a blank	to give advice to someone about a subject that they already know more about than you
to rack one's brain	to call the names of a group of people (or students) and expect them to respond to show they are present.
to breeze/sail through	to open a book to study (usually used in a negative sense).
cheat sheet	to learn something by memorizing it without giving any thought to what is being learnt.
to bomb a test	to study throughout the night.
flunk/fail out	to go through a lot of information in class.
to teach your grandmother to suck eggs	to meet a problem or situation that stops progress
to ace	someone who works hard and is very enthusiastic.
to hit a wall	when someone plays truant and

	does not go to their lessons.
crack a book	to think long and hard about something.

Example: *I had to read for my History exam, so I stayed home and hit the books.*

Look through the topics, choose one from the list and write a short essay on it.

1. The University of my Dreams.
2. Tuition fee is a must for the educational establishments.
3. All investment in pays the best interest.
4. The learning process continues the day you die.
5. A university should be a place of light, of liberty, and of learning.

Test Yourself

Fill in the blanks.

law / scholars/ university / students / Degrees/

The University of Bologna (UNIBO) is a public university and is the oldest _____in continuous operation in the Western world. It is made up of 11 schools and was the first place of study to use the term universitas for the corporations of _____and masters, which came to define the institution, located in Bologna. The origins of the university can be traced to societies of foreign students called "nations," who

hired_____ from the city to team them. They formed larger association that became a universitas. UNIBO is historically notable for its teaching of canon and civil_____, and was central in the development of medieval Roman law. Until modern times, the only degree granted at the university was the doctorate, but Bachelors and Masters _____are now offered in any of the 11 schools that make up the university.

the humanities /universities /philosophy / reputed/
faculties

The University of Paris was a university that was internationally highly _____for its academic performance in _____ever since the Middle Ages – notably in theology and_____. It has been divided into 13 autonomous universities in 1970, all which further reorganised themselves into different groups of_____ and institutions. There are, as such, different university groups in the Parisian referred to as Sorbonne.The institution arose around 1150 as a corporation associated with the cathedral school of Notre Dame de Paris. It was closed during the French Revolution period and a new University of France replaced it with 4 independent_____: the Faculty of Humanities (Faculté des Lettres), the Faculty of Law (later including Economics), the Faculty of Science, the Faculty of Medicine and the Faculty of Theology, which was closed in 1885.

Read the text.

Harvard University

Harvard University is a private *university* in Cambridge, Massachusetts, and a member of the Ivy League, with about

6,700 *undergraduate* students and about 13,100 *postgraduate* students. The term Ivy League is typically used to refer to eight schools as a group of elite colleges beyond the sports context. The eight members are Brown University, Columbia University, Cornell University, Dartmouth College, Harvard University, the University of Pennsylvania, Princeton University, and Yale University.

Harvard was started on September 8, 1636, and it is the oldest university in the United States. It was named for its first *benefactor*, clergyman John Harvard, Harvard is the United States' oldest institution of higher learning. Eight Presidents of the United States have graduated from Harvard *College* and schools.

Harvard is on the Charles River. Some students go to the Charles River for rowing. On the other side of the Charles River is the city of Boston. Boston's subway system has a stop at Harvard. Some of Harvard's graduate schools are in Boston, but most of Harvard's schools are in Cambridge. Together, these schools are Harvard University. The school color is crimson, which is a dark red color.

Harvard University is devoted to excellence in teaching, learning, and *research*, and to developing leaders in many disciplines who make a difference globally. The University, which is based in Cambridge and Boston, Massachusetts, has an *enrollment* of over 20,000 degree candidates, including undergraduate, graduate, and professional students. Harvard has more than 360,000 *alumni* (singular *alumnus*) around the world.

Match the highlighted words in the text with the definitions below.

1- a former pupil or student, especially a male one, of a particular school, college, or university.

2 -to become or make someone become an official member of a course, college, or group

3 -the systematic investigation into and study of materials and sources in order to establish facts and reach new conclusions.

4- an educational institution or establishment, in particular one providing higher education or specialized professional or vocational training.

5 -a person who gives money or other help to a person or cause.

6 -relating to or denoting a course of study undertaken after completing a first degree.

7 -a university student who has not yet taken a first degree.

8 -a high-level educational institution in which students study for degrees and academic research is done.

Answer the following questions.

1. What is Harvard known for?

2. What does the term Ivy League mean?

3. Why is it called Harvard College?

4. When was Harvard established?

5. Where is Harvard situated?

Find information about university, school, college you are studying at or want to study and write 10 sentences using the Internet.

Unit 4

Distance Learning

***Read and answer the section
“Comprehension Check”***

Useful Tip
Read the text carefully, slowly. It will be better to understand. Do not miss any interesting facts.

Distance Learning

One of the types of innovations in the organization of professional education is the introduction of distance learning, which is essentially a personality-oriented form of learning. Distance learning is a set of technologies that provide students with the bulk of educational material, interaction of students and teachers in the learning process, giving students the opportunity to work independently with educational materials. It is also envisaged as a set of technologies that provide information delivery in an interactive mode through the use of ICT (information and communication technologies) from those who teach (teachers, prominent figures in certain fields of science, politicians) to those who study



(students or listeners). It is used during training in secondary schools, higher education institutions (HEIs), and in business schools. The main principles of distance learning are interaction in the process of work,

giving students the opportunity to independently master the research material, as well as consulting support in the process of research activities. Also it allows you to study at a distance, with the help of experts from several countries, in the absence of a teacher. The main role in the implementation of distance learning is played by modern information technologies.

In Ukraine, the distance form of education has been implemented for over ten years. In the 21st century, the availability of computers and the Internet makes the spread of distance learning easier and faster. The Internet has become a huge breakthrough, much bigger than radio and television. There is an opportunity to communicate and receive feedback from any student, wherever he is. The spread of “fast internet” made it possible to use “online” seminars (webinars) for learning. It is ideal solution for those, who prefers modern information technologies in education and knows the value of time.

Distance learning is focused on the introduction into the educational process of fundamentally new learning models, which include

conferences, independent work of students with information fields from different knowledge banks, project work, training and other activities with computer technology. The source of information in these models is databases in a virtual learning environment, the coordinator of the learning process is the teacher, and the interpreter of knowledge is the student. Thus, the student’s activity changes in the direction from obtaining knowledge to finding it.

The means that ensure the use of all forms of interaction in distance learning are modern information and telecommunication technologies, which allow students to independently join a variety of information sources. The most



common means of organizing distance learning today are tools based on Internet technologies – e-mail, video conferencing, chats, forums, websites, online libraries, mailing files, software platform MOODLE (distance learning management system). All of these tools are often combined with traditional printed materials.

Thus, the main feature of distance learning is self-education as the basis of distance learning, which provides self-motivation of the student for their own learning, as well as a high level of self-organization. Distance learning is an ideal solution for those who prefer modern information technology in learning, value their time and save money.

(Retrieved from: <http://www.dut.edu.ua/ua/1032-pro-distancijne-navchannya-organizacijno-metodichniy-centr-novitnih-tehnologiy-navchannya>;
https://uk.wikipedia.org/wiki/Дистанційне_навчання)



Comprehension Check

1. Check your understanding.

1. What is distance learning?
2. What do you think is better distance learning or traditional?
3. What type of learning would you prefer?
4. Name the basic principles of distance learning. What are they?
5. What plays a key role in the implementation of distance learning? Use specific reasons and details to support your answer.
6. What do you know about the introduction of distance learning in Ukraine?
7. What is distance learning focused on?

8. What are the tools that ensure the use of all forms of interaction in distance learning?

9. Name modern information and telecommunication technologies that allow students to independently connect to various sources of information.

2. Are these sentences true (T) or false (F)?

T F

1. Distance learning is a personality-oriented form of learning.

2. Distance learning is a set of technologies that in no way provide students with the main part of the learning material.

3. This form of education is used in secondary and business schools, as well as in higher education.

4. The basic principles of this form of learning are one-sidedness in the process of work, the impossibility of working with the teacher.

5. Distance learning does not involve distance learning.

6. Modern information technologies play a major role in the implementation of distance learning.

3. Match the words and their definitions.

1.	innovation	a) the imparting or exchanging of information by speaking, writing, or using some other medium
2.	education	b) a method of studying in

		which lectures are broadcast or lessons are conducted by correspondence, without the student needing to attend a school, college or university
3.	distance learning	c) an organization founded for a religious, educational, professional, or social purpose
4.	technology	d) the application of scientific knowledge for practical purposes, especially in industry
5.	interaction	e) facts provided or learned about something or someone
6.	communication	f) seek information or advice from (someone, especially an expert or professional)
7.	information	g) communication or direct involvement with someone or something
8.	institution	h) the process of putting a decision or plan into effect
9.	consult	i) a new method, idea, product
10.	implementation	j) the process of receiving or giving systematic instruction, especially at a school or university

4. Fill in the gaps with appropriate words from the suggestion box.

Internet technologies	Distance learning	self-education
Availability	educational process	Internet
webinars	feature	learning process

1. ... of computers and the ... makes the spread of distance learning easier and faster in the 21st century.

2. In the ... the spread of fast Internet made it possible to use online

3. ... is focused on the introduction into the ... of fundamentally new learning models, which include activities with computer technology.



4. Tools based on ... are the most common means of organizing distance learning today.

5. The main ... of distance learning is ... as the basis of distance learning.

5. Make up an essay on one of these topics.

1. Technology has made the world a better place to live. Do you agree or disagree with the following statement?

2. Some people believe that university students should be required to attend classes. Others believe that going to classes should be optional for students. Which point of view do you agree with?

3. Use specific reasons to develop your essay. Some people think that they can learn better by themselves than with teacher. Others think that it is always better to have a teacher. Which do you prefer?

4. Do you agree or disagree that progress is always good? Use specific reasons and examples to support your answer.

5. Face-to-face communication is better than other types of communication, such as letters, e-mail, or telephone calls. Give full answers.

6. Which view do you agree with? Some people say that the Internet provides people with a lot of valuable information. Others think access to so much information creates problems. Use some examples to support your choice.

6. Give the English-Ukrainian equivalents. Form the sentences using such words and word-combinations.



7. Render the text-fragment into English.

Дистанційне навчання відкриває студентам доступ до нетрадиційних джерел інформації, підвищує ефективність самостійної роботи, дає зовсім нові можливості для творчості, знаходження і закріплення різних професійних навичок, а викладачам дозволяє реалізовувати принципово нові форми і методи навчання (чат-заняття, веб-заняття, веб-форуми, веб-конференції).

Useful Tips

When reading the text-fragment, tell your friends about its plot or make notes in a special notebook.

(Retrieved from: <https://www.facebook.com/kpnu.edu.ua/posts/1758861117584243/>)

8. Read the text fragment to obtain and discuss the information. Entitle it.

It is one of the most popular study options in the world. It is a study option, which applies computer and telecommunication technologies, which provide interactive communication between teachers and students on various stages of teaching and self-guided work with information network materials (online video lectures, virtual simulators and other technology solutions for effective educational process).

(Retrieved from:

<http://www.inukrainestudy.com/en/study-options/distance-learning-part-time-study.html>)



9. Discuss these traits of successful distance learners with your partners. Pay attention to such items as learning, design and technology.



10. The various technologies used in distance learning can be roughly divided into four categories: print, audio (voice), computer (data), and video. Each of these categories has several subdivisions. Be aware, however, that many of the technologies overlap into more than one category. For example, though, audioconferences and videoconferences can take place using a computer and the Internet. Think of more categories with its subdivisions. Write them below.

<p>Print</p> <p>Textbooks Study guides Workbooks Fax</p>	<p>Voice/Audio</p> <p>Radio Telephone Voicemail Audioconferences Audio files/CDs Podcasts</p>
<p>Computer</p> <p>E-mail, chat, etc. Web-based resources Videoconferences CD-ROM Smartphones</p>	<p>Video</p> <p>Videotape Satellite delivery Broadcast video DVD</p>

(Retrieved from: <https://hets.org/virtualplaza/resources/distance-learning-technologies/>)

11. Listen to the recording and write the missing words in each gap.



1. I think the Internet is the greatest _____. Think how it has changed the world. So much information is out there. _____

_____ changed my life. I can chat with friends, download music, buy books _____ and _____ I need for my homework. It took days or _____ any of these things before the Internet. I spend hours every day online. I think I _____ too long. I'm sure _____ computer screen all day isn't good for my eyes. I think it's also _____. I need to exercise a little more. The only thing I don't like about the Internet _____ be dangerous. I don't really _____ personal information online, especially on _____ sites like Facebook.

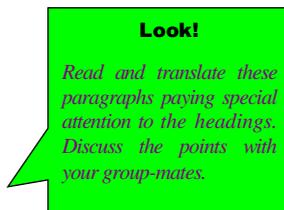
2. What _____ before Google? This might look like a silly and strange question, _____ good one. Google has changed our

lives. In an amazingly short space of time, the verb ‘google’
_____ language. I think everything about
Google is amazing. It _____ much. We
_____ information we want just by typing
in _____ in the search box. I even like the
Google home page. It’s so simple. You know, I can’t remember
the last time _____ when I didn’t use
Google for something. I wonder what Google
_____ the future. Only those at Google
know. The strange thing about the Internet is that something we
_____ about yet might come along
_____ Google overnight.

(Retrieved from: “Listen a minute.com”)

12. Read the text. Match the headings (A–E) with the paragraphs (1–4). There is one heading you will not use.

- A** It’s time to act
- B** Bees are losing their way
- C** Four years in a scientist’s life
- D** No bees – no food
- E** A strange idea



(1)

Mobile phones are one of the most useful inventions of the last 50 years, but not everything that is said about them is good. Mobiles are frequently blamed for a number of things, from thumb injuries and headaches to house fires. One theory even blames mobile phones for the disappearance of bees!

(2)

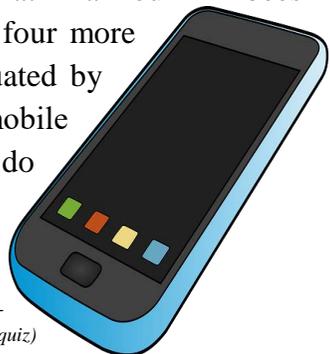
The theory is that the bees' navigation systems are damaged by the radiation that is given off by mobile phones. Bees have a built-in system a bit like GPS and this helps them find their way back to their hive. But recently, thousands of bees have failed to find their way home. It is believed they are dying far from their hives.

(3)

The problem was first noticed by beekeepers in America and is a lot more complicated than it at first seems. The important thing about bees is that most of the crops in many countries of the world are pollinated by them. Without bees, the crops can't continue to grow. Many beekeepers in America and Europe have reported losing between 50 and 70 percent of their bees. Jim Piper, a London beekeeper, was recently asked how the problem was affecting him. "My business has been ruined by this", he explained. "Twenty-nine of my forty hives are now empty".

(4)

Nobody has proved that this theory is true but it's a fact that bees are disappearing in very large numbers. And we can't manage without them. Einstein said that if all our bees disappeared, man would only live for four more years! The situation needs to be evaluated by the world's best scientists. If the mobile phone theory is correct, we need to do something about immediately – before it's too late.



(Retrieved from:
<https://quizizz.com/admin/quiz/5e731ce2351566001c8404dc/yl-10-reading-quiz>)

Test Yourself

1. Do you think that in the distance learning many types of traditional motivation do not work as effectively as in the full-time form of learning.

2. What main forms of online communication can you name?

3. What are the most common web resources for distance learning? Name them.

4. Do you find the use of the platform Moodle, Zoom, Microsoft Teams, Google Meet, Skype and many others practical. What do you think is the most effective to use?

Unit 5

Careers

Read and answer the section “Comprehension Check”



In today’s society, career is considered as one of the main components of success, and moving up the career ladder is the limit of dreams

for many people. A successful career is always associated with a job in a prestigious company in a good position and with a high salary. There are different options for professional and career growth.

Career achievements have become a constant sign of a successful person. Career also implies purposeful development and improvement in the chosen profession, field of activity.

A vertical career means a promotion. This type of career is the most obvious and preferred for most people – you get a new position, more power and authority, increasing income.

A horizontal career is the professional development of a specialist without the prospect of taking a leadership position.

Growth in this case is to expand tasks, gain experience and develop competence. Vertical career development is mainly determined by quantitative growth – the size of

There are two types of careers: professional and internal.

A professional career is characterized by the passage of a particular employee in the process of professional activity at different stages of development: training, employment, professional growth, consistent development of their individual professional abilities, termination of employment and retirement.

Intra-organizational career involves the consistent change of stages of professional development of the employee within one organization.

the salary and the number of subordinates increases; managerial positions change one after another. Horizontal career growth, in turn, is characterized by an increase in skill levels, increased professional knowledge and the acquisition of specialized skills, which are possessed by a small number of people. In this case, the employee becomes very valuable and, in many cases, virtually indispensable for their organization. As a career develops horizontally, responsibilities change and salaries increase, but the position in the company's hierarchy will, in most cases, remain unchanged. The employee receives the status of a specialist – a professional, he is trusted by colleagues and management. In other words, a horizontal career is an alternative to the career ladder, as the career expands, the range of responsibilities and powers increases.

It's very fashionable now to make a career. In fact, you need to focus not on trends and fashion, but on finding yourself and your vocation. For some people a career as a manager in any field is ideal, and for others, they will choose professional growth in their favorite business and become the best in it. You only need to choose what you like.

(Retrieved from: <https://chk.dcz.gov.ua/publikaciya/uspishna-karyera-vydy-ta-shlyahy-dosyagnennya>)

Comprehension Check

1. Check your understanding.

1. Is career considered as one of the main components of success in modern society? What is your attitude to career growth?

2. What can you associate a successful career with?

3. What careers and career options do you know?

Look!

Take time to plan your answers. This planning will help your answers be stronger.

4. What can be a constant sign of a successful person?
5. Can you imagine what can a career predict?
6. What is a vertical career? Give the main characteristics.
7. What is a horizontal career? What does it imply?
8. What should you focus on when creating a career?

