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Министерства здравоохранения Российской Федерации

УТВЕРЖДАЮ
Заведующий кафедрой
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**Перечень вопросов к экзамену по дисциплине
«Деловой иностранный язык» (английский)
для специальности 38.04.02 - Менеджмент (очная форма обучения)**

Устное собеседование по пройденным темам:

Сообщение по теме «**Travelling**», «**Customs**», «**Air Travel**», «**Business Meetings**»:

1. What may happen if a traveller fails to go through the customs properly?
2. What's the next stage of going through the customs after passport control?
3. What articles are to be declared?
4. What is duty-free?
5. What do you do if you have nothing to declare?
6. When is one through with the customs formalities?
7. Is the passenger's vaccination certificate always checked? Why?
8. Some passengers' luggage may be gone through carefully. Is it a regular occurrence? Why is it done?

Сообщение по теме «**Business Trip**», «**Hotel**»:

1. What are the cheapest rooms in hotels?
2. When are the hotels at seaside resorts usually full?
3. What must you do when you leave the hotel?
4. What is the main duty of the hotel porter?
5. Can hotel guests receive letters or post-cards?
6. What should you do arriving at the hotel?
7. What questions must the guest must answer when he/she fills the arrival form?

Сообщение по теме «**Business Etiquette**», «**Phone Conversation**»:

1. What are the main tips for the telephone etiquette?
2. What do you say if you can't hear well?
3. What do you say if you want your conversation partner to speak louder?
4. What do you say if you want the person you are talking to repeat his/ her name?
5. What do you say if you didn't understand what was said?
6. What do you say if you want to ask your conversation partner to wait?
7. What mistakes do people make while booking hotels? - taking messages on the telephone? - ordering by telephone?

Сообщение по теме «**Business Meeting: Setting, Cancellation**»:

1. What is necessary to say when setting a meeting?
2. Is it necessary to make a reservation in a restaurant in advance?

3. When cancelling an appointment, what should you say?
4. Is it possible to cancel an appointment in a written form?
5. Make a list of expressions which can be helpful to rearrange your appointment.

Сообщение по теме «**Nonverbal Business English: Cultural Differences**»

1. What is meant under “nonverbal communication”?
2. What are the three main elements of non-verbal communication?
3. Is it important to understand nonverbal messages? Is it helpful for business?
4. How can we see hidden emotions of a person? Can they contradict verbal statements?
5. What are the other forms of body language (apart from facial expressions)?
6. Are the sounds important during business communication?

Сообщение по теме «**Meeting Foreign Guests: Cultural Programme**»:

1. What cities are the biggest in Siberia?
2. What lions can show in your town?
3. Are there any interesting places in your own city? Describe them.
4. What famous persons do you know from your town?
5. Is there a Medical University in your town? Do you know its history?
6. What would you show to a foreign guest in our town?

Сообщение по теме «**Meeting Foreign Guests: Business Lunch**»:

1. Is it necessary to book a table in advance?
2. What are usual Russian dishes?
3. What are international dishes?
4. Make a list of phrases which can help you to make an order.
5. What is the first (traditional) dish in Russia?
6. Is it necessary to tip the waiter?
7. What is your favourite place in Krasnoyarsk?

Сообщение по теме «**Negotiating**», «**Concluding a Treaty**»:

1. What is the primary approach to negotiating in Russia?
2. How do most Russians view negotiating?
3. Why is information rarely shared freely in Russia?
4. What style do Russians employ when negotiating?
5. What should you do if your counterparts appear to be stalling the negotiation?
6. Should you invite your counterparts to a lunch or dinner after signing the contract?
7. May you change any part of an agreement significantly before both parties sign the final contract?

Сообщение по теме «**Structure of Business Correspondence: Arrangement, Parts**»:

1. Why are the layout and presentation of your letter important?
2. How many styles of letter are there?
3. What is the order of writing addresses?
4. Is it necessary to make sure you use the recipient’s name correctly?
5. What is the structure of the ordinary business letter?
6. Where should you place your signature?
7. How long should your letter be?

Сообщение по теме «**Business Correspondence in English: Apologizing, Congratulations, Orders**», «**E-mail**»:

1. Why is letter writing an essential part of business communication?
2. Why are nowadays more and more agreements made in English?

3. What are three stages of transaction?
4. How may business letters be divided?
5. What people are official letters characteristic of?
6. Should orders be acknowledged as soon as received?
7. Who and where writes memos?
8. What are the rules of memo-writing?

Сообщение по теме «**Business Correspondence: Applying for a Job (Questionnaire, Cover Letter, CV)**», «**International Grant Application**»:

1. What words are more appropriate in advertisements instead of the word “job”?
2. What rules should you remember when requesting an application form?
3. Should you include a covering letter when returning the application form?
4. Is it necessary to explain your prospective employer why you left your previous job?
5. What aspects should you concentrate on?
6. What is the structure of the ordinary CV?

Сообщение по теме «**Academic Papers: Structure, Terminology**»:

1. What methods can you use to understand the text better while working with the certain text?
2. What phrases can help you to summarize the information for presentation?
3. What is skimming is used for?
4. Describe scanning as an academic technique.
5. What is a shorter version of the original text?
6. What does a written summary start with?
7. What do nonfiction summaries serve for?

Сообщение по теме «**Main Rules of Writing an Academic Paper**»:

1. What are the main stages of investigation?
2. What are the main rules in organizing an essay?
3. What is a quotation?
4. What verbs and phrases can you use to introduce your quotation?
5. What is a summary?
6. Is summary shorter than a paraphrase?

Сообщение по теме «**Writing a Summary**»:

1. Do you agree that summary is a shorter version of an original text?
2. Is the ability to summarize information one of the most important critical thinking skills?
3. What is the biggest problem with summary writing?
4. What characteristics does the good summary have?
5. What is a thesis statement?
6. Is it important to follow grammar and the mechanism of writing?
7. What is the usual length of a summary?

Сообщение по теме «**Scientific Conference: Application, Registration, Speaking in a Debate**»:

1. What should you do when you go to an international professional conference?
2. What is the difference between a round table and a presentation?
3. Is it common for presenters to read from a prepared script?
4. Is it necessary for presenters to base their talk around a visual presentation that displays key figures and research results?
5. Do you know that academic conferences fall into three categories? What are they?
6. Who usually organizes conferences?

7. Can social or entertainment activities such as tours and receptions be part of the program at conferences?

Сообщение по теме «**Scientific Conference: Public Presentation of a Paper**»:

1. What is the best reason for offering a poster rather than a presentation?
2. How can you develop the content of your presentation?
3. Is the strict time limit one of the main conditions?
4. What are the main sections of a presentation?
5. Are visual aids important for an oral presentation?
6. How many slides can a presenter be allowed?
7. What is the key to doing text slides right?

Сообщение по теме «**Mini-conference: Students' Presentations of Papers**»:

1. What are the phrases to address people?
2. How can you begin your presentation?
3. How can you attract people's attention?
4. What are the phrases to sum up your presentation?
5. Do you agree that attending a conference can be one of the most beneficial career moves?
6. What parenthetical words do you know which can be helpful?

Сообщение по теме «**Final Lessons: Test-Paper, Interview**»:

1. What is an interview?
2. How often do you go for job interviews?
3. What do you usually do to impress your interviewer or prospective employer?
4. What is more effective to use during the job interview: charm or brain?
5. What do you think your image consist of?
6. Do you or your boss have personal style of management?
7. Do you think it is effective? Why?

Утвержден на заседании кафедры латинского и иностранных языков протокол № 1 от «01» сентября 2023 г.

Зав. каф. лат. и ин. яз. /



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