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**И. И. Чащина, Ю. Н. Сидоренко**

# АНГЛИЙСКИЙ ЯЗЫК
## ДЛЯ ДЕЛОВОГО ОБЩЕНИЯ

Учебное пособие
для студентов специальности 23.05.02
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Пособие содержит аутентичные тексты производственной и деловой тематики, упражнения для развития речевых умений и навыков перевода.

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## CONTENTS

# ПРЕДИСЛОВИЕ

Настоящее пособие состоит из шести разделов (Unit).

В первом разделе описаны основные производственные процессы и факторы, влияющие на них. Во втором разделе рассмотрены деятельность и продукция машиностроительного предприятия, в третьем – вопросы трудоустройств на примере машиностроительных специальностей. В четвертом разделе представлена организационная структура армии. В пятом разделе рассмотрено проведение академической конференции, представлены доклады по транспортным средствам специального назначения. В шестом разделе изложены правила ведения деловых переговоров, выделены этапы переговорного процесса.

Издание содержит большое количество лексических и коммуникативных упражнений, упражнений, направленных на развитие навыков перевода,устной и письменной деловой речи.

Материал пособия способствует формированию у студентов интереса к изучаемой профессии и иностранному языку.

Авторы выражают благодарность Юлии Михайловне Калашниковой и Татьяне Александровне Мулендейкиной за ценные замечания и предложения, сделанные при рецензировании рукописи учебного пособия.

*И. И. Чащина*

# UNIT I

# PLANT PRODUCTION

## Vocabulary

**optimize** ['ɒptɪmaɪz] – оптимизировать

**line** [laɪn] – линия

**lot** [lɒt] – партия

**maximize** ['mæksɪmaɪz] – увеличивать

**inventory** ['ɪnv(ə)nt(ə)rɪ] – запас, резерв

**stock** [stɒk] – запас

**store** [stɔ:] – склад, хранить, накапливать

**breakdown** ['breɪkdaʊn] – поломка, авария

**factory** ['fækt(ə)rɪ] – завод, фабрика

**layout** ['leɪaʊt] – макет, схема, план, проект

**plant** [plɑ:nt] – завод, установка, фабрика

**site** [saɪt] – место, участок, местоположение

**unit** ['ju:nɪt] – блок, единица, подразделение, агрегат

**workshop** ['wɜ:kʃɒp] – мастерская, цех

**assemble** [ə'semb(ə)l] – собирать, монтировать

**failure** ['feɪljə] – отказ, сбой

**fault** [fɔ:lt] – неисправность, ошибка, повреждение

**maintain** [meɪn'teɪn] – поддерживать, сохранять, содержать, обслуживать

**maintenance** ['meɪnt(ə)nəns] – обслуживание, поддержание

**repair** [rɪ'peə] – ремонт, восстановление, ремонтировать, восстанавливать, чинить

**batch** [bætʃ] – партия, серия

**component** [kəm'pəʊnənt] – компонент, деталь

**convert** ['kɒnvɜ:t] – превращать

**effectiveness** [ɪ'fektɪvnəs] – эффективность, действенность

**efficiency** [ɪ'fɪʃ(ə)nsɪ] – производительность, продуктивность

**distribute** [dɪ'strɪbju:t] – распространять, распределять

## TEXT I

## Production management

Production management deals with **planning** and **controlling** industrial **processes producing** and **distributing** products and services. Technologies of production management are also employed in service industries; here they are called **operations** management. During manufacturing, **inputs** are **converted** into **outputs**. These processes can take many forms: from basic agriculture to large-scale **manufacturing**. Many industrial processes occur in **factories**, where **assembly lines** permit a constant flow of **raw materials** (inputs) and **finished products** (inputs).

People in production pay attention to **efficiency** and **effectiveness** of processes to optimize **productivity**. To do well, it is essential to **measure**, **analyze** and **evaluate** these processes. However, other activities also result in success: **purchasing**, **inventory** control, **quality** control, **storage**, **logistics**.

Production changes according to the inputs, processes and outputs. Other important factors are the production place and the resources. In addition, the equipment must be constantly maintained to remain productive and to prevent breakdowns.

**Production place**

| |
|---|
| factory, layout, plant, site, unit, workshop |

**Process**

| |
|---|
| assemble, batch, component, convert, effectiveness, efficiency, line