2. Are these sentences true (T) or false (F)? Examine each question in detail and express your own opinion.

T F

1. The desire of a person to express, realize themselves through professional achievements, the formal confirmation of which is career advancement, becomes an inexhaustible source of professional activities.

2. Human activity in the chosen profession is part of life strategy.

3. Developing the professional activity on the basis of life strategy, a person should not feel satisfaction, because a career is not something that will raise professional activity to a new level.

4. Social evaluation of a person's professional activity in the form of career advancement allows a person to discover new qualities and abilities, to know and realize themselves at a new level.

5. Career planning and implementation can not be one of the most powerful factors for work motivation.

3. Match the words and their definitions.

1.	success	a) a paid position of regular employment
----	---------	--

2.	career	b) the process of starting to experience
3.	company	c) an occupation undertaken for a significant period of a person's life and with opportunities for progress
4.	job	d) a person employed for wages or salary, especially at nonexecutive level
5.	activity	e) the accomplishment of an aim or purpose
6.	employee	f) a thing that a person or group does or has done
7.	profession	g) a paid occupation, especially one that involves prolonged training and a formal qualification
8.	development	h) a commercial business
9.	salary	i) the action or fact of leaving one's job
10.	retirement	j) a fixed regular payment, typically paid on a monthly or biweekly basis but often expressed as an annual sum, made by an employer to an employee

4. Write the name of jobs using the suffixes given and put them in the correct columns. Then add more jobs under each heading.

law journal reception act electricity assist account politics
cash pharmacy economy instruct travel agency

-ian -ant -ent -er -or -ist

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

5. Tell your partner about an activity or job that you have done recently that could be described using the words from previous exercise.

6. Fill in the gaps with appropriate words from the suggestion box.

professional career	authority	intra-organizational career
Career	profession	successful person
organization	development	income

1. Career achievements have become a constant sign of a

2. ... also implies purposeful development and improvement in the chosen

3. A vertical career is the most obvious and preferred for most people – you get a new position, more power and ... , increasing

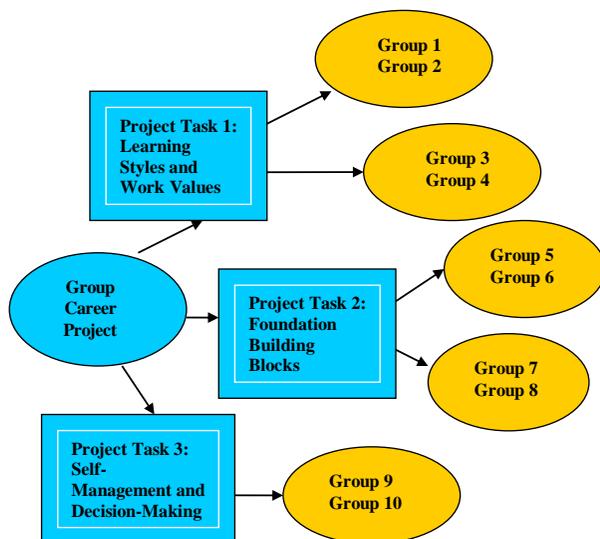
5. In general, ... is characterized by the passage of a particular employee in the process of professional activity at different stages of

6. ... involves the consistent change of stages of professional development of the employee within one

7. Complete the following sentences to support the main ideas of the text.

1. Nowadays career is considered
2. A successful career is always associated with
3. A vertical career means
4. A horizontal career is
5. There are two types of careers:

8. Make your project paying attention to the viewpoints.



9. Give the Ukrainian equivalents.

Teacher, consultant, director, advisor, manager (general manager, assistant manager, production manager, personnel manager, marketing manager, sales manager, project manager),

receptionist, police officer, copywriter, coordinator, behavioral therapist, player, translator, research assistant, media specialist, financial representative, president, vice-president, executive officer, supervisor, inspector, controller, eye specialist, ear specialist, throat specialist, heart specialist, cardiologist, surgeon, pediatrician, psychiatrist, psychoanalyst, dentist, dietitian, pharmacist, veterinarian, nurse.

10. Make up sentences illustrating the meaning of the following words and phrases.

Office worker, office employee, office clerk, secretary, assistant, typist, stenographer, banker, bank officer, economist; auditor, accountant, bookkeeper, teller, cashier, bank clerk, sales representative, sales manager, salesperson, salesman, saleswoman, salesgirl, salesclerk, cashier, merchant, distributor, trader, advertising agent, grocer, greengrocer, baker, butcher, florist, doctor, physician, family doctor, general practitioner, principal, dean, professor, teacher, instructor, schoolteacher, college teacher, university teacher, head teacher, senior teacher, tutor, mentor, counselor, teacher of mathematics, English teacher, history teacher, music teacher, student, pupil, learner.

11. Translate this text-fragment into Ukrainian. Entitle it.

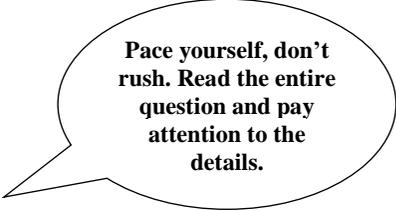
A career is a progressive process of promotion, change of skills, abilities, qualifications and remuneration associated with the activities of employees.

In modern conditions, a successful career is an integral part of human self-realization, a means and a factor that contribute to its self-affirmation in this world, the process in which the

personal and social potential of the individual is most fully realized.

What is the author's purpose? How do you know?

Test Yourself



Pace yourself, don't rush. Read the entire question and pay attention to the details.

1. What do you think is necessary for a successful career? What types and ways of achievement can you suggest?

2. A specialist who is extremely interested in his profession, seeks to develop in it, feels the need to be part of the professional community. Do we need to constantly learn, solve complex problems, receive recognition from colleagues? What is your attitude to professional competence?

3. Do we need a creative strategy for a successful career? What do you think?

Unit 6
**Digitalization as a Global
Trend**

*Read and answer the section
“Comprehension Check”*



Digitalization is a general term for the digital transformation of society and the economy. It describes the transition from the industrial age and analog technologies to the age of knowledge and creativity, characterized by digital technologies and innovations in digital business.

As most educational institutions have switched to distance learning, the value of quality education is growing. There are many online tools used to ensure continuity of education by educators around the world: from educational programs to virtual schools, learning management systems, "influencers in education" and government networks.

Digitalization opens up great opportunities for us. Using digital technologies and databases, we can provide access to important information in real time through new digital services. The integrated use of internal and external data strengthens our power of innovation. Our new computers maximize our innovative potential.

The use of digital technologies in learning is most successful when they are fully integrated into the overall learning process and used as an interdisciplinary tool rather than an additional set of skills that must be acquired before or during learning.

Look!

Share your impressions from reading with groupmates.

Modern teachers use digital games-based learning, focus on content learning, which ends with a significant type of work,

namely oral presentation, writing a letter or essay, involve in the preparation of interesting questions, watching videos, conducting research based on books and the Internet, participation in role-playing games, discussions. In general, such an approach as blended learning is used.

Digital technology examples are websites, buying and selling online, smartphones, digital televisions, video streaming, eBooks, digital music, geolocation, blogs, social media, computers, printers, self-scan machines, ATMs, digital cameras, cars and other vehicles, clocks, robotics, drones, guided missiles, banking, finances, etc.

Today, it is quite obvious that technology can radically change the educational process, and in some cases, it can be rather used for the formation of linguistic, social and cultural competencies.

Develop a positive mental attitude to the task ahead. Think about finishing your work and try to do well.

1. Check your understanding.

1. In general, the Internet is a feature of many digital technologies, and websites are one of the most common ways that people access. Do you use websites? Do you think that websites provide us with a variety of information and become more interactive? Express your opinion.

2. Today's young people are constantly using smartphones, which include many other types of digital technologies, such as cameras, calculators and mapping. Phone applications further expand the various possibilities. Do you use smartphones? Why and when?

3. Today, streaming video is used for many purposes. Everyone can watch movies or different shows online. Each student or teacher can communicate online and see everyone

live through a variety of programs. Sites like YouTube offer many other options for viewing information. Do you use streaming video? When do you do this? What are the reasons for using streaming video?

Test-taking Tips
 Go SLOWLY.
 Take your time, READ everything.

2. Are these sentences true (T) or false (F)?

T F

1. Digital alternatives do not allow users to access multiple reading materials from a single portable device.

2. Nowadays, it is better to carry a large number of heavy books than use a portable device that contains many e-books.

3. The size and style of the e-book font can be easily changed according to the wishes of the reader.

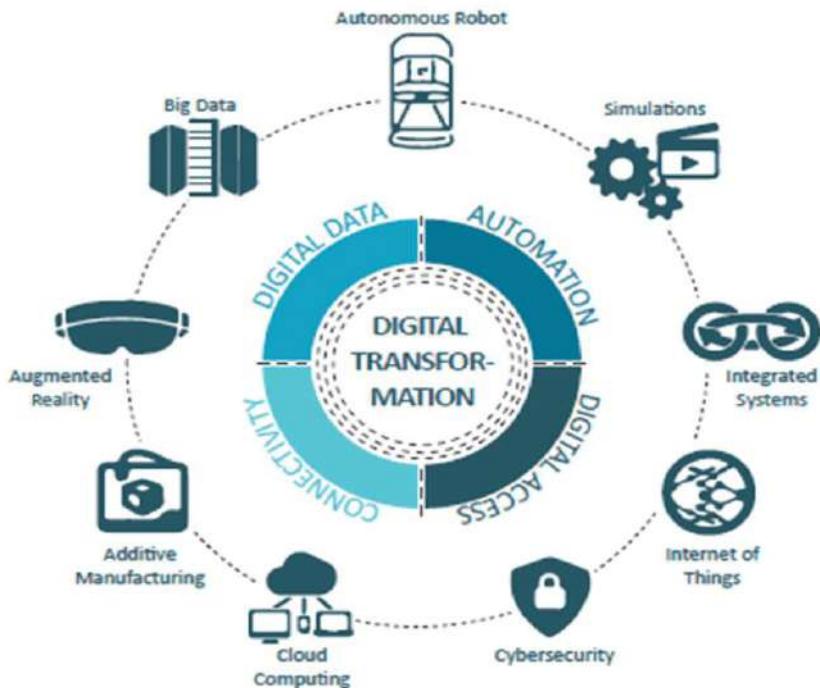
4. E-books are better to use, because unlike printed books, trees are not cut down to make them.

3. Match the words and their definitions.

1.	website	a) a mobile phone that performs many of the functions of a computer, typically having a touchscreen interface, internet access, and an operating system capable of running downloaded applications
2.	digital	b) controlled by or connected to another computer or to a network
3.	video	c) the process or technique of identifying the geographical location of a person or

		device by means of digital information processed via the Internet
4.	online	d) a set of related web pages located under a single domain name, typically produced by a single person or organization
5.	geolocation	e) a device for recording visual images in the form of photographs, film, or video signals
6.	blog	f) an electronic device for storing and processing data, typically in binary form, according to instructions given to it in a variable program
7.	smartphone	g) the recording, reproducing, or broadcasting of moving visual images
8.	computer	h) expressed as series of the digits 0 and 1, typically represented by values of a physical quantity such as voltage or magnetic polarization
9.	camera	i) websites and applications that enable users to create and share content or to participate in social networking
10.	social media	j) a regularly updated website or web page, typically one run by an individual or small group, that is written in an informal or conversational style

4. Give the Ukrainian equivalents to these terms.



5. Make up sentences using these words and word-combinations.

IT specialist, computer specialist, computer programmer, computer operator, web developer, software specialist, web programmer, webmaster, web designer, systems analyst, systems administrator.

6. Look at this picture. Guess what is described in it. What is meant by each of these symbols? Make a story about parts of computer that you use.

Information and Communications Technology

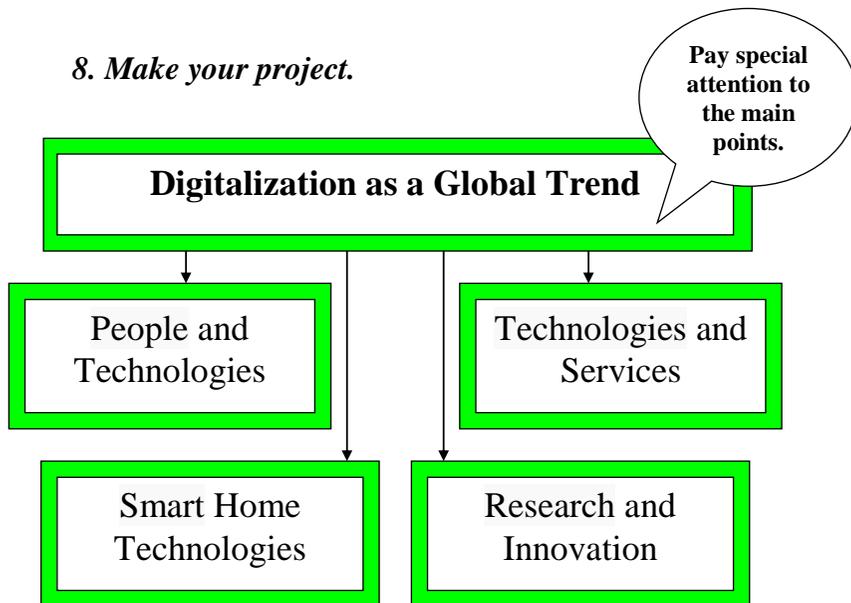


7. Translate the text-fragments into Ukrainian and entitle it.

As digital robotic technology becomes more sophisticated, it becomes more widely used. Robotic machines can already be commonly found in the manufacturing industry. They are also used for tasks that are dangerous to humans, such as detecting and defusing bombs. Scientists are also working on nanorobots, tiny robots that can be injected into the human body to carry out medical investigations and procedures.

(Retrieved from: <https://turbofuture.com/misc/Examples-of-Digital-Technology>)

8. Make your project.



9. Read the text given below. For questions (1–4), choose the best answers (A, B, C or D).

Right now, I am looking at a shelf full of relics, a collection of has-beens, old-timers, antiques, fossils. Right now I am looking at a shelf full of books. Yes, that's right. If you have some spare cash (the going rate is about \$89) and are looking to enhance your reading experience, then I highly suggest you consider purchasing an e-reader. E-readers are replacing the books of old, and I welcome them with open arms (as you should).

An e-reader is a device that allows you to read e-books. An e-book is a book-length publication in digital form, consisting of the text, images, or both, and produced on, published through, and readable on computers or other electronic devices. Sometimes the equivalent of a conventional printed book, e-books can also be born digital. The Oxford Dictionary of

English defines the e-book as “an electronic version of a printed book,” but e-books can and do exist without any printed equivalent.

So now you know what an e-reader is. But you still may be wondering why they put printed books to shame. E-readers are superior to printed books because they save space, are environmentally friendly, and provide helpful reading tips and tools that printed books do not.

E-readers are superior to printed books because they save space. The average e-reader can store thousands of digital books, providing a veritable library at your fingertips.

What is more, being the size and weight of a thin hardback, the e-reader itself is easy to hold and can fit in a pocketbook or briefcase easily.

In addition, e-readers are superior to books because they are environmentally friendly.

The average novel is about 300 pages long. So, if a novel is printed 1000 times, it will use 300,000 pieces of paper. That’s a lot of paper! For example, the Harry Potter book series has sold over 450 million copies. That’s about 2 million trees! Since e-readers use no trees, they represent a significant amount of preservation in terms of the environment and its resources.

Finally, e-readers are superior to books because they provide helpful reading tips and tools that printed books do not. The typical e-reader allows its user to customize letter size, font, and line spacing. It also allows highlighting and electronic bookmarking.

While these are all nice features, perhaps the most helpful of all is the ability to get dictionary definitions at the touch of a finger.

It can be seen that e-readers are superior to printed books. They save space, are environmentally friendly, and provide helpful reading tips and tools that printed books do not.

1. In paragraph 1 the words “relics”, “has-beens”, “old-timers”, “antiques”, “fossils” describe something

- a) ancient
- b) useless
- c) outdated
- d) pathetic

Look!

When you first receive your test, do a quick survey of the entire test so that you know how to efficiently budget your time.

2. The tone of the author can best be described as

- a) shrewd
- b) requesting
- c) persuasive
- d) authoritative

3. What is the author’s main idea in the passage?

a) If you have some spare cash and are looking to enhance your reading experience, then I highly suggest you consider purchasing an e-reader.

b) E-readers are replacing the books of old, and I welcome them with open arms (as you should).

c) An e-reader is a device that allows you to read e-books. An e-book is a booklength publication in digital form.

d) E-readers are superior to printed books because they save space, are environmentally friendly, and provide helpful reading tips and tools that printed books do not.

4. According to the author e-readers are superior to books because they:

- a) provide helpful reading tips.
- b) allow their user to customize letter size, font, and line spacing.
- c) allow highlighting and electronic bookmarking.
- d) all of the above.

(Retrieved from: https://englishforeveryone.org/PDFs/Level_8_Passage_1.pdf)

10. Listen to the recording and write the missing words in each gap.

1. What does globalization mean? We _____ word on TV and read about it in newspapers. It means the _____ village – the global village. The world has become smaller. Of course, _____ not shrink and it isn't a village. Because of better transport, the Internet _____ between countries, it _____ business. Japanese car makers have factories in Thailand; American computer companies employ thousands of people in China. That's globalization. And don't forget _____ call centre jobs in India that workers in America and Europe _____. Globalization also means _____ work in another country. Is globalization a good _____? That's a difficult _____.

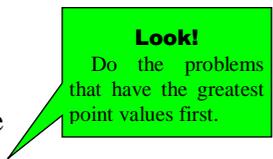
2. What _____ technology? Would we still be living in caves? Probably. I think there are two _____ technology. The kinds before and after computers. When we think about technology before computers,

it _____. It was all mechanical. Things like steam trains and fridges. At the time, that _____ technology. But, today's technology is really cutting edge. It's the kind of technology that _____ soon as it hits the shelves. I love this. It's so exciting seeing it all happen. I love _____ technology we'll have in the future, and then buy _____. It's like buying technology from science fiction movies. I'd love to live to be 200 so I can see what technology _____.

