15.01. Урок 24

Тема: Написання офіційного листа

Офіційний лист (або ж діловий) на англійській мові має свої відмінності від неофіційного листа. Розглянемо їх.

По-перше, в офіційному листі привітання завжди розпочинається зі словосполучення “Dear Mr/Mrs”, в залежності від того, до кого йде звертання (Mr-до чоловіка, Mrs – до жінки). Інколи Mr/Mrs та прізвище замінюється на “Dear Sir”. Після цього йде прізвище того, кому надсилається лист, а за прізвищем йде кома. Наприклад:

Dear Mr. John

Dear Mrs. Calley

Dear Sir

По-друге, у прощанні частіше використовується слово “Sincerely”, після якого йде кома, а з нового рядка йде ім’я та прізвище того, хто пише листа. Після цього йде ще рядок з офіційною посадою того, хто відправляє листа. Наприклад:

Sincerely,

Mr. Anderson.

HR Department.

Крім того, в діловому листі може знаходитися адреса відправника та отримувача, а також підпис у кінці листа. На зображенні нижче детально розглянуто принцип побудови ділового листа:

TECHNOTHERM ENGINEERING, INC.
ENGLEWOOD CLIFFS, N.J, 02578

Ref: MS/AP/125

25th February, 2007
Mr. Simon Hollingworth
Marketing Manager
The Modern Engineering Corporation
220 West Seventh Street
New York, N.Y., 10056
USA

Dear Mr. Simon,

We have red your advertisement in the “Pet Magazine” of 25th December, 2006. We are interested in buying your equipment for producing pet food. Would you kindly send us more information about this equipment:

- price (please quote CIF price)
- dates of delivery
- terms of payment
- guarantees
- if the price includes the cost of equipment installation and our staff training.

We have more than 50 dealers and representatives in different regions and would like to start producing pet food in Ukraine. If your equipment meets our requirements and we receive a favourable offer we will be able to place a large order for your equipment.

Yours sincerely,

M. Smith

Martin Smith,
Export-Import Manager

Завдання для самостійної роботи: **Finish these sentences:**

- This lesson was important for me because …
- I have found out …
- The knowledge how to ….. will help me in …. .

Домашнє завдання: с. 51 впр. 4

16.01. Урок 25

Тема: Контроль знань з теми **FAMILY RELATIONSHIP**

I. Group the adjectives into the appropriate columns

(tactful, responsible, talkative, strict, fussy, polite, rude, tidy, hard-working, quite, sensitive, tactless, lazy, mature, relaxed)

Usually positive	Usually negative	Could be either

II. Rephrase the sentences adding the appropriate suffix to the noun

1. Don`t be such a **full**. Stop being …….
2. The magazine comes out every **week**. The magazine comes out …….
3. Look at all the **dirt** on your hands. Your hands are …….
4. The situation is without **hope**. The situation is …….
5. The injury is giving a lot of **pain**. The injury is …….

III. Make up the sentences using the First and the Second Conditionals

To have money-to buy a new car

To pass the exam-to study more

To win the game-to train hard

To buy the house-to be cheap

To be offered the job-to take it

IV. Write down 6-7 things teenagers do which their parents find annoying

18.01. Урок 26.

Тема: Система громадського харчування

1. **Читання**

Read some paragraphs from the guide book for foreigners in Ukraine and match the paragraphs with the headings (A – F). There is an extra heading. **(Ex. 2, p. 102)**

2 **Робота з новою лексикою**

Translate new words and write down them in your vocabulary notes. **(p.104)**

3 **Аудіювання**

Read the text again and say if the statements below are true or false.

(Ex. 3, p.105)

4 **Виконання вправ**

Work in pairs. Look at the menus below and guess where they come from.

(Ex. 5, p.106)

Match the dishes with the appropriate ingredients.

(Ex. 6, p. 106)

5 **Домашнє завдання**

Your home task is to do Ex. 1, p. 107 and Ex. 3, p. 107.

19.01. Урок 27

Тема: Типи закладів харчування та критерії їх оцінки

1. Reading

a) Read the article and translate the underlined words.

Healthy food

Some foods have a lot of proteins, vitamins and fibre. These foods are healthy and you should eat a lot of them. Other foods have a lot of sugar and fat. You shouldn't eat to much of them. Eat more fruit and vegetables. They have a lot of vitamins, minerals and fibre. Fruit have all the sugar your body needs. Too much salt is as bad for your health as too much sugar. Don't add salt when you are cooking or eating. Add lemon juice or spices instead. Eat fewer chips and salted nuts. We don't need a lot of fat, so choose low-fat products if possible. Grilled food is much healthier thanfried. There's less fat in it. Another important piece of advice is to eat regularly and drink five or six glasses of water every day. Enjoy your meals!

b) Read the article again and choose the best answer (a-c).

1. What foods are healthy?

a) Foods that have a lot of sugar and fat.

b) Foods that have a lot of proteins, vitamins and fibre.

c) Foods that have a lot of salt.

2. What should we eat more?

1. *We should eat more fruit and vegetables.*
2. *We should eat more chips and salted nuts.*
3. *We should eat more fried food.*

3 What food has all the sugar our body needs?

a) Fat has all the sugar your body needs.

b) Grilled food have all the sugar your body needs.

c) Fruit have all the sugar your body needs.

4 What can we add to the dishes instead of salt?

1. *We can add mustard.*
2. *We can add garlic.*
3. *We can add lemon juice or spices.*

5 What do we need to eat less?

1. *We need to eat fewer chips and salted nuts.*
2. *We need to eat fewer fruit and vegetables.*
3. *We need to eat fewer fish and meat.*

6 What don't we need to eat if possible?

1. *We don't need to eat a lot of minerals.*
2. *We don't need to eat a lot of vitamins.*
3. *We don't need to eat a lot of fat.*

7 What food is much healthier than fried?

1. *Roasted food is much healthier than fried.*
2. *Grilled food is much healthier than fried.*
3. *Raw food is much healthier than fried.*

8 What important piece of advice this text gives?

1. *To eat regularly and drink five or six glasses of water every day.*
2. *To eat not later than at 6 o'clock.*
3. *To eat only two times a day.*