(Retrieved from: "Listen a minute.com")

Test Yourself

1. Can you work from home with the help of digital technologies?
2. What digital technologies do you like most?
3. What technologies do you use every day?
4. Which video calling tech would you like to choose?
5. How can virtual reality and 5G change our world?
6. How to start building your very own "smart" home? How would you do that? Can you imagine?



Look!

Do the problems that have the greatest point values first.

Unit 7

Business Trips



GET READY!

I. Work in pairs. Discuss the questions.

1. Which of the places on the planet would you choose to go on holiday? Why?
2. Which countries or cities have you been to?
3. What was the best holiday you ever had? Where did you go? Why did you like it?
4. Would you prefer to travel individually, or with the group? Why?
5. What means of transport do you use when you go on holiday? Why?
6. What type of accommodation would you choose for a holiday? Why?

II. Label the pictures with the correct words.

Stakeholders Boarding time Close a deal
Accommodation Check in Boarding pass Take
off Business trip Book a room/hotel Trade fairs
Carry-on bag Travel insurance





Reading

III. Read the text. Try to guess the meaning of the words in bold in the text and explain them. Study the key phrases.

Business trip is a journey undertaken for work or business purposes, as opposed to other types of travel, such as for leisure purposes or regularly commuting between one's home and workplace. Depending on the type of business travel, it can serve many different objectives for your company: exhibitions and **trade fairs**; conferences and meetings; corporate events; incentive travel. Companies can arrange such trips both in and outside the country. There are many reasons of going on business there are to make a contract, to discuss different terms of delivery, **payment** or **shipment**, to have tests, to do consultancy, to improve once professional skills, to work etc. Whatever business industry you are in, there will come a time that you need to travel for business **to meet prospect clients** or **close a deal**. While, traveling may seem to be great idea, business travel is unlike vacation where you can relax and enjoy your life.

Business trips, as the word implies, is for business and you need to make sure everything will go as smoothly as possible. Preparing for a business trips can be extra stressful. Whether this

will be your first or your thousandth business trip, you should be conscious of conduct that is considered proper during your absence from the office. As a representative of your company, you need to know how to behave appropriately on a business trip.

1. Pack all essential items in a **carry-on bag** to avoid being ill-prepared for business if the airline loses your luggage. Showing up for a trade show or a meeting with a client dressed in yesterday's clothes will not make a positive impression.

2. Dress professionally during the entire trip. Your attire should reflect the fact that you are on a business trip, whether you are on a plane, on a golf course or in a conference room.

3. Be prepared and be on time. You may normally arrive at the office at 8:10 every morning and not speak until after your first cup of coffee, but clients will not take kindly to your decision to be 10 minutes late for an important meeting and still need to go over your notes.

4. Use **proper business language**. Even though some business trips may include more casual situations, such as lunch, dinner or even golf, keep in mind that you are still representing your company.

5. Brush up on table manners and the basics of business etiquette before you go. This may help you avoid an **embarrassing gaffe** while on your trip.

6. Save all receipts from your trip so you can easily determine your expenses when you return.

7. Conduct yourself with grace and decorum at all times. If you are uncertain about these terms, consider buying a book on business etiquette for some light reading while on the plane.

These days business trips are very important because face to face meetings are more valuable to profitable business than any other type of strategy. Travelling is a great opportunity to meet key people in the client's business that you usually would not have easy access to. Building face-to-face relationships is invaluable; this is an opportunity to engage distant *stakeholders* and to make them feel as connected as the stakeholders in the local office.

Thus, if you want to really advance in your career it is better to embrace the benefits of business travel ...and there are many: you will raise your profile inside your firm; you will be exposed to higher profile projects; you will learn to be flexible; you will meet new people inside your firm; you will get 1:1 time with important people in your company; you can brag to your friends (via Instagram, of course) about your “glamorous travel life; you get to see a lot of interesting places; you will gain a more global (or at least “National”) view of the world / country.

However, there are a lot of cons to business travel, but find a supportive partner and jump in headfirst. Your career will thank you.

Key words and phrases

business trip – відрядження, ділова поїздка

trade fairs – торгові ярмарки

payment - оплата

shipment - відвантаження

to meet prospect clients - зустрічати потенційних клієнтів

to close a deal - укласти угоду

carry-on bag – ручна поклажа
stakeholder – зацікавлена сторона
be/go on holiday – поїхати у відпустку (на канікули)
city break - тур вихідного дня
accommodation - проживання
self-catering apartment – квартира з
самообслуговуванням
air conditioning - кондиціонер
book a room/a hotel/a flight – замовляти
кімнату/готель/квиток на літак
travel insurance certificate – туристичний страховий лист
check in - реєструватися
check out – виписуватися, виїжджати (з готелю)
en-suite – кімната з суміжною ванною
arrive at the airport/at the bus station – прибувати в
аеропорт/на автобусну зупинку
boarding pass – посадковий талон
depart (from somewhere) – від’їжджати (звідкись)
departure – відправлення, виліт
luggage - багаж
means of transport – засіб пересування
taxi rank – стоянка таксі
be knocked down – бути збитим
be/get delayed – бути відкладеним
cancel a flight/train – відмінити рейс/поїзд
cancellation – відміна, анулювання
crash landing – аварійна посадка
delay - затримка
lose your way – загубити дорогу, заблукати

miss the (last) train/bus/ the flight/plane – за́пізнитися на останній поїзд/автобус/рейс/літак

land - приземлятися

take off - злітати

get to somewhere – дістатися чогось

run late – за́пізнюватися

IV. Comprehension Questions

1. What is business trip? What objectives of business trip can be?
2. Why do companies send an employee on a business trip?
3. Among the advice above, which two points are most important do you think? Why?
4. Why business trips are so important these days?
5. What benefits of business travel can be for your career?

V. According to the text, are these statements true (T) or false (F)? Or is there not enough information (N) to say if the statements are true or false?

1. Business trip is a journey undertaken for leisure purposes or regularly commuting between one's home and workplace.
2. Companies can arrange leisure activities both in and outside the country.
3. One of the reasons of sending employee on business trip there is to get new experience.

4. There are some rules you need to know to behave appropriately on a business trip.

5. Some companies who have not worked with you previously may want an introduction to see how you may be able to help them, and vice versa.

6. After the trip, an employee is ordinarily expected to give a full financial accounting of the trip to his boss.

7. The benefits of business travel are: you will learn to be flexible; you will meet new people inside your firm; you will get 1:1 time with important people in your company; etc.

8. Business trip is a great opportunity to engage distant stakeholders.

9. Using proper business language isn't important because some business trips may include more casual situations, such as lunch, dinner or even golf.

Vocabulary

VI. Complete the sentences (1-10) with the words from the box. There three extra words you don't need.

one way flight departure of the flight
baggage/luggage boarding time the flight deck
foreign travels boarding pass a stopover to
go on board/to board a direct flight a tour/journey a round
trip flightfare

1. _____ costs twice less than a one way flight.
2. Last year, the president of the company made six _____ in a vision to expand the business overseas.
3. Employees went on a guided _____ of the cathedral, museum and the factory.
4. Our tickets to Australia include _____ for two nights in Singapore.
5. My boss paid extra for _____ from Lyon to London.
6. I booked _____ to London because I didn't know when I would return.
7. I printed the _____ online so that we don't have to stand in the queue.
8. It's time _____ the flight. Nice to meet you Charles.
9. We were having three check-in _____ on our trip to New York.
10. Check the _____ because I think it's soon.

VII. Complete the sentences (a-b) with the correct words (1-9).

1. Land / take off

- a) "Please fasten your seatbelts. The plane is about to _____. The weather is good, so we should be in London in about two hours".
- b) The plane should _____ at 3 p.m., but then we need to get our luggage and go through passport control.

2. Cruise / voyage

a) We went on a long _____ across the Pacific Ocean.

b) The Titanic sank on its first _____ to New York.

3. Journey / trip

a) It was the comfortable train _____ through the mountains.

b) “How was your business _____ to Boston at the weekend?”

4. Miss / lose

a) Hold on to your ticket! You don't want to _____ it before we get there!

b) Hurry up! We are going to _____ our train!

5. Guests/visitors

a) In winter, there aren't many _____ in the hotels around Lake Lochness.

b) Los Angeles attracts a lot of _____ every year.

6. Flights / rides

a) Our airline is proud to announce new daily _____ to Chicago and Tokio.

b) Private companies offer helicopter _____ over Niagara Falls for as much as \$ 115.

7. Tour / excursion

a) My colleges went on to an all-day _____ to the Tesla Company.

b) Some employees of our office went on a long _____ of Madrid last summer.

8. Travel / expedition

a) My job involves a considerable amount of foreign _____ .

b) Are you planning to join to university _____ to the Antarctic this year?

9. Outing / Commute

a) A company _____ to the mountains was such a success; we're already planning the next.

b) My close friend loves the job, but he hates the long _____ every day.

VIII. Which type of holidays are the people talking about? Match the words and expressions in the box with sentences 1-9.

Business trip safari winter holiday
city break all-inclusive
adventure holiday cruise beach holiday
package holiday

1. I just love chilling out in the sun and going into the sea to cool off whenever I want to. _____

2. I like to look round the sights and visit museums and places like that. Also, I like to see the markets and all the designer shops. _____

3. I adore skiing, so there has to be good snow. Unfortunately, these holidays cost quite a bit! _____

4. I like the fact that everything is paid for – all your meals, snacks and drinks. No extras and no need to go out anywhere. Pure relaxation! _____

5. My parents prefer to buy the complete holiday accommodation and travel arrangements from an agent. It's often cheaper too. _____

6. It was the best holiday ever! We saw elephants and lions and took pictures of loads of animals. I didn't feel in danger at any time. _____

7. I like anything where I can do exciting things like rafting or hiking or climbing. _____

8. Some friends of my parents really like it but I think I'd get bored - being on a ship all the time! _____

9. I think that planning week-long trips to other companies, meeting with clients and stakeholders, and discussing potential opportunities for my firm is well worth my time. _____

Speaking

IX. Work in pairs. Look at the situation and read the dialogue. Practise it with your groupmate. Make mini-dialogues with the similar situation.

Isabelle Dussart is a publisher. She works in London for Hachette, a French publishing company. Next month, she has a meeting in New York. She doesn't know New York, so she asks an American colleague, Larry, about it.

Isabelle: Larry, could you tell me a little about New York?

Larry: Sure. What would you like to know?

Isabelle: Is it expensive?

Larry: It depends. What is your budget?

Isabelle: \$250 a day. How much is a hotel room?

Larry: Between \$150 and \$300. How many days are you staying there?

Isabelle: Three.

Larry: Where are you working?

Isabelle: At the Rockefeller Center—it is located at 5th Avenue and 51st Street.

Are there any hotels in that part of town?

Larry: Of course. But Rockefeller Center is a business center.

It's not very interesting at night. What do you want to do in the evening?

Isabelle: Go to a restaurant, go swimming, or maybe go to the ballet.

Larry: There are some great restaurants in New York and there is usually a ballet at Lincoln Center.

Choose a hotel in that area.

Isabelle: Where is that?

Larry: Midtown. Just off Central Park.

Isabelle: That's dangerous, isn't it?

Larry: Not at all. During the day it is full of people having lunch, jogging, horseback riding.

It's a great place.

Isabelle: Where can I find a list of hotels? Is there a guide?

Larry: There are several. I'll lend you one.

Isabelle: What about getting around?

Larry: Don't use the subway. It's not very safe or clean. There are lots of yellow cabs.

They are not very expensive.

Isabelle: Thanks for your help.

Larry: It's a pleasure.

X. Read the situation and do the role-play.

The situation

You and your friend are working for a foreign company in York in the North of England. The president of the company announced that next week you will go on a week-long business trip. There are four issues below that you need to discuss

the type of transport

accommodation

***the basics of business
etiquette***

popular tourist destination

Review!

XI. Choose and circle the word (a-c) which fits the sentence.

1. Was your _____ to London fine?
a) trip b) journey c) tour
2. Excuse me, where's the nearest
coach _____?
a) platform b) stop c) station

3. My last package_____ was a total disaster.
a) holiday b) tour c) break
4. I got_____the train at the last minute.
a) into b) on c) to
5. We're going to India for our next holiday. We've already_____ a booking.
a) got b) set c) made
6. I'm going to meet you at the railway_____.
a) platform b) stop c) station
7. He _____the trip to the Himalayas on his own.
a) got b) set c) made
8. We always travel_____a tight budget.
a) into b) on c) to
9. I'm planning to spend my_____in the countryside.
a) holiday b) tour c) break
10. We are looking for a suitable_____for our stay in Paris.
a) accommodation b) hotel c) room
11. We were shocked when our tour operator_____our departure for no reason.
a) delayed b) cancelled c) moved
12. The_____we stayed in had a number of luxury apartments.
a) accommodation b) hotel c) room
13. Our flight to Oslo was_____by two hours, so, were late for the conference.
a) delayed b) cancelled c) moved
14. My friend's father_____me a lift back home.
a) took b) offered c) gave
15. He works as a tour_____.

a) guide b) operator c) organiser

16. I _____ up waiting for the bus after an hour.

a) took b) offered c) gave

17. I bought a travel _____ book before I went to France.

a) guide b) operator c) organiser

18. We lost our _____ when we were hiking in the Italian mountains.

a) directions b) way c) road

19. Can you tell me the _____ to the nearest tourist information office, please?

a) directions b) way c) road

Unit 8
Channels of
Communication
(phone, e-mail,
face-to-face, etc.)



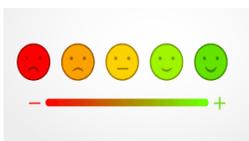
Get Ready!

I. Work in pairs. Discuss the questions.

1. Why the popularity and usage of digital communication channels in the workplace have skyrocketed in 2020?
2. What channels of communication are known for you? What of them do you use the most?
3. What core communication channels can you name that are essential for a successful business and student?
4. What are the 2021 Digital Communication Trends?
5. How has communication changed over the past 15 years?

II. Label the pictures with the correct words.

Website Advertising One-to-one catch-ups Messaging
 platforms Broadcast Feedback Mass media
 Chat room Blog Emojis Spreadsheets
 Apps All-hands meeting





Reading

III. Read the text. Try to guess the meaning of the words in bold in the text and explain them. Study the key phrases.

Channels of communication are mediums through which you can send a message to its **intended audience**. For example, speaking face-to-face, phone calls, text messages, emails, video, and social media are all types of communication channels. Not every communication channel is made equally. While each one has its own benefits, there are some forms of communication that are naturally richer and allow you to have deeper **conversations**.

The richest communication channel around, **face-to-face meetings** are often hailed as the most effective way for teams to interact. This is because it reduces any **misconstrued messages** by allowing for **body language, facial expressions**, and other **nonverbal communication**. It's also the best channel for lengthy conversations. Because of this, speaking face-to-face is an excellent way to get complex or sensitive messages across or brainstorm with a **group of coworkers**.

The next most effective communication channel around, **video conferencing** retains your ability to read facial expressions while increasing flexibility. People can join

meetings from locations around the world, from *one-to-one catch-ups* to *all-hands meetings* with hundreds of people. This channel also comes to the forefront in certain industries like healthcare, with healthcare professionals using video conferencing to see patients and offer remote treatment.

Besides video conferencing, a phone call is a great way to communicate urgent issues and get answers quickly. If you don't need visuals to communicate your message, a *voice call* is a little more convenient. Plus, if the person you called isn't available, you can leave a *voice message* without being restricted to a certain number of *text characters*.

When you need a formal communication channel, but don't want to waste time with scheduling, email is often the best choice. This type of communication is a great way for you to send *formal announcements* in a structured manner, especially when sending messages down the chain of command.

Emails are a great replacement for *outdated* written communication methods, like letters and memos, as they offer more security. This is especially important if you want to forward a sensitive document that you don't want to leave on someone's desk. By using your *professional email address* to speak to your team, you can often indicate the importance of a message by flagging a message as *urgent*.

In the past few years, *online messaging platforms* that are specifically built to connect internal teams have risen in popularity. This unique communication channel functions much like text messaging, as it provides real-time written conversation, but add a level of professionalism to your informal communication. This is because these platforms are secure, and conversations can easily be limited to select individuals as

needed. This channel also allows for more complexity than a text.

Social media is a newer communication channel that offers new opportunities for modern world. There are countless personal and professional benefits of using social media. Utilizing social media enhances knowledge sharing, ***collaboration***, and communication between employees and management. They can be a useful tool for businesses, bringing advantages such as engaging with your audience and boosting website traffic. However there can also be disadvantages, including the resources required and negative feedback.

Thus, modern businesses have a long list of communication channels they can pick from. You might have decided that one channel is right for you, but don't get stuck with it. Experiment with a few channels to see which ones ***deliver*** the best results.

Key words and phrases

channels of communication – канали спілкування
intended audience – цільова аудиторія
conversation – розмова
face-to-face meeting – зустріч віч-на-віч
misconstrued message - неправильно розтлумачене повідомлення
body language - мова тіла та інше.
facial expression - міміка
nonverbal communication - невербальне спілкування
a group of coworkers – група співробітників
video conferencing - відеоконференція
one-to-one catch-up – індивідуальна зустріч

all-hands meeting – колективна, загальна зустріч
remote treatment - дистанційне лікування
voice call - голосовий виклик
voice message - голосове повідомлення
text characters – текстові символи
formal announcements - офіційні оголошення
outdated – застарілий
professional email address – корпоративна електронна адреса
urgent message - термінове повідомлення
online messaging platforms - онлайн-платформи обміну повідомленнями
collaborate on a response - співпрацювати над відповіддю
deliver – доставляти
crash (computer) – збій, поломка
faulty connection – несправне (інтернет) з'єднання
go dead (about a phone line) – зв'язок перервався
out of order – зламаний, не працює

IV. Comprehension Questions

1. What is channel of communication? What communication channels are there?
2. What is the most effective way for teams to interact?
3. Why video conferencing has become an almost indispensable part of today's businesses?
4. What are the advantages of phone calls? Why a phone call is better than texting?

5. Why are emails good for communication? Should they be the primary internal communication channel?

6. What are the advantage and disadvantage of social media?

7. Is it possible to keep up with all of these updates on a daily basis without losing on productivity?

V. According to the text, are these statements true (T) or false (F)? Or is there not enough information (N) to say if the statements are true or false?

1. The most effective way for teams to interact is video conferencing.

2. Face-to-face meetings reduce the possibility of getting misconstrued messages.

3. Body language and facial expressions refer to verbal signals that we use to communicate.

4. The best channel for lengthy conversations and getting complex or sensitive messages across is face-to-face meeting.

5. Google Meet is an excellent video conferencing product on its own, which most companies and educational institutions use nowadays.

6. If you need visuals to communicate your message, a voice call is an excellent way to do it.

7. Nonverbal communication plays a significant role in our lives, as it can improve a person's ability to relate, engage, and establish meaningful interactions in everyday life.

8. Traditional letters offer more security than emails.

9. There are a lot of communication channels and online messaging platforms you can pick from and you might have

decided that one channel is right for you, but don't get stuck with it.

Vocabulary

VI. Complete the sentences with the correct words in the box.

<i>conferencing</i>	<i>emoji</i>	<i>email service</i>	<i>instant</i>
<i>messaging</i>	<i>browsing</i>	<i>calls</i>	<i>smartphone</i>
<i>spreadsheets</i>	<i>voice calling</i>	<i>memo</i>	

1. Due to _____ we have the ability to contact and converse with people in real time with a phone.
2. I make video _____ to my family in Australia. It's good to see them and speak to them at the same time.
3. In a _____ to employees, the chief executive outlined plans to increase the shared costs of health-care coverage.
4. My dad says that at work they do a lot of video _____ and that means he doesn't have to travel so much for meetings.
5. Google's free _____ has come a long way since its debut.
6. My mum runs her own small business from home and she always does _____ online. It looks very complicated to me.
7. I spend a lot of time _____ the Internet for information for schoolwork.
8. Everyone these days uses email to keep in touch with friends.

You don't need a computer, just a _____ .

9. I use _____ to contact my friends. It's a cheap and quick way to keep in touch.
10. Android devices support _____ differently depending on the operating system version.

VII. Cross out one verb in each group that does not collocate with the nouns in bold.

1. open/save/edit/reply to **a file**
2. enter / save / open / key in **a password**
3. connect to / forward / visit / log on to **a website**
4. send / start up / reply to / forward **an email** scan / delete / attach / stream **a document**
5. post / reply to / connect to / read **a comment**
6. copy / browse / connect to / link up to **the Internet**
7. download / copy / restart / find **information**
8. start up / edit / shut down / restart **a computer**

VIII. Choose the correct words to complete the sentences.

1. There are various apps which allow you to have **conversation / communication** online.
2. I text a lot, so I use **prediction / predictive** texting because it's much faster to text your message.
3. It's **obvious / common** that emojis are here to stay.
4. My colleagues often use **instant / immediate** messaging with coworkers because they get immediate replies.
5. You should **shorten / minimise** some of these files -your screen is completely cluttered.

6. We made an experiment and **reported** / **informed** / **notified** our findings on the website.
7. You should always **dispose** / **compile** / **throw** of your batteries by putting them into the right container.
8. While I was revising, I **undid** / **highlighted** / **underscored** the most important parts of the text.
9. I thought my computer had crashed, but I had just forgotten to plug it into the **contact** / **wire** / **socket**.
10. If you are in doubt on how to use the appliance, **refer to** / **explore** / **analyse** the manual.
11. It doesn't make any sense! You've just **cut** / **pasted** / **compiled** a text from the Internet without even reading it!
12. I use **rapid** / **instant** / **immediate** messaging to contact my friends. It's a cheap and quick way to keep in touch.
13. My mother usually uses **video** / **visual** / **immediate** conferencing to contact her sister from the US.

Speaking

IX. Work in pairs. Do the role-play.

You are a journalist and you need to interview TV stars. Find out their attitude to social media and fans as most celebrities obsess over their social media platforms, yet some of them have a different opinion, making a conscious effort to avoid it at all costs.

Here are some questions to help you.

- *How are celebrities affected by social media?*
- *Which celebrities are most active on social media?*
- *Is social media good for celebrities?*
- *Who is the most famous person in social media?*

X. Read what celebrities tell about social media. Discuss the information and express your opinion. What is your attitude to the social media.



Hailey Bieber

"I don't even have a Twitter anymore because it was a very toxic environment. I think one thing I've had to come to the conclusion of is trying not to feel like I owe everybody an explanation or owe anybody anything, and really just try to correct what I need to correct personally behind closed doors".

"I have been making videos and uploading them every single Tuesday at noon for years and years ...," he explained. "If you have been watching since I have been in college—I was 18 when I started and I am now 31—so, you can go back and find any single week of my life between those two dates and see what I was up to. I've never really taken a break and it is now time for me to take a break."



Tyler Oakley



Selena Gomez

"As soon as I became the most followed person on Instagram, I sort of freaked out. It had become so consuming to me. It's what I woke up to and went to sleep to. I was an addict, and it felt like I was seeing things I didn't want to see, like it was putting things in my head that I didn't want to care about."

"I'm not a huge fan of social media. I don't think it's a very positive addition to the world, and I worry for younger people on it. I actually unfollowed everyone on my Instagram because I was like, this is just noise. It's counterproductive."



Thomas Doherty



Tana Mongeau

“I think i’m gonna take a few day break from socials. For my brain. Maybe I’ll be on IG live tomorrow with my tits out and fine. Who knows. All LOVE to everyone in my life and zero shade to ANYONE. I just wanna take a little time to tell the people I love that I love them and not care about comments or tweets or people’s opinion of me for the first time in six years. I wanna have a conversation with someone without thinking about the internet for five minutes”.

Review!

XI. Choose and circle the word (a-d) which fits the sentence.

1. _____ is an exchange of words, while _____ is the transformation of thoughts and words into meaningful action.

- a) telling
- b) conversation
- c) communication

2. They believe that sending an _____ or leaving a _____ is better than spending time in two-way discussion.

- a) message
- b) e-mail
- c) voice call
- d) voicemail message

3. The major difference between mass media and social media is that the _____ puts the audience in a passive position while _____ puts the audience at the center.

- a) broadcasting
- b) social media
- c) mass media

4. _____ have frequently updated content and _____ tend to be much more static and is organized into pages. On the other side, in a _____, the video is posted on particular topics.

- a) forum
- b) blogs
- c) vlogs
- d) websites

5. Whatever digital device you use _____ in the form of brief messages, or texting has become a common way to _____.

- a) oral communication
- b) conduct
- c) written communication
- d) hold nonverbal communication

6. Many businesses use automated _____ to acknowledge communications from the public, or to remind associates that periodic reports or payments are due.

- a) messages
- b) letters

- c) emails
- d) phone calls

7. However, the authenticity of the _____ was not part of the story carried by major news outlets on that day.

- a) emails
- b) emojis
- c) memos

8. We tried to _____ the program on the computer but it didn't work.

- a) downloaded
- b) installed
- c) run

9. All you need to access the site is _____ your password. It's really simple.

- a) leave
- b) enter
- c) log

10. Melanie spends her days _____ the Net.

- a) reading
- b) surfing
- c) browsing

11. The information on my _____ the content appears in reverse chronological order.

- a) forum
- b) blog

- c) website
- d) browser

12. A _____ is an online discussion site where users share ideas, thoughts, or help by posting text messages.

- a) forum
- b) blog
- c) website
- d) browser

13. Using _____ on your mobile phone is a very fast and convenient way to write a message.

- a) text characters
- b) smiles
- c) predicting texting
- d) memos

14. _____ encourages team collaboration. This builds engagement and connection, helping to reduce the feelings of isolation.

- a) skype
- b) video call
- c) face-to-face meeting
- d) video conferencing

15. I use _____ messaging to contact my friends. It's a cheap and quick way to keep in touch

- a) rapid
- b) instant
- c) immediate

16. Tap any _____ on the screen to open a file or to run a program.

- a) icon
- b) app
- c) menu

Unit 9

Going Green



1. Look at the pictures above. Name environmental problems depicted. What might have caused each one? Can you think of any other environmental problems?

2. Guess whether the following statements about environmental problems are true or false. Then read the text and find out if your answers were correct.

1. The planet's environmental situation can be changed due to focusing our efforts on deforestation.

2. To preserve our planet's biodiversity we should pay attention at wildlife conservation.

3. Ocean acidification, overfishing, physical destruction, and population growth bleach and destroy reefs.

4. Water pollution is caused by human sewage, improperly disposed of toxic waste, accidental oil spills, and even sediment from soil erosion.

5. Climate change causes extreme weather such as heat waves, storms, and forest fires.

3. You are going to read a text about different environmental problems. For questions 1-6 choose the best answer A, B, C or D.

Key-Words

1. detrimental [ˌdet.rɪˈmen.təl] згубний
2. fossil fuel [ˈfɒsl fjuːəl] горючі корисні копалини
3. sustainability [səˌsteɪ.nəˈbɪl.ə.ti] сталість довкілля
4. confluence [ˈkɒnfluəns] збіг, перехрещення, гирло
5. habitat loss [ˈhæb.ɪ.tæt lɒs] втрата середовища для проживання
6. decline [dɪˈklaɪn] зменшення
7. biodiversity [ˌbaɪəʊdaɪˈvɜːsəti] біорізноманіття
8. acidification [əˌsɪd.ɪ.fɪˈkeɪ.ʃən] окислення
9. destruction [dɪˈstrʌkʃn] руйнування, руйнація
10. sewage [ˈsuːɪdʒ] стічні води
11. oil spill [ɔɪl spɪl] розлив нафти
12. sediment [ˈsedɪmənt] осад
13. algal bloom [ˈælgəl bluːm] цвітіння води, цвітіння водорослей
14. dissolved oxygen [dɪˈzɒlvd ˈɒk.sɪ.dʒən] розчинений, розріджений кисень
15. emission [ɪˈmɪʃn] викиди
16. methane [ˈmiːθeɪn] метан

17. to strip natural resources from the environment [stri:p]
 вилучати природні ресурси з навколишнього середовища
18. nitrous oxide [ˌnaɪ.trəs ˈɒk.said] оксид азоту
19. CFCs (abbreviation for chlorofluorocarbon)
 [ˌsiː.ɛfˈsiː] хлорфторвуглеводні (ХФВ)
20. fertilizer [ˈfɜːtəlaɪzə(r)] мінеральне добриво
21. heat wave [hi:t weɪv] спека, спекотний період
22. deforestation [ˌdiːfɒrɪˈsteɪʃn] вирубка, знищення лісів
23. nutritious food [njuːˈtriʃ.əs] поживна їжа



Environmental Problems

In the last 100 years, the planet has gone through dramatic and **detrimental** environmental changes due to industrialization and urbanization. Population growth and modern living standards have increased energy demand, driving widespread environmental degradation as we still rely on **fossil fuel** to meet the vast majority of energy needs.

From pollution and deforestation to global warming and habitat loss, our environment's health is looking increasingly grim as the years go by – but all is not yet lost. We can still turn things around if we make a serious commitment to changing our

habits and investing in **sustainability**.

Wildlife Conservation. Focusing our efforts on wildlife conservation is more pressing than ever. Due to an unfortunate **confluence** of factors – like **habitat loss**, invasive predatory species, and disease – wildlife populations have **declined** at a rate 1000 to 10,000 times faster than what would be expected without human impact. Indeed, 99% of the current at-risk species are directly threatened by human activity.

Wildlife conservation is vital to our ecosystems to preserve our planet’s **biodiversity**, the variety of life found in a given ecosystem. Every species native to a specific ecosystem has a specific job to do, no matter how small. Biodiversity ensures survival across species, from animal, to plant, and even insects.



Massive Coral Reef Die-offs. Coral reefs only cover a small percentage of the vast ocean, but they’re home to about 25% of all ocean species. Ocean **acidification**, overfishing, physical **destruction**, and human pollution bleach and destroy reefs. Climate change disrupts corals’ food chain, compromising their ability to survive while encouraging the proliferation of opportunistic fungi that transform these colorful coral forests

into underwater graveyards.

In addition to warming oceans, ocean acidification poses another dangerous threat, hindering coral reefs from building their skeletons and even breaking apart existing reef structures and causing corals themselves to crumble when touched.



Humans have a more direct and harmful influence on the decline in coral reefs by overfishing, which disrupts their ecosystems and leads to an overpopulation of invasive species that can dominate the coral reefs.

Water Pollution. Water pollution is any kind of pollutant found in lakes, streams, rivers, oceans, and human water systems that contain harmful compounds. This pollution is caused by human **sewage**, improperly disposed of toxic waste, accidental **oil spills**, and even **sediment** from soil erosion. Water pollution presents a clear danger to marine life, but it affects all life. Sewage and agricultural runoff encourage the growth of **algal blooms** that rob the water of **dissolved oxygen**. Synthetic hormones, antibiotics, and other medications often end up in water, leading to unfortunate side effects for animals that are exposed.



Air Pollution. s from vehicles, industry, and power plants are what come to mind when most people think of air pollution, but **methane** and other gases from landfills and animal agriculture are significant contributors as well. The release of heat-trapping air pollution perpetuates a positive feedback loop that further increases the concentration of greenhouse gases in our atmosphere. Beyond climate change, these air pollutants endanger our health, but children and the economically disadvantaged often face the most serious health consequences.

But it's not just large companies that release these harmful gases into the atmosphere – your taste in consumer products also contributes. Even small things like cleaning products, cigarettes, and air fresheners release toxic gases called volatile organic compounds, more commonly called VOCs, that have been linked to cancer in humans and hormone disruption in wildlife. Natural disasters like dust storms from new desertification, wildfires, and volcanoes all compromise the air quality even thousands of miles away.



Unsustainable Waste Generation. We are encouraged to create a lot of waste with little insight into how it affects the world at large. We produce and consume at an incredible rate, **stripping** natural resources from the environment. Hyperconsumption leaves trash nonbiodegradable trash in the form of plastic packaging, toxic e-waste, and harmful chemicals that leach into our waterways.

Minimalism and zero waste are becoming more mainstream since modern technology allows us to have significantly fewer things today. With our lives lived increasingly in digital environments, belongings like books, music collections, art, and even what need to work and study can all fit neatly in the cloud. Consider your purchases carefully before making them and buy things that serve multiple purposes and last for years.



Climate Change. Greenhouse gases such as carbon dioxide

(CO₂), methane, **nitrous oxide**, and **CFCs** are released into the atmosphere through the burning of fossil fuels that power our cars and houses, **fertilizers**, deforestation, and decomposing waste. An increase in these gases leads to a warming planet that promises to drown the large coastal cities where much of the world's human population lives.

Climate change causes extreme weather such as **heat waves**, storms, and forest fires. These effects endanger our safety and our economic welfare. In the long-term, it will have adverse effects on public health, ecosystems, and water and food resources.



Deforestation. Deforestation is occurring at an alarming rate all around the globe. Between 1990 and 2016, we lost about 502,000 square miles of forests – the equivalent of the landmass of South Africa. The rate of deforestation is due in large part to animal agriculture, mining, and drilling. Forests are also being replaced to grow palm oil, a common ingredient in mass-produced processed food, soaps, and cleaning products, that's destroyed what was once the habitat of orangutans.



Overpopulation. Since 1950, the human population rose from 5.3 billion to 7.3 billion people worldwide. By 2050, it's expected to grow to 9.7 billion people. This population growth is due to the increase in survival rates for mothers and their children, increased availability in life-saving medicines and vaccines, longer life spans, and greater access to **nutritious food**. A growing population puts a greater strain on our natural resources to produce more to keep a greater number of people healthy and productive.



Natural Disasters. Natural disasters include hurricanes, flooding, wildfires, and drought. These disasters also affect the survival of entire ecosystems and the plants and animals that rely on them.

We all know that our planet is in danger, but many people, especially those in power, prefer to put their heads in the sand rather than alienate or frighten their supporters. Climate change over the past 50 years has been easy to write off since these

changes are difficult to see year over year – especially in areas that have yet to experience the devastation wrought by climate change – but the hard evidence, like extreme weather and severe droughts, is increasingly difficult to refute.

Responsible organizations and companies can drive the way to greater sustainability with responsible resource management and transparent manufacturing practices. Customers like you can likewise refuse to buy products and services that are produced irresponsibly, while supporting companies whose ethos align with yours. We only have one planet and it's up to all of us to take better care of it for the generations to come.

Environmental Solutions. Here are some of the practices that will help you reduce your overall impact.

- Consume less overall: commit to buying fewer things and trying to make your belongings last.
 - Declutter: find new homes for the items you don't use.
 - Compost: set up a vermicomposting bin or drop your organic waste off to be composted.
 - Invest in renewable resources: buy recycled products or offset your energy usage with a green energy plan.
 - Turn off the AC: open the windows when it's nice out and reduce your energy consumption.
 - Spend more time walking, biking or using public transportation when you can.
 - Avoid single-use items: skip the take-out and dine in.
 - Buy mindfully: support sustainable and environmentally-conscious businesses or buy used items.

- Get informed and vote: support green initiatives, especially those concerning waste disposal and renewable energy.

(Retrieved from: <https://justenergy.com/blog/the-top-9-environmental-problems/>)

1. Wildlife populations have declined at a rate 1000 to 10,000 times faster due to an unfortunate confluence of factors – ...

A like industrialization and urbanization

B like hyperconsumption and emissions from vehicles, industry, and power plants

C like habitat loss, invasive predatory species, and disease

D like carbon dioxide, methane, nitrous oxide, and CFCs

2. Humans have a more direct and harmful influence on the decline in coral reefs by ...

A sewage, improperly disposed of toxic waste, accidental oil spills which leads to unfortunate side effects for animals that are exposed.

B overfishing, which disrupts their ecosystems and leads to an overpopulation of invasive species

C applying sediment from soil erosion which leads to an overpopulation of invasive species

D acidification which leads to the growth of algal blooms that rob the water of dissolved oxygen

3. ... often end up in water, leading to unfortunate side effects for animals that are exposed.

A Synthetic hormones, antibiotics, and other medications

B Ocean acidification, physical destruction, and human pollution

C Habitat loss, invasive predatory species, and disease

D Warming oceans, ocean acidification and nitrous oxide

4. Hyperconsumption leaves trash nonbiodegradable trash in the form of ... that leach into our waterways.

A light bulbs, batteries and glass

B e-waste, contaminated paper, food wrappers

C plastic packaging, toxic e-waste, and harmful chemicals

D harmful chemicals, disposable diapers, aluminum, steel, and tin

5. Greenhouse gases are released into the atmosphere through the burning of fossil fuels that power our cars and houses, fertilizers, deforestation, and decomposing waste.

A nitrogen, oxygen, argon

B water vapor, nitrous oxide, ozone, hydrofluorocarbons

C carbon dioxide, methane, CFCs

D carbon dioxide, methane, nitrous oxide, and CFCs

6. The population growth is due to ...

A technological advancement in fertility treatment, immigration, lack of family planning, poor contraceptives use, degradation of environment

B depletion of natural resources, pandemics and epidemics, starvation and famine

C the increase in survival rates for mothers and their children, increased availability in life-saving medicines and vaccines, longer life spans, and greater access to nutritious food.

D the decline in the death rate, agricultural advancements, better medical facilities

4. Read the text again and answer the questions.



1. Why has the planet gone through dramatic and detrimental

environmental changes in the last 100 years?

2. What does ensure survival across species, from animal to plant, and even insects?

3. What is the influence of humans on the decline in coral reefs?

4. Give the definition water pollution.

5. Call air pollutants.

6. What does increase the concentration of greenhouse gases in our atmosphere?

7. What should everyone do to cut down hyperconsumption?

8. Call impacts of global warming.

9. What are reasons of deforestation?

10. How can responsible organizations and companies drive the way to greater sustainability?

11. What can you do about the issues facing Earth today?

5. Look at the words in bold ex.3 and try to explain them.

6. Fill in the correct word from a list below. Use the words only once.

Ecosystem; irresponsibly; greenhouse gases; warming planet; marine life; underwater graveyards; dust storms; energy demand; environment; disrupts; volcanoes; palm oil.

- Population growth and modern living standards have increased _____, driving widespread environmental degradation as we still rely on fossil fuel to meet the vast majority of energy needs.

- Every species native to a specific _____ has a specific job to do, no matter how small.

- Climate change _____ corals' food chain, compromising their ability to survive while encouraging the proliferation of opportunistic fungi that transform these colorful coral forests into _____.

- Water pollution presents a clear danger to _____, but it affects all life.

- The release of heat-trapping air pollution perpetuates a positive feedback loop that further increases the concentration of _____ in our atmosphere.

- Natural disasters like _____ from new desertification, wildfires, and _____ all compromise the air quality even thousands of miles away.

- We produce and consume at an incredible rate, stripping natural resources from the _____.

- An increase in greenhouse gases leads to a _____ that promises to drown the large coastal cities where much of the world's human population lives.

- Forests are also being replaced to grow _____, a common ingredient in mass-produced processed food, soaps, and cleaning products.

- Customers can likewise refuse to buy products and services that are produced _____, while supporting companies whose ethos align with yours.

7. Match the numbers to the letters.

1. Biodiversity;	2. Ecosystem	3.	
Sewage;	4. Antibiotics;	5. Emission;	6.
Greenhouse effect;	7. Desertification;	8.	
Sustainability			

a. an amount of a substance that is produced and sent out into the air that is harmful to the environment, especially carbon dioxide

b. the quality of causing little or no damage to the environment and therefore able to continue for a long time

c. the number and types of plants and animals that exist in a particular area or in the world generally, or the problem of protecting this

d. the process by which land changes into desert, for example because there has been too much farming activity on it or because a lot of trees have been cut down

e. a medicine or chemical that can destroy harmful bacteria in the body or limit their growth:

f. all the living things in an area and the way they affect each other and the environment

g. used water and waste substances that are produced by human bodies, that are carried away from houses and factories through special pipes

h. an increase in the amount of carbon dioxide and other gases in the atmosphere (= mixture of gases around the earth), that is believed to be the cause of a gradual warming of the surface of the earth

8. *Provide the appropriate translation for the given expressions from the text.*

Physical destruction, air fresheners, overfishing, fossil fuels, detrimental environmental changes, life-saving medicines and vaccines, fertilizers, ocean acidification, sewage, hurricanes, flooding, wildfires, drought, population growth, living standards, habitat loss, improperly disposed of toxic waste, turn

things around, consumer products, wildlife conservation, an unfortunate confluence of factors, agricultural runoff, invasive predatory species, human sewage, accidental oil spills, significant contributors, cleaning products, volatile organic compounds, digital environments, consider your purchases.

9. Work in pairs. Discuss the questions.



1. Why do some people not participate in go green efforts?
2. Where do you think the emphasis on recycling and environmental issues should be focused?
3. What do you think are some reasons why people choose not to recycle?
4. What do the terms Reduce, Reuse and Recycle mean?
5. How could you create an eco-friendly or green wedding?

10. Read and translate the text. Write out all the unknown items in vocabulary. Do the exercises following the text.

Staying safe when there's a natural disaster



A disaster can happen anywhere, anytime. However, some destinations experience certain types of natural disasters more often.

Before you go, find out what natural disasters are common in your destination. Know what you can do to be prepared. This helps reduce the impact on your health, safety and finances.

Cyclones, hurricanes and typhoons. Cyclones, also called hurricanes or typhoons in some regions, are a type of severe weather incident. They form over oceans near the equator, in tropical climates.

Cyclones bring: torrential rain; storm surges; flooding; winds up to 300 km/h.

This causes massive property damage, injuries and loss of life. It also impacts air travel and boat travel.

Earthquakes. Earthquakes are common in some destinations. Especially regions with a lot of geological activity.

Minor tremors, under a magnitude of 4.0, are very common around the world. These usually have minimal impact on people and property.

Extreme shaking from major earthquakes, especially above a magnitude of 6.0, can: generate tsunamis; cause landslides and mudslides; collapse buildings; break gas and water lines, underground and in buildings; knock down electricity lines.

Floods. Many destinations experience severe rain and seasonal flooding. Especially those that experience monsoons, or have a wet season.

Types and causes of flooding

- Flash floods. From heavy rains, overflowing/burst dams or rapidly melting snow.
- River floods. Often from seasonal/monsoon rains.

- Coastal floods. From tsunamis, storm surges and severe weather events such as cyclones.

Landslides and avalanches. Landslides, mudslides and avalanches occur when the side of a slope gives way and rock, earth, mud, snow or debris moves downward.

Mountainous areas that experience heavy rain are more likely to experience landslides.

Property damage, injuries and death can be greater in developing countries. Often, this is due to poor building standards and regulations, and deforestation.

Key causes of landslides and avalanches.

- Heavy rain. Severe weather can turn topsoil to mud, and flush it downward.

- Earthquakes. Even a small earthquake can dislodge the side of a hill.

- Severe winter weather. Excessive snow falls can lead to avalanches. The added weight, combined with a weak bond between old and new snow, increase the risk.

- Volcanic activity. The rumbling or explosion can dislodge the topsoil, similar to an earthquake. Volcanoes can also spew volcanic mud, which may carry toxic gases.

- Deforestation. Without enough tree roots to hold the soil or snow in place, the surface is more likely to give way.

Severe winter weather.

Severe winter weather is a serious risk in some destinations. If you're not prepared, you're at risk of injury, frostbite and hypothermia.

If you're travelling somewhere that experiences severe weather, be informed and prepared. Know how to stay safe, avoid danger and what to do during a severe weather incident.

Tornadoes (twisters). Tornadoes, also called 'twisters', are common across the world. With wind speeds that can approach 400 km/h, tornadoes are one of the most powerful and destructive natural disasters.

The most frequent and destructive tornadoes occur in the United States. Specifically, in 'Tornado Alley'. However, many other countries experience them as well.

If you're going to any destination that experiences tornadoes, be prepared. Find out where and when they're likely, and know what to do if one approaches.



Tsunamis. A tsunami is a large wave and temporary rise in sea level. They're caused by strong and sudden movement in the ocean. This usually happens when there's an undersea earthquake, landslide or volcanic eruption.

This means areas at greatest risk are those where earthquakes and volcanoes are common.

While tsunamis start in the ocean, the impact is more profound on land. The massive surge of water can travel with great force at high speeds through low-lying coastal communities.

They also affect the safety people on cruises or travelling by boat.

Volcanic eruptions. A volcano is a vent between the earth's surface and the layer of molten rock deep below. A volcanic eruption is when that vent opens up and spews lava, gases and debris above ground.

(Retrieved from: <https://www.smartraveller.gov.au/before-you-go/safety/natural-disasters>)



11. Check your understanding

Where are typhoons formed?

2. What do cyclones bring?
3. Call types and causes of flooding.
4. Define landslides, mudslides

avalanches.

5. Call key causes of landslides and avalanches.
6. Is severe winter weather a serious risk in some destinations? Why?
7. Where do the most frequent and destructive tornadoes occur?
8. What are tsunamis caused by?
9. What is a volcanic eruption?

12. Are these sentences true (T) or false (F)?

1. Some destinations experience all types of natural disasters less often.
2. Your destination helps reduce the impact on your health, safety and finances.
3. Extreme shaking from major earthquakes, especially above a magnitude of 4.0, can: generate tsunamis; cause landslides and mudslides; collapse buildings; break gas and water lines, underground and in buildings; knock down electricity lines.
4. Mountainous areas that experience heavy rain are more likely to experience landslides.
5. Know how to stay safe, avoid danger and what to do during a severe weather incident.

13. Try to find Ukrainian equivalents and make your own sentences with

A natural disaster, destinations, find out, torrential rain; storm surges, massive property damage, injuries, loss of life, regions with a lot of geological activity, extreme shaking, minor tremors, landslides and mudslides, collapse buildings, break gas and water lines, knock down electricity lines, flash floods, coastal floods, landslides, mudslides, avalanches, deforestation, frostbite, hypothermia.

14. Work in pairs. Discuss the questions.



1. How has the world changed since you were a child? (technology, values, environment, health)
2. How often is garbage collected in your neighborhood?
3. If humans are really intelligent and not simply manipulated by their genes like any other animal, why can't they do anything about overpopulation?
4. What are some ways that you can reduce pollution in this country?
5. Which is more important, increasing people's standard of living, or protecting the environment?

15. Fill in the correct word from a list below. Use the words only once.

greenhouse gases, mathematician, atmospheric gases, surface temperatures, water vapour, radiation, trap heat, heating, origins, Earth's surface, heated atmosphere, carbon dioxide

Greenhouse effect, a warming of Earth's surface and troposphere (the lowest layer of the atmosphere) caused by the presence of _____, carbon dioxide, methane, and certain other gases in the air. Of those gases, known as _____, water vapour has the largest effect.

The _____ of the term greenhouse effect are unclear. French _____ Joseph Fourier is sometimes given credit as the first person to coin the term greenhouse effect based on his conclusion in 1824 that Earth's atmosphere functioned similarly to a "hotbox"—that is, a heliothermometer (an insulated wooden box whose lid was made of transparent glass) developed by Swiss physicist Horace Bénédict de Saussure, which prevented cool air from mixing with warm air. Fourier, however, neither used the term greenhouse effect nor credited _____ with keeping Earth warm. Swedish physicist and physical chemist Svante Arrhenius is credited with the origins of the term in 1896, with the publication of the first plausible climate model that explained how gases in Earth's atmosphere _____. Arrhenius first refers to this "hot-house theory" of the atmosphere—which would be known later as the greenhouse effect—in his work *Worlds in the Making* (1903).

The atmosphere allows most of the visible light from the Sun to pass through and reach_____. As Earth's surface is heated by sunlight, it radiates part of this energy back toward space as infrared radiation. This_____, unlike visible light, tends to be absorbed by the greenhouse gases in the atmosphere, raising its temperature. The _____ in turn radiates infrared radiation back toward Earth's surface. (Despite its name, the greenhouse effect is different from the warming in a greenhouse, where panes of glass transmit visible sunlight but hold heat inside the building by trapping warmed air.)

Without the _____ caused by the greenhouse effect, Earth's average surface temperature would be only about $-18\text{ }^{\circ}\text{C}$ ($0\text{ }^{\circ}\text{F}$). On Venus the very high concentration of _____ in the atmosphere causes an extreme greenhouse effect resulting in _____ as high as $450\text{ }^{\circ}\text{C}$ ($840\text{ }^{\circ}\text{F}$).

(Retrieved from: <https://www.britannica.com/science/greenhouse-effect>)

16. Match the idioms with their meaning

1. to be green with envy	a) to describe a person who is really successful growing plants or working in a garden.
2. go green on someone	b) a friendship will do much better when the parties involved respect each other privacy and give them personal space
3. to be green as a gooseberry	c) Very jealous of another person

4. a hedge between keeps friendship green	d) to turn against someone; to move against someone; to get angry at someone; to rage at someone
5. to give someone the green light	e) to be very young and/or inexperienced
6. to have a green thumb	f) to give someone permission to do something
7. wear the green willow	g) to express absolute certainty about something
8. as sure as god made little green apples	h) to be sad as a result of losing something.

17. Make up an essay on one of these topics.



1. The planet's population is reaching unsustainable levels, and people are facing shortage of resources like water, food and fuel. To what consequences may overpopulation lead? In your opinion, what measures can be taken to fight overpopulation?

2. Influence of human beings on the world's ecosystem is leading to the extinction of species and loss of bio-diversity.

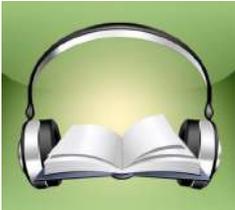
What are the primary causes of loss of bio-diversity? What solutions can you suggest?

3. Nowadays environmental problems are too big to be managed by individual persons or individual countries. In other words, it is an international problem. To what extent do you agree or disagree?

4. Pollution of air, water and soil has become critical in last years and it takes millions of years to recoup. What are the main causes of pollution? How can we tackle this problem individually and globally?

5. The air we breathe has a major impact on our health and the environment. However, the air pollution is constantly growing and at current levels it can be fought only globally. That is to say, individual efforts to improve air quality will not give any results, and it's solely responsibility of our governments to reduce air pollution. Do you agree or disagree?

18. *Listen to the recording and write the missing words in each gap.*



Overpopulation is a real problem. It _____ . Very soon, there will be too many people and not enough land. There won't be enough farms _____ everyone. We'll eat all of the fish in the sea. And our pollution _____ global warming. I think we are in a very _____ . I don't know what the answer is. Our leaders don't _____. They never see the bigger picture. The world's population is exploding, and explosions _____. More and more people are living longer and longer. We have better

medicines. Our scientists have _____ many diseases. There are many reasons. What we really need _____ about how overpopulation is damaging the Earth.

(Retrieved from: <https://listenaminute.com/o/overpopulation.html>)

Unit 9

Health and Lifestyle



Look at the pictures above. Which of these habits are healthy and which are unhealthy? Can you think of any other healthy and unhealthy habits?

1. Guess whether the following statements about healthy living are true or false.

1. Healthy living means maintaining a healthy lifestyle and introducing habits that weaken your health.

2. Our bodies require a balance of protein, carbohydrates, fat, vitamins, minerals and water to stay in good working order.

3. Exercise gives you greater flexibility and strength, prevents boredom and helps you sleep.

4. There are things you can do to manage any extra challenges related to your health – such as insomnia, sugar cravings or lack of motivation.

5. If you want to be motivated you have to reward yourself, schedule regular check ups with your doctor to monitor your progress, eat convenience food, overcome slip-ups.

2. Give the English-Ukrainian equivalents. Form the sentences using such words and word-combinations.



3. You are going to read a text about healthy living. For sentences 1-6 choose the best answer A, B, C or D.

Key-Words

24. look after sb/sth доглядати за кимось/ чимось
25. gain body fat накопичувати, наїдати жир, прибавляти в масі
26. junk food ['dʒʌŋk fu:d] неповноцінна, нездорова їжа, фаст фуд
27. to manage stress справлятися зі стресом, долати стрес
28. to abuse drugs зловживати наркотиками
29. protein ['prəʊti:n] протеїн
30. carbohydrate [ˌkɑːbəʊ'haɪ.dreɪt] вуглеводи
31. excess [ɪk'ses] перевищення
32. nutrient ['njuː.tri.ənt] поживний
33. to maintain [meɪn'teɪn] зберігати, підтримувати
34. to quit smoking [kwɪt] кинути, припинити палити
35. drowsiness ['draʊ.zi.nəs] сонливість
36. sugar cravings ['kreɪ.vɪŋ] пристрасть до солодкого, цукру
37. to slip-up [slɪp] помилитися, зірватися

Healthy Living

A healthy lifestyle is important for everyone. When we **look after** our physical health, we feel better too – fitter, more relaxed and better able to cope with things. This is especially important when you have a mental illness.

There are lots of ways of being healthy that feel good as well as doing you good.

Benefits of healthy living. What you **gain** by living more healthily includes:

- feeling better mentally – regular exercise can lift your mood and help you feel better
- saving money – eating **junk food**, smoking, and drinking sugary drinks or alcohol are all expensive habits
- fewer health problems – living a healthier lifestyle means a lower risk of developing many illnesses
- taking control of your life – getting healthy helps you feel in control of your life.

Good health is not just the absence of disease or illness, it is a state of complete physical, mental and social well-being. Healthy living means maintaining a healthy lifestyle and introducing habits that improve your health. It can be difficult to change old habits, but there are steps you can take to become healthier. An important first step is identifying less healthy habits and learning new, positive ones to replace them, such as:

- eating healthy foods and balanced meals
- sleeping well and managing stress
- practicing safe sex, drinking alcohol responsibly and **not abusing drugs**
- being physically active
- staying connected with others
- being aware of any health risks related to your illness and its treatment, and working with your doctor to monitor these and then take action
- taking responsibility for your overall health including having regular check-ups for your eyes and teeth.

Our bodies are like machines that require a balance of protein, **carbohydrates**, fat, vitamins, minerals and water to stay in good working order. Get the balance wrong and your health will suffer. A balanced diet means eating only as many

calories as you use during the day. Any **excess** will be stored as fat if you eat more than you burn off.

The benefits of a balanced diet are: a strong immune system to prevent and fight infections; a lower risk of certain types of cancers; lower blood pressure; a healthy weight; more energy; essential **nutrients** to support tissue growth.



Many people do not buy and prepare fresh food, and it's easy to see why. We are often short of time, and cheap, highly processed convenience food is always available. However, convenience food has a negative impact on our health. Here are a few examples of this type of food:

- junk food, like crisps and chocolate, is high in calories but low in nutritional value;
- fast food, such as hamburgers and fried chicken, is prepared and served quickly but is high in fat;
- convenience food, such as microwave ‘ready meals’, often has too much salt and sugar.

Your body isn't made to sit around. If joints and muscles are to be kept in good, working order they need regular exercise. If you stop walking, they'll stop working. Your body finds it much easier to deal with threats such as sickness, injury, or the occasional sugary or fatty snack if you are active. Exercise also helps you **maintain** a healthy attitude to problems and mental pressures. You gain less body fat, tire less easily and feel better. Exercise gives you greater flexibility and strength, prevents boredom and helps you sleep. It also helps you find new friends and learn new skills.

The key to developing positive habits that you are more



likely to keep is to: start slowly.

Change just one thing at a time – see the benefits that can come from eating more balanced meals or, exercising more or **quitting smoking**.

Make small changes – an achievable change is more likely to become a habit you keep.

Go slowly – making a change gradually can be easier than all at once.

Build on what you already do – for example, if you enjoy walking, try extending your usual route by a manageable amount.

Remember, increasing or adding even one new health behaviour can make a big difference to your health.

Work around challenges. There are things you can do to manage any extra challenges related to your illness and it's treatment – such as **drowsiness**, **sugar cravings** or lack of motivation. Steps you can take include:

- organise daily activities around side-effects of medication, for example, if you are **drowsy** in the morning, organise exercise for the afternoon.
- discuss things with your doctor – there may be another medication you can try, or ask for referral to a specialist such as a dietitian or psychologist for expert advice.

Staying healthy. Being healthy is about more than getting



fit and feeling better, it's about staying that way too. Tips to help you stay motivated include:

- schedule regular check ups with your doctor to monitor your

progress and for that extra push you may need to keep going.

- reward yourself – feel good about developing healthier habits by rewarding yourself with something nice.
- overcome slip-ups – if you **slip-up**, be realistic and start again.

(Retrieved from: <https://www.sane.org/information-stories/facts-and-guides/healthy-living> and <https://www.bbc.co.uk/bitesize/topics/zjvbt39/articles/zmjkhhbk>)

1. Benefits of healthy living are

A saving money, a lower risk of developing many illnesses, feeling better mentally, drinking sugary drinks

B feeling better mentally, taking control of your life, fewer health problems, saving money

C taking control of your life, eating convenience food, drinking sparkling drinks,

D feeling better mentally, eating junk food, taking control of your life

2. Steps you can take to become healthier are ...

A managing stress, practicing safe sex, being physically active

B regular check-ups for your eyes and teeth, eating convenience foods, staying connected with others

C managing stress, drinking alcohol, abusing drugs

D staying connected with others, sleeping well, managing stress

3. The benefits of a balanced diet are ...

A a lower risk of certain types of cancers, lower blood pressure, a strong immune system

B lower blood pressure; a healthy weight, nutrient abundance

C a healthy weight; lack of energy; essential nutrients to support tissue growth

D a healthy weight, nutrient abundance, a lower risk of certain types of cancers

4. Physical exercise helps you to...

A keep flexibility and strength, promote boredom and helps you sleep

B tire easily, find new friends, promote boredom

C maintain a healthy attitude to problems, gain less body fat, tire less easily

D find new friends and learn new skills, keep flexibility and strength, helps you sleep

5. The keys to developing positive habits are: ...

A start slowly, slip-up regularly, keep drowsy, work around challenges

B work around challenges, discuss things with your doctor, change just one thing at a time

C go slowly, organise daily activities around side-effects of medication,

D keep drowsy, eat fatty snacks, discuss things with your doctor

6. The whole text tells us that a healthy lifestyle is ...

A eating healthy foods and balanced meals

B being aware of any health risks related to your illness and its treatment

C important for our physical health

D sleeping well and managing stress

4. Read the text again and answer the questions.



1. Why is a healthy lifestyle important for everyone?

2. Define healthy living.
3. How does our health depend on our lifestyle?
4. Call steps you can take to become healthier.
5. What does our bodies require to stay in good working order?
6. Name benefits of a balanced diet.
7. Why do many people prepare fresh food at home?
8. Define convenience food. Why is it harmful?
9. How can people develop positive health habits?
10. How do exercises influence your body?
11. How can people overcome challenges?
12. What tips can help you stay motivated?

5. *Look at the words in bold ex.4 and try to explain them.*

6. *Match the numbers to the letters.*

1. Junk food;	2. Disease;	3. Treatment;	4. Protein;
5. Mineral;	6. Carbohydrate;	7. Nutrient;	8. Drowsy

a. a substance, found within all living things, that forms the structure of muscles, organs, etc. There are many different proteins and they are an essential part of what humans and animals eat to help them grow and stay healthy.

b. a substance such as sugar or starch that consists of carbon, hydrogen and oxygen. Carbohydrates in food provide the body with energy and heat.

c. (an) illness of people, animals, plants, etc., caused by infection or a failure of health rather than by an accident

d. feeling sleepy esp. when it is not the usual time to sleep

e. the use of drugs, exercises, etc. to cure a person of an illness or injury

f. a substance that is needed to keep a living thing alive and to help it to grow

g. food that is quick and easy to prepare and eat but that is thought to be bad for your health

h. a substance that is naturally present in the earth and is not formed from animal or vegetable matter, for example gold and salt. Some minerals are also present in food and drink and in the human body and are essential for good health.

7. Analyze the series of words in each item and cross out the word that does NOT belong to the group

a) sugary drink, energy drink, soda, fizzy water

b) insomnia, sleeplessness, awake, wakefulness

c) affection, disease, wellness, complaint, disorder, sickness

d) treatment, mismanaging, damage, destruction, ruin

e) nutrient, unwholesome, nourishing, nutritious, nutritive

f) active, alive, functional, going, stagnating, live, operating

g) diet, heavy food, greasy, caloric

8. Provide the appropriate translation for the given expressions from the text.

Reward yourself, a regular check up, to be able to cope with things, eating junk food, a sugary drink, feel in control of

your life, social well-being, to manage stress, to be aware of any health risks related to your illness, to eat only as many calories as you use during the day, any excess is stored as fat, essential nutrients to support tissue growth, highly processed convenience food, food high in calories, a fatty snack, work around challenges, sugar craving, overcome slip-ups.

9. Work in pairs. Discuss the questions.



1. What can people do to stay healthy? What do you personally do?
2. Is sport a part of your everyday life?
3. Is sport popular in your family? Do your parents do sports regularly?
4. Why is it important to exercise every day?

10. Fill in the correct word from a list below. Use the words only once.

Spirits, immune system, substance abuse, mild stimulant, violence, mild painkillers, overdose, circulatory system, addictive, unhealthy lifestyle, euphoria, heroin, vaporisers, slurred speech, fertility, stillbirth, heart disease

Unhealthy lifestyle choices

A key way to avoid _____ choices is to understand what different substances do to your body. _____ can cause serious problems which can affect your physical and mental health.

Drug use. A drug is a chemical substance that affects the

processes of the mind or body. Some drugs are legal and can be bought in shops and supermarkets such as alcohol, cigarettes and _____. Others are medicines, prescribed by doctors to treat illnesses. Illegal drugs are banned by the government.

beer,
only



Alcohol. Alcohol such as wine and _____ is legal to buy, if you are over 18. Drinking large amounts can have the following effects: increase in aggression and _____; depression; _____ and unsteady movement; headaches and stomach ache (hangover); death from overdose.

Nicotine. Nicotine is another legal drug that is used as a _____ and is consumed in cigarettes, cigars, pipes and vaporisers.

A stimulant is something which causes increased activity in the mind or body, especially within a person's nervous system.

Recent research suggests that using _____ has few effects on users' health.

Smoking, however, can have very bad side effects, including:

- high blood pressure, increasing the likelihood of heart attack and stroke;
- increased risk of cancers of the lungs, throat and mouth;
- lower _____, making it difficult to conceive children;
- higher risk of miscarriage or _____;
- premature aging due to reduced blood supply to the skin.

Illegal drugs. There is a huge range of illegal drugs that change the user's state of mind. Some induce _____ and confidence, others dull pain or cause hallucinations. The best known illegal drugs include cocaine, _____ and MDMA (known as 'ecstasy').



Different drugs affect your health in different ways, but there are some problems common to them all:

- more illnesses, deaths and disabilities are caused by substance abuse than from any other preventable health condition;
- drugs weaken your _____, leaving you open to infections;
- some drugs can cause nausea, vomiting and abdominal pain;
- some drugs can cause _____; this may be an abnormal heart beat, but it could escalate to a heart attack;
- injected drugs, such as heroin, can cause your veins to collapse and infections in your _____;
- seizures, strokes and other types of brain damage can be caused by some types of drugs. This may leave you with long-term memory problems. Others can cause mental illness such as depression or schizophrenia;
- many drugs are _____, which means that users are compelled to use the drug whether they really want to or not. This can lead to financial and social problems as the user prioritises the drug over other aspects of their life;
- some drugs can kill through _____.

(Retrieved from: <https://www.bbc.co.uk/bitesize/topics/zjvbt39/articles/zj83qp3>)

11. Read and translate the text. Write out the unknown items in vocabulary.



Managing your emotions

Release the pressure. The important thing is to find ways to deal with it. You should try to stay active — exercise can help you stay positive. **Try not to worry. There are some things in life that we just can't control.** Disappointment, pain and grief are inevitable. Accepting that these things are part of life will take you a long way to having overall good mental health. Dwelling on them can lead to anxiety and depression. Make sure you accept yourself — we are all different and nobody is perfect.

Share your feelings. Not everyone enjoys being around other people all the time, but a completely isolated life is unlikely to be a happy one. Developing good relationships with our family and friends will support our sense of wellbeing. Share your life with other people, even if it's just a small circle of trusted people.

Managing emotions and reactions to life experiences. Understanding yourself and managing change can only be done when you are able to recognise and deal with your emotions. You will experience many emotions over your lifetime. Here are five key ones that you will have to manage at some stage in your life.

Start activity. **Developing a positive self-concept. Balancing positivity with realism is vital to dealing successfully with the world around us.** It is difficult to interact with other people if you don't have confidence in who you are and belief in your abilities.

It makes it hard to build the skills and personality traits that will help you succeed in your daily life and personal relationships.

(Retrieved from: <https://www.bbc.co.uk/bitesize/topics/zhvbt39/articles/zj79t39>)

12. Check your understanding.

1. Call ways to deal with the pressure.
2. What the factor will take you a long way to having overall good mental health?
3. What can lead to anxiety and depression?
4. Why is it important to share your life with other people?
5. What are five keys that you will have to manage at some stage in your life?

13. Find the appropriate English correspondents in the text above.

Розчарування неминуче; знайти способи, які допоможуть впоратися зі стресом; горе; мати хороше психічне здоров'я; тривога та депресія; довго думати над чимось (зациклюватися); життя в повній ізоляції; будувати хороші відносини з кимось; невелике коло людей, яким ви довіряєте; вміти розрізняти та керувати своїми емоціями; важко взаємодіяти з іншими людьми; віра у свої сили; впевненість в собі; важко сформуванати навички.

15. Read and translate the text. Write out all the unknown items in vocabulary. Do the exercises following the text.



4 Steps to a Healthy Lifestyle

Think you're leading a healthy lifestyle? Aside from occasionally veering off the path, most of us think we do a fair job of maintaining our health with good (or at least OK) eating habits and physical activity whenever we manage to fit it in. But is that enough to be considered "healthy?"

See how well you measure up on the researchers' four keys to healthfulness:

- Do you smoke?
- Are you able to maintain a healthy weight (a BMI of 18-25), or are you successfully losing weight to attain a healthy weight?
- Do you eat at least 5 servings of fruits and vegetables daily?
- Do you exercise 30 minutes or more, 5 times a week?

Everyone knows smoking is bad for your health. If you are one of the lucky ones who never became addicted to nicotine, pat yourself on the back. Smokers, I hope you are working diligently to kick your habit. It's impossible to underestimate the importance of a smoke-free life for your health — as well as for the sake of

those around you.

While those four habits are indisputably important for a healthy lifestyle, some may argue that more factors should be taken into consideration. What would be on your list? Here are top 10 list of healthy behaviors (beyond the four basics) that contribute to wellness and satisfaction with one's lifestyle:

- **Brush and floss daily** to keep your teeth and gums healthy and free of disease.

- **Get a good night's rest.** Well-rested people not only cope better with stress, but may also have better control of their appetites. Research has shown that a lack of sleep can put our "hunger hormones" out of balance and possibly trigger overeating.

- **Enjoy regular family meals.** This allows parents to serve as good role models, can promote more nutritious eating, and sets the stage for lively conversations. Being connected to family and/or friends is a powerful aspect of a healthy life.

- **Smile and laugh out loud several times a day.** It keeps you grounded, and helps you cope with situations that would otherwise make you crazy. Read the comics, watch a sitcom, or tell jokes to bring out those happy feelings.

- **Meditate, pray, or otherwise find solace** for at least 10-20 minutes each day. Contemplation is good for your soul, helps you cope with the demands of daily life, and may even help lower your blood pressure.

- **Get a pedometer and let it motivate you to walk, walk, walk.** Forget about how many minutes of activity you need; just do everything you can to fit more steps into your day. No matter how you get it, physical activity can help defuse stress, burn calories, and boost self-esteem.

- **Stand up straight.** You'll look 5 pounds lighter if you stand tall and tighten your abdominal muscles. Whenever you walk, think "tall and tight" to get the most out of the movement.



- **Try yoga.** The poses help increase strength and flexibility and improve balance. These are critical areas for older folks especially, and both men and women can benefit.

- **Power up the protein.** This nutrient is an essential part of your eating plan, and can make up anywhere from 10%-35% of your total calories. Protein lasts a long time in your belly; combine it with high-fiber foods and you'll feel full on fewer calories. Enjoy small portions of nuts, low-fat dairy, beans, lean meat, poultry, or fish.

- **Last but not least, have a positive attitude.** Do your best to look at life as if "the glass is half full." You must believe in yourself, have good support systems, and think positively ("I think I can, I think I can...") to succeed. The most important thing to remember is that you can make a difference in your health and well-being. Take charge of your life, and be mindful of small behavior changes that can make your lifestyle a healthier one.

(Retrieved from: <https://www.webmd.com/diet/features/4-steps-healthy-lifestyle#1>)

16. Check your understanding



1. Are you leading a healthy lifestyle?
2. Have you ever been addicted to nicotine?
3. What are top 10 list of healthy behaviors (beyond the four basics) that contribute to wellness and satisfaction with one's lifestyle?

4. How can a lack of sleep influence our hormones?
5. Why is it important to enjoy regular family meals?
6. What is the role of loud laugh out several times a day?
7. Why is it so important to meditate, pray, or otherwise find solace for at least 10-20 minutes each day?
8. How can physical activity help you?
9. What should you eat to feel full on fewer calories?
10. What is the most important thing to remember if you want to succeed in your health and well-being?

17. Are these sentences true (T) or false (F)?

1. You'll look 8 pounds lighter if you stand tall and tighten your abdominal muscles.
2. Physical exercises help increase strength and flexibility and improve balance.
3. Enjoy small portions of nuts, low-fat dairy, pastry, beans, lean meat, curds, poultry, or fish.
4. Take charge of your life, and be mindful of small behavior changes that can make your lifestyle a healthier one.
5. Protein lasts a long time in your belly; combine it with protein cocktail and you'll feel full on fewer calories.

18. Match the numbers to the letters.

- | |
|---|
| <ol style="list-style-type: none">1. Contemplation;2. Wellness;3. Solace;4. A sitcom;5. Diligently;6. Addicted;7. Dairy;8. Flexibility |
|---|

- a. used to refer to cows that are used for producing milk, rather than meat, or to foods that are made from milk, such as

cream, butter, and cheese.

b. to spend time considering a possible future action, or to consider one particular thing for a long time in a serious and quiet way

c. in a way that shows care and effort in your work or duties

d. the state of being healthy, especially when it is something that you actively try to achieve

e. the ability to bend or to be bent easily without breaking

f. a television series in which the same characters are involved in amusing situations in each show

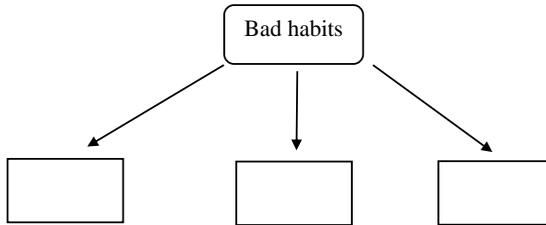
g. unable to stop using or doing something as a habit, especially something harmful

h. to make somebody feel better or happier when they are sad or disappointed

19. Provide the appropriate translation for the given expressions from the text.

Trigger overeating, nutritious eating, the demands of daily life, defuse stress, burn calories, boost self-esteem, tighten your abdominal muscles, strength and flexibility, an essential part of your eating plan, high-fiber foods, low-fat dairy, beans, lean meat, poultry, take charge of your life, be mindful of, to veer off the path, to measure up, to lose weight, pat yourself on the back, to work diligently to kick bad habit, brush and floss daily, to cope with stress.

20. Name bad habits and answer the questions.



1. Which arguments against bad habits seem most convincing to you? Place them in order of importance.
2. Which of the arguments will you use to convince your friends or parents not to smoke or drink too much?



Points of view on bad habits

1. I think that cigarettes warm you when it is cold.
2. You look elder.
3. You are very attractive and it is in fashion.
4. You feel yourself very active and full of energy.
5. It is impossible to change, you are what you are.
6. You are free to decide what is good and what is bad for your health.
7. Life is so short, why not?

8. I want to taste everything.
9. Why should I give up the things which I like to do?
10. It impairs your vision.
11. It causes the cancer of lungs and the cancer of throat.
12. It takes your breath away.
13. It makes your skin and fingers turn yellow.
14. It is out of fashion, the youth is for the active kind of living.
15. You don't get enough vitamins and minerals.
16. You look rather pale; you have frequent headaches.
17. Causes slow reactions and loss of memory.
18. It makes your speech unclear.
19. It causes anemia.
20. Makes our teeth turn yellow and our hair, clothes smell awful.
21. It wastes your time and empties your pockets.
22. It pollutes the air around you and makes your non-smoking friends avoid you.

21. Try to find Ukrainian equivalents and make your own sentences with idioms.

1. Kick/break the habit.
2. Creature of habit.
3. Old habits die hard.
4. Fall into a habit.
5. By force of habit.
6. Nip in the bud.
7. Get into the habit.
8. Make something a habit.



22. Make up an essay on one of these topics.

1. Modern lifestyle is completely different from the way people lived in the past. Some people think that the changes have been very positive while some others believe they have negative.

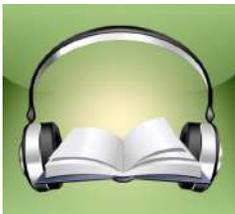
2. Some people enjoy change, and they look forward to new experiences. Others like their lives to stay the same, and they do not change their usual habits. Compare these two approaches to life. Which approach do you prefer? Explain why.

3. Vegetarian and vegan: the peculiarities of nutrition and the potential impact on health;

4. Today's society provides people with various ways to lose weight, such as special diets or exercise regimes. Many people believe though that poor food and today's lifestyle should be addressed first. What is your opinion?

5. Nowadays people waste a lot of food that was bought from shops and restaurants. Why do you think people waste food? What can be done to reduce the amount of food they throw away?

23. Listen to the recording and write the missing words in each gap.



Every _____ country
_____ free healthcare
to its citizens. I can't understand why the
richest _____ countries _____ in _____ the world
_____. It's shocking
that _____ a _____ country _____ can
_____ and let its people die because they

cannot pay the hospital. I saw _____ once on America's healthcare system. It's called "Sicko," directed by Michael Moore. He went to England and France _____ that people in those countries didn't have to pay when _____ hospital. He _____ Cuba. He went with lots of Americans who couldn't afford healthcare in America. Amazingly, the Cuban hospitals _____ for free _____ medicine. They were so happy. I'm sure there's enough money _____ to provide everyone with free.

(Retrieved from: <https://listenaminute.com/h/healthcare.html>)

Unit 10
Language, Culture and
Society

Part 1

Lead-in

Circle the best answer.

1. Which continent has the speaker NOT lived in?
 - a) Asia
 - b) Europe
 - c) South America

2. Which two things does the speaker do to learn a new language?
 - a) Go to classes and speak to people
 - b) Speak to people and use a dictionary
 - c) Watch TV and listen to the radio

3. Why does the speaker think watching game shows is useful?
 - a) Because of the pictures
 - b) Because contestants are always winning
 - c) Because the language is repetitive

4. What does the speaker say about using newspapers?
 - a) It was easy to learn a lot of new words quickly.
 - b) A lot of things were happening in the country.
 - c) Other people sometimes explained new words to him.

5. What does the speaker say about talking to people in the street?
 - a) Preparation was necessary.
 - b) The embarrassment made it a failure.
 - c) People reacted negatively.

6. Why were colloquial expressions a problem for the speaker?
 - a) They took ten years to learn.

- b) They were never written down.
- c) They were often unnoticed.

Complete the sentences with words from the box.

over	degree	find	way
typical	again	mess	far

1. I've learned several languages to one or another.
2. I just them fascinating.
3. The kinds of programmes we see every day
4. You can really quickly hear the same words repeated and again.
5. There was no I was going to understand everything.
6. By the best practice I had was just talking to people.
7. Usually, I'd make a right of it first of all.
8. But after you get the embarrassment, it's quite funny really.

Discussion

What is the most effective language learning method for you?

Reading

More foreign words and phrases come into common English usage each year. Because English has always borrowed words from other languages, people aren't always aware that a word originated in another place. For example, banana and zombie are African words, cookie and yacht come from the

Dutch, and yogurt from Turkish. Other words may still sound foreign, but they are used every day when speaking English.

Imagine eating dinner alfresco on a pleasant evening. While you are enjoying the view from the patio, your waiter comes to tell you about the soup du jour and other daily specials. After you take a sip of the delicious French onion soup you ordered, you sit back and enjoy the bon mot your companion credits to Mark Twain: “I am opposed to millionaires, but it would be dangerous to offer me the position.” You laugh at the witty remark and then ask, “Who needs to be a millionaire?” You know you are living la dolce vita as you take pleasure in your excellent meal, good company, and lovely atmosphere. When your dessert arrives, the waiter lights a match, applies it to the banana flambé, and shouts, “Voilà!” The alcohol ignites, and the flames create a magnificent finale to your evening. Possibly without even being aware of it, you have just spent an evening filled with foreign phrases.

Foreign words also appear frequently in the media. The Latin phrase *carpe diem* was an important message in the 1989 Oscar-winning film *Dead Poet's Society*. The film is about a strict boys' school where an English professor tries to teach his students to live life to the fullest. *Carpe diem* also appears on numerous calendars and motivational posters.

To seize the day is a message we often forget in today's hectic world. The term *doppelgänger* comes from German for a ghostly double, and the concept has been explored in short stories by writers such as Edgar Allan Poe in “William Wilson” and by Robert Louis Stevenson in “Markheim.” Writers have also claimed to have seen their *doppelgänger*s. The English poet Shelly saw his shortly before he drowned in Italy, while the German poet Goethe claimed to have seen his riding down a road. Even a single word can have an impact in a story, such as *nada* as used in “A Clean WellLighted Place” by Ernest Hemingway. Nothing can certainly come to mean something.

It isn't necessarily a *faux pas* to not understand every

foreign word or phrase currently in use, but to avoid possibly embarrassing moments, the wise person will want to learn at least a few of these phrases. The multicultural Zeitgeist of the twenty-first century asks all of us to grow along with the language.

Exercises

1. Match each word with its synonym in Set One and its antonym in Set Two.

SYNONYMS SET ONE

- | | |
|-----------------------|--------------------|
| _____ 1. Carpe diem | a. mood |
| _____ 2. Doppelgänger | b. mistake |
| _____ 3. Bon mot | c. grab the chance |
| _____ 4. Zeitgeist | d. double |
| _____ 5. Faux pas | e. witticism |

ANTONYMS SET TWO

- | | |
|------------------------|---------------|
| _____ 6. Alfresco | f. old |
| _____ 7. Nada | g. Dam! |
| _____ 8. La dolce vita | h. indoors |
| _____ 9. Voila | i. everything |
| _____ 10. Dujour | j. dullness |

2. Finish the sentences using the vocabulary words. Use each word once.

Vocabulary List

<i>bon mot</i>	<i>nada</i>	<i>alfresco</i>	<i>dolce vita</i>
<i>doppelganger</i>	<i>carpe diem</i>	<i>voila</i>	<i>faux pas</i>
<i>zeitgeist</i>		<i>du jour</i>	

1. The special _____ at the cafeteria was kidney pie; I decided to pass.

2. As we sat on the porch of our cabin overlooking the lake, we thought this was the _____.

3. Shortly before her death, Queen Elizabeth I is reported to have seen her _____ lying on a bed.

4. My cousin is the expert at the _____ she always knows the right thing to say to make people laugh.

5. After a busy semester, I was looking forward to doing _____ for a week.

6. Sometimes I get so involved in everything I need to get done that I forget to _____.

7. I think that having toilet paper stuck to one's shoe all night would be considered a(n) _____ at most parties.

8. In the 1920s, the _____ seemed to be to party as much as possible in order to forget World War I.

9. The play will be performed _____ to enhance the play's forest setting.

10. I kept trying, and, _____, my story was finally accepted for publication.

3. Connect the vocabulary words to the following items or situations. Use each word once.

Vocabulary List

<i>alfresco</i>	<i>carpe diem</i>	<i>faux pas</i>	<i>du jour</i>
<i>la dolce vita</i>	<i>doppelgänger</i>	<i>nada</i>	<i>voilà</i>
	<i>bon mot</i>	<i>zeitgeist</i>	

1. a pocket without any lira, pesos, or francs _____

2. French onion soup on Wednesdays _____

3. greed in the 1980s _____

4. under the stars _____
5. “There is only one thing in the world worse than being talked about, and that is not being talked about.”—Oscar Wilde _____
6. I found my keys! _____
7. asking a woman whether her child is her grandchild _____
8. When the woman he has admired all semester asks to borrow a pen, the young man asks her out.
9. Robert Louis Stevenson’s character Markheim meets his evil self. _____
10. a three-course lunch followed by a nap _____
-

4. Choose the correct answer.

1. Everyone said they had themselves at the wedding.
- a) enjoyed
 - b) impressed
 - c) pleased
 - d) excited
2. Mary seems to go out with a different of friends almost every night.
- a) group
 - b) company
 - c) band
 - d) collection
3. People can become very when they are stuck in traffic for a long time.
- a) nervous
 - b) stressful
 - c) bad-tempered
 - d) pressed

4. More and more people are living into age and it's a serious social problem.

- a) high
- b) far
- c) ancient
- d) old

5. Stephanie seems to be very with her classmates.

- a) likeable
- b) known
- c) famous
- d) popular

6. Most people have no idea what it's like to be famous.

- a) usual
- b) typical
- c) ordinary
- d) medium

7. When my parents got divorced, my best friend was very and listened to all my problems.

- a) likeable
- b) sympathetic
- c) amusing
- d) enjoyable

8. Rita's very and easily gets upset when people criticise her.

- a) level-headed
- b) sensible
- c) sensitive
- d) open-minded

9. Police were called in when the people began to get violent.

- a) crowd
- b) audience
- c) company
- d) herd

10. My dad says he once met Robbie Williams when he was still

- a) unknown
- b) infamous
- c) hidden
- d) unrelated

5. Circle the correct word.

1. These days, many parents find it difficult **to assist / support** a large family.

2. Forgetting to thank us for dinner is **usual / typical** of George.

3. My grandma doesn't have any **close / near** family her own age left.

4. In **ancient / old** times, people had a very different view of the world.

5. Who was **to blame / fault** for the argument?

6. Don' t you know it's **kind / polite** to close your mouth when you are eating?

7. Nathan's parents were very **enjoyed / pleased** when they saw him in the school play.

8. I have a very good **connection / relationship** with my mother.

6. Complete using the words from the box. You need to use one word twice.

get make put look bring fall grow

Personality

Some of us seem to be infinitely kind, while others seem to (1)..... down on everyone around them. Some of us never forget an argument, while others (2)up and forgive easily. As we (3)..... up, our personality develops and we find that we (4)..... on with certain people more than others. Who we are seems to have a large genetic element, but is also influenced by those who (5)..... us up. If we (6) up to our parents or other family members, we may want to be like them. On the other hand, if our parents seem to (7)..... us down all the time and we (8) out with them a lot, then perhaps we will develop quite different personalities.

7. Choose the correct answer.

1. If I the lottery, I'd give some of the money to each member of my family.

- a) win
- b) have won
- c) will win
- d) won

2. 'Did you have an argument with Francis?' 'If you had been there, you the same.'

- a) did
- b) would have done
- c) had done
- d) will do

3. If you see Nina on Friday, her to give me a ring.

- a) you will tell
- b) tell to
- c) you would have told
- d) tell

4. If I'd known you were coming, I a cake.
- a) would have baked
 - b) would bake
 - c) will bake
 - d) baked
5. Remind Tony about the party he's forgotten.
- a) in case
 - b) unless
 - c) provided that
 - d) except
6. 'Did you have a message for Dan?' 'Tell him I'll call him on Friday if you him.'
- a) had seen
 - b) see
 - c) will see
 - d) saw
7. This fascinating book covers some of the most crimes of the twentieth century.
- a) unknown
 - b) covered
 - c) hidden
 - d) infamous
8. The government should do more for people.
- a) usual
 - b) everyday
 - c) ordinary
 - d) typical
9. Ivan tells me he really himself at your barbecue last week.

- a) pleased
- b) enjoyed
- c) played
- d) interested

10. I know we had an argument, but now I'd quite like to

.....

- a) look down
- b) fallout
- c) make up
- d) bring up

11. Hary and Sam both denied that the fight was their

.....

- a) blame
- b) criticism
- c) cause
- d) fault

12. The curtain went up, the grew silent and the actors on stage began to speak.

- a) crowd
- b) jury
- c) congregation
- d) audience

Part 2

Lead-in

- Describe your own ethnic group. Why do you belong to this group? Is your group a minority group in your own country?
- Describe the different ethnic groups that make up your country. Do you know the numbers for each group? Which are the main minority groups? Where did they originate? When and why did they move to your country? How do they contribute to the life of your nation?

Language Help

verb	person noun	abstract noun
rule	ruler	rule
govern	governor	government
preside	president	presidency (often followed by over)
represent	representative	representation
elect	elector; electorate	election (group of people)

Find a word from the Language help section to match each definition.

1. the person with the highest political position in a republic ***The President***
2. someone who speaks or does something officially, on behalf of a group of people
3. the leader of a country, e.g. a monarch or dictator
4. the period of office of the person with the highest political position in a republic
5. system used for controlling a country
6. the group of people who are entitled to vote
7. to act officially for a group of people

Reading

People and Society

The Mayan culture continues to intrigue modern society. One of the great centers of Mayan culture was Chichen-Itza on the Yucatan Peninsula. Life at Chichen-Itza was hardly immutable. Roughly between 500 and 1400, a site of numerous temples, a huge ball court, and an astronomical observatory burgeoned in the tropical jungle. The Maya abandoned the site twice, and around 1200 the Toltecs from the north invaded the area, adding their religion and architecture to the Mayan concepts. Anthropologists and archeologists have been meticulous in studying the ruins at Chichen-Itza to discover the customs of this ancient society.

What made life viable for the Maya at Chichen-Itza were the cenotes, or wells. The name chicken shows the importance of the wells to the society. Chi meant “mouths” in Mayan, and chen meant “wells.” These wells provided a source of water for a community composed of a hierarchy of slaves, farmers, hunters, merchants, warriors, priests, and nobles. Each group had its special role to play to keep the community functioning. The cenotes also hold a clue to the religious rituals of the Maya: several bodies have been found in the wells. Human sacrifice, though generally considered heinous by today’s standards, was a part of Mayan religious practices. Other artifacts found in the cenotes include jewelry and dolls. The Maya had several gods, and the sacrifices of young women and objects may have been used to quell the wrath of a rain god or pay homage to the god of maize. Because the gods controlled the weather and therefore the food supply, it was essential for the people to keep the gods happy. Bloodletting, especially of the ears and tongue, was another way a person could earn favor with a god.

Religious beliefs were also manifested in the architecture and games of the Maya. An impressive and ominous area at Chichen-Itza is the Great Ball Court, the largest found at a Mayan site. The ballgame was played between two teams and

seems to have involved keeping a rubber ball from touching the ground without using the hands. The game was over when the ball went through a scoring ring attached to the walls of the court. The winner of the game did not receive the prize people today would expect. The captain of the winning team would offer his head to the leader of the losing team for decapitation. It was part of the Mayan religious beliefs that dying quickly was a great honor, and they obviously felt that the winner of this contest deserved such an honor.

The Maya were a highly advanced society, demonstrated in their complex temple designs, accurate calendar, and elaborate artwork. The Maya continue to fascinate the world with their customs and achievements.

Exercises

1. Match each term with its synonym in Set One and its antonym in Set Two.

SYNONYMS

Set One

1. heinous
2. quell
3. meticulous
4. artifact
5. viable
6. ritual
7. immutable
8. hierarchy
9. ominous
10. manifest

ANTONYMS

Set Two

- a. workable
- b. object
- c. calm
- d. vicious
- e. thorough
- f. equality
- g. hidden
- h. variety
- i. changeable
- j. safe

2. Complete the sentences using the vocabulary words.
Use each word once.

Vocabulary List

hierarchy *immutable* *meticulous* *quell*
artifacts *heinous* *manifest*
viable *ritual* *ominous*

1. My mother's negative reaction was _____ ; she would never approve of my little sister taking a trip to India with a man she met a month ago.

2. The museum displayed _____ from the Inca civilization including beautifully decorated pots.

3. Alicia was quick to _____ the rumor that she was engaged to Brian; she assured people they were just friends.

4. The _____ music signaled the entrance of the villain.

5. The people decided that the mountain was not a(n) _____ place to live after their crops failed two years in a row.

6. His love for Amanda was _____ to everyone but Carlos.

7. It was a(n) _____ action by the vandals to break all the windows in the auditorium the day before the graduation ceremony.

8. I was _____ in following the instructions for the cake, so I don't understand why it tasted horrible.

9. To get things done at my office, it is essential to understand the _____ from supervisor on down.

10. The _____ practices of different societies are interesting to study, especially marriage customs.

3. Complete the readings using each word once.

Vocabulary List

hierarchy rituals meticulous
viable immutable

The plane is about to take off. I am so excited about my summer trip to the South Pacific to gather information on how the local people live. I am especially excited about seeing their (1) _____. I became intrigued about island customs after reading Margaret Mead's book *The Coming of Age in Samoa*. Her (2) _____ work in observing and recording the behaviors of the people fascinated me. I am also curious whether the (3) _____ system is still functioning the same or whether people can move between ranks more easily now. I wasn't sure that making a living as an anthropologist was a(n) (4) _____ idea, but when I started college two years ago, I decided to pursue a subject I love. I know that the society I am about to visit has not been (5) _____, but I hope to see some of the practices that my hero Mead saw.

Vocabulary List

heinous ominous artifacts
quell manifest

Today we visited some (6) _____ : an army of ancient carved figures used to guard a sacred ceremonial site. The faces were (7) _____ with big eyes and long tongues sticking out of huge mouths. If someone dared to walk past the statues, he or she was sure to anger the gods. The natives believed that (8) _____ troubles would befall a person who entered the taboo area. Because of the strong belief in a statue's power, illnesses could (9) _____

themselves in a person. It took herbal medicines and potent ceremonies to (10) _____ the fears and difficulties of those who disturbed the sacred place.

4. Give two examples for each question.

1. Where might someone find an artifact?
2. What should you be meticulous about?
3. What would most people consider a heinous action?
4. What would you consider an ominous sign?
5. How might someone quell the anger of a child?
6. Where might you find a hierarchy?
7. What things are immutable?
8. What rituals does your family have?
9. How might someone manifest his or her love for a person?
10. What would be a viable vacation plan for you this year?

5. Choose the correct answer.

1. The government is trying to convince people the need for higher taxes.
 - a) with
 - b) that
 - c) of
 - d) for

2. I believe that judges should be independent the government.
 - a) to
 - b) with
 - c) from
 - d) on

3. Local residents object the new power station in their area.
 - a) to have

- b) of having
- c) having
- d) to having

4. Do you think they should ban people smoking in public places?

- a) from
- b) in
- c) that
- d) of

5. The MP asked the prime minister was aware of the growing social problem.

- a) that
- b) if
- c) him
- d) what

6. Most people seem to agree the newspapers' criticism of the government.

- a) on
- b) with
- c) to
- d) that

7. I don't think people should rely the state, even if they are unemployed.

- a) to
- b) on
- c) with
- d) by

8. The mayor was attacked public money.

- a) for wasting
- b) he waste

- c) to waste
- d) of wasting

6. Find the extra word in each line.

Living Together in Society

1. Hell, said Jean-Paul Sartre, is other people, and whether you agree with

2. or not, we are all have to learn to live together. We may not always

3. approve of that other people's behaviour, but we do have to live with it.

4. It is impossible to force other people in to behave exactly how we think

5. they should behave. Of course, the law bans from all kinds of behaviour

6. and if you can convince to enough people, you might be able to get the

7. government to pass a new law. Mostly, though, you have to let off people

8. live their own lives, in the same way you expect them to allow you for to

9. live your life. You don't have to pretend it that you like how some other

10. people live, but letting them to be themselves is often the only choice.

7. Complete the sentences by changing the form of the word in capitals when this is necessary.

1. My best friend has a great.....(PERSON) and everyone likes her.

2. I have a good..... (RELATE) with my mum and I can talk to her about anything.

3. They've just published a book of George Bush's..... (CORRESPOND) and it looks really interesting

9. Test your knowledge with this quiz. Choose the best answer from the list of options. In some cases, more than one option may be possible.

1. What is another name for an "interest group" (an industrial, commercial, professional, financial, etc. group that tries to influence government policy)? (a) A pressure group (b) A lobby (c) A political party (d) The judiciary

2. Which of these things is a judge not allowed to do? (a) Interpret government law (b) Decide if a law contravenes our human rights (c) Create or change a law by the decisions they make in particular cases (d) Challenge the legality of a law passed by Parliament

3. Judgements in law are usually based on previous similar cases. What must a judge do, however, if there has not been a similar case to the one he / she is judging? (a) Make his / her own judgement (b) Ask Parliament to make the judgement for him / her (c) Apply to the Queen for a judgement (d) Cancel the case

4. Who appoints judges to their post? (a) The Chancellor of the Exchequer (b) The Queen (c) The Lord Chancellor (d) The Prime Minister (e) The Cabinet (f) The House of Lords

5. What are the main criticisms concerning the current judiciary? (a) The selection process for judges is not 'transparent' enough to the public (b) Judges are not representative of the general community (c) There are not enough female judges (d) There are not enough judges from ethnic minorities (e) Judges are usually only selected from a particular section of society (ie, upper-middle class) (f) Many judges are 'out of touch' with the people they judge

6. Most counties and administrative areas have their own police force. The largest police force in the UK is based at New Scotland Yard in London. What is its name? (a) The Thames Valley Police (b) The Special Constabulary (c) The Thought Police (d) The Metropolitan Police (e) The Chief Constable

7. Who 'controls' this police force and tells it what to do?
(a) The Government (b) Local councillors (c) Local magistrates
(d) The Home Secretary (e) The Queen (f) The Prime Minister

8. Who should you contact if you have a complaint against the police? (a) The IPCC (b) The RSPCA (c) The NSPCC (d) The DVLA (e) The C of E

9. What do we call the independent managers and administrators who carry out government policy? (a) The Department of Social Security (b) The Family Planning Association (c) Citizens' Advice (d) The Civil Service

10. What are the two key features of this organisation? (a) Professionalism (b) Political allegiance to the ruling political party (c) The ability to change government policy if it disagrees with it (d) Political neutrality (e) Choosing which aspects of government policy it wants to put into practice

11. What happens to this organisation if a new government is elected? (a) It must put the new government's policies into practice (b) It is disbanded, and new managers and administrators are chosen (c) The managers and administrators continue working with the previous government for up to five years and are then 'retired'

12. Individual areas in the UK are administered by a system of local government, called councils. What are the main types of council? (a) County council (b) District council (c) Borough council (d) City council (e) Metropolitan council

13. What is another name commonly used for local government? (a) Local authorities (b) Local commands (c) Local controllers (d) Local dictators

14. What sort of community services do councils provide? (a) Education (b) Local / regional planning (c) Public transport (d) Road maintenance (e) Recycling (f) Refuse collection (g) Libraries (h) Housing and accommodation (i) The Fire Service (j) Social services

15. What do we call a member of a local council? (a) A counsellor (b) A councillor (c) A councilor (d) A councilor

16. How does somebody become a member of a local council? (a) They must apply for the post, like any other job (b) They must be elected in local elections (c) They are appointed by Parliament in London (d) They must make a financial donation to the council: the biggest donation "wins"

17. What are "mandatory services"? (a) Local government services that must be provided because the central government says they must be provided (b) Local services that a local government can provide if it wants to and has the money to do so (c) Local services that are decided by central government, but that local government can refuse to provide (d) Local services that must be provided because the people who live in that area demand them

18. Who provides the money for local government? (a) The government (through taxes) (b) Local businesses (through voluntary donations) (c) Local people (through council tax) (d) The European Parliament (through a central European funding system)

19. Who is eligible to vote in local and national elections? (a) Men over 18 and women over 21 (b) Men and women over 16 (c) Men and women over 18 (d) Men and women over 21 (e) Men over 18, and women over 18 if they are married (f) Men only

20. If you are a permanent resident of the UK, but are not a UK citizen, which two rights do you not have? (a) A general right to vote (b) The right to free medical treatment on the NHS (c) The right to claim social security if you are unemployed (d) The right to get married to a UK citizen (e) The right to hold a British passport (f) Employment rights such as paid holidays and the minimum wage (g) The right to be represented by a Member of Parliament

Unit 11
Using Money

Lead-in

Discussion

What do you spend most of your money on?

Match the words with their definitions.

- 1) the spending of money on advertising for example;
- 2) articles such as display cabinets which would be difficult to remove;
- 3) a payment to shareholders when a company has made a profit;
- 4) a person whose affairs are in the hands of an Official Receiver;
- 5) another name for ordinary shares;
- 6) the person who takes on the responsibility for checking the company's accounts;
- 7) possessions which can be converted into cash;
- 8) a deduction made from the price of good when payment is made promptly;
- 9) debts which will have to be paid either now or in the future;
- 10) a list of goods which will have to be sent to a customer indicating the amount charged to their account;
- 11) the situation when the two sides of the accounts are equal;
- 12) the books of accounts showing how much we owe and are owed;
- 13) goods which are not wanted after all usually because they are faulty;
- 14) the proprietor's withdrawals of funds from the business;
- 15) the proprietor's stake in the business;
- 16) people who owe us money;
- 17) the fall in the value of an asset as a result of waste or usage;
- 18) a person to whom we owe money;
- 19) smth. which is valuable yet intangible;

20) the situation facing persons who cannot pay their creditors;

21) money received from sales;

22) the device which aims to control; expenditure;

23) the costs attached to maintaining fixed assets such as plant and machinery;

24) an asset such as a share certificate which can be offered as a safeguard when a loan is received from a bank; 25) smth./ who buys smth. in the expectation that it will rise in value.

Words for reference:

1) bankruptcy,

2) assets,

3) investor,

4) creditor,

5) equities,

6) dividend,

7) budget,

8) invoice,

9) overheads,

10) returns,

11) capital,

12) depreciation,

13) bankrupt,

14) revenue,

15) debtors,

16) balance,

17) drawings,

18) expenditure,

19) auditor,

20) ledgers,

21) liabilities,

22) fixtures,

23) goodwill,

24) security,

25) discount.

Reading

Using Money

What is money? Money is any good that is widely used and accepted in transactions involving the transfer of goods and services from one person to another. Economists differentiate among three different types of money: commodity money, fiat money, and bank money. Commodity money is a good whose value serves as the value of money. Gold coins are an example of commodity money. In most countries, commodity money has been replaced with fiat money. Fiat money is a good, the value

of which is less than the value it represents as money. Dollar bills are an examples of fiat money because their value as slips of printed paper is less than their value as money. Bank money consists of the book credit that banks extend to their depositors. Transactions made using checks drawn on deposits held at banks involve the use of bank money.

Money is often defined in terms of the three functions or services that it provides. Money serves as a medium of exchange, as a store of value, and as a unit of account.

Money's most important function is as a medium of exchange to facilitate transactions. Without money, all transactions would have to be conducted by barter, which involves direct exchange of one good or service for another. Money serves as a medium of exchange that is accepted in all transactions, by all parties, regardless of whether they desire each-others' goods and services.

Money must hold its value over time; that is it must be a store of value. As a store of value is not unique and even is not the best one because it depreciates with inflation. However, money is more liquid than most other stores of value because as the medium of exchange, it is readily accepted everywhere. Furthermore, money is an easily transported store of value that is available in a number of convenient denominations. Money also functions as a unit of account, providing a common measure of the value of goods and services being exchanged. Knowing the value of price of a good, in terms of money, enables both the supplier and the purchaser of the good to make decisions about how much of the good to supply and how much of the good to purchase.

The demand for money is affected by several factors, including the level of income, interest rates, and inflation as well as uncertainty about the future. The way in which these factors affect money demand is usually explained in terms of the three motives for demanding money: the transactions, the precautionary, and the speculative motives.

Vocabulary

Commodity money	товарні гроші
Fiat money	паперові гроші
Book credit	облікова вартість кредиту
Demand for money	попит на гроші
Supply of money	пропозиція грошей
Checkable deposit	чековий депозитний внесок
Traveler's check	дорожній чек
Saving	заощадження
Time deposit	терміновий депозитний внесок
Intermediary	посередник
Loan	позичка
Asset	актив
Liability	зобов'язання, пасив

Exercises

1. Answer the following questions.

1. What is money?
2. What are the functions of money?
3. What does medium of exchange mean?
4. Can you explain the meaning of "store of value"?
5. What is the third function of money?
6. How many functions do banks perform?
7. What do banks do when they receive deposits?
8. What is a balance sheet?
9. What are liabilities?

2. Give derivatives of:

definition competition bank
accept activity money
lend collect measure
borrow economic exchange
advance value important

intermediary supply involve
deposit pay transport
acquire government transferable

3. Give the Ukrainian equivalents of these word-combinations.

An important part; economic transactions; functions of money; role of the banking system; money –creation process; different types of money; direct exchange; medium of exchange; store of value; unit of account; purchaser of the good; to make decision; supply of money; checkable deposits; travel's checks; savings and time deposits; certificates of deposit; reserve requirement; balance sheet; deposit liabilities.

4. Match each word or phrase on the left with the correct definitions on the right.

1. Bank – the business of a bank
2. Bank account – a day during the week when banks are closed by law
3. Bank balance – someone who works in a bank in an important position
4. Bank book – a credit card provided by your bank
5. Bank card – a book in which a record is kept of the money you put into and take out of your bank account
6. Banker – the amount of money someone has in their bank account
7. Bank holiday – an arrangement between a bank and a customer that allows the customer to pay in and take out money.
8. Banking – a business that keeps and lends money and provides other financial services
9. Bank manager – someone who has officially said that they cannot pay their debts.
10. Bank note – the rate of interest decided by a country's main bank.
11. Bank rate – a piece of paper money of a particular value

that you use to buy things.

12. Bankrupt – someone who is in charge of a local bank.

13. Bankruptcy – a document sent regularly by a bank to a customer that lists the amount of money taken out of and paid into their bank account.

14. Bank statement – the state of being unable to pay your debts

5. Find a synonym:

A.

- | | |
|----------------|-----------------|
| 1) responsible | a) buy |
| 2) public | b) influence |
| 3) earnings | c) costs |
| 4) purchase | d) information |
| 5) impact | e) provide with |
| 6) acquire | f) employ |
| 7) expenses | g) in charge of |
| 8) supply | h) obtain |
| 9) hire | i) state-owned |
| 10) evidence | j) income |

B.

- | | |
|------------------------|---|
| 1) property | a) assets equal liabilities plus owner's equity |
| 2) equal | b) provide information item by item |
| 3) condition | c) indicate by words or symbols |
| 4) detail | d) have the same value as |
| 5) accounting equation | e) a series of transactions, changes, or functions that bring about a particular result |
| 6) monetary | f) the existing circumstance |
| 7) process | g) anything owned by a person |
| 8) express | h) pertaining to money |

6. Join the halves.

1. Before making a loan, potential lenders ...
2. Both profit and non-profit organizations
3. Public accountants are those who
4. Several accounting organizations have formulated
5. To do an audit, there must be information in a
6. It is important to obtain a sufficient....
7. The final stage in the audit process is
8. Very often the general public
9. The function of accounting is to provide certain types of... .
10. Auditing is the process of recording, classifying and summarizing economic
 - a) serve the general public and collect professional fees for their work.
 - b) quality and volume of evidence to satisfy the audit objectives.
 - c) the audit report.
 - d) quantitative information that management can use to make decisions.
 - e) verifiable form and some standards by which the auditor can evaluate the information.
 - f) determine the borrower's ability to meet scheduled payment.
 - g) confuses auditing with accounting.
 - h) codes of ethics that govern the of their members behaviour.
 - i) events in logical manner for the purpose of providing financial information for decision-making.
 - j) deal with budgets, payrolls, rent payments, and the like.

7. Choose the best alternative:

1. It is up to an accountant to ... the various financial statements.

- a) interpret
- b) intercept
- c) invent
- d) translate

2. The bookkeeper keeps a record of every financial

- a) action
- b) transaction
- c) entry
- d) transcription

3. It's essential to ... the invoice number in any correspondence

- a) estimate
- b) quote
- c) say
- d) tell

4. The ... of the invoice goes to the customer, another copy goes to Sales, and we keep the other one here in Accounts.

- a) photocopy
- b) issue
- c) top copy
- d) account

5. We are ... with our supplier over this invoice so don't pay it until you hear from me.

- a) argument
- b) dispute
- c) agreement
- d) distress

6. We send a ... to customers who haven't settled their accounts.

- a) reminder
- b) remainder
- c) remembrance
- d) memory

7. If these figures could be ... into parts and labour it would be make them easier to understand.

- a) set up
- b) broken down
- c) rounded up
- d) laid down

8. This company has a weekly ... about 100,000.

- a) pay
- b) payroll
- c) salary
- d) wages

9. Buying that new machinery has seriously ... our reserves.

- a) depreciated
- b) depleted
- c) depressed
- d) deprived

10. By examining the balance ... and other documents we are able to find out that the company was not doing as well as they claimed.

- a) slip
- b) ledger
- c) account
- d) sheet

11. Surely we can set some of these expenses ... tax.

- a) against
- b) for
- c) on
- d) from

12. The rent for the office is already 3 months ...!

- a) overtime
- b) in the red
- c) in demand
- d) overdue

13. Due to economic climate we have had to ... more bad debts this year than ever before.

- a) tell off
- b) write off
- c) find out
- d) note down

14. Do they have enough working ... to keep trading?

- a) capital
- b) expenses
- c) accounts
- d) currency

15. Such items as buildings and machinery are known as ... assets.

- a) current
- b) hidden
- c) fixed
- d) liquid

8. Questions 1-10 are incomplete sentences. Beneath each sentence you will see four words or phrases, marked (A), (B), (C), and (D). Choose the one word or phrase that best completes the sentence.

1. Manufactures often sacrifice quality ...

- a) for a larger profit margin
- b) in place of to earn more money
- c) to gain more quantities of money
- d) and instead earn a bigger amount of money

2. Nancy hasn't begun working on her Ph. D. ... working on her master's.

- a) still because she is yet
- b) yet as a result she is still
- c) yet because she is still
- d) still while she is already

3. Last year Matt earned ... his brother, who has a better position.

- a) twice as much as
- b) twice as many than
- c) twice as many as
- d) twice an more as

4. Of the two new teachers, one is experienced and ...

- a) the others are not
- b) another is inexperienced
- c) the other is not
- d) other lacks experience

5. The doctor told his receptionist that he would return ...

- a) as early as it would be possible
- b) at the earliest that it could be possible
- c) as soon as possible
- d) at the nearest early possibility

6. Jane changed her major from French to business, ...
- a) with hopes to be able easier to locate employment
 - b) hoping she can easier get a job
 - c) with the hope for being able to find better a job
 - d) hoping to find a job more easily
7. The doctor insisted that his patient ...
- a) that he not work too hard for three months
 - b) take it easy for three months
 - c) taking it easy inside of three months
 - d) to take some vacations for three months
8. The more she worked, ...
- a) the less she achieved
 - b) she achieved not enough
 - c) she did not achieve enough
 - d) she was achieving less
9. When Henry arrived home after a hard day at work, ...
- a) his wife was sleeping
 - b) his wife slept
 - c) his wife has slept
 - d) his wife has been sleeping
10. He ... looked forward to the new venture.
- a) eagerly
 - b) with great eagerness
 - c) eagernessly
 - d) in a state of increasing eagerness

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Навчальне видання

English for Current Communication and Job-Related Areas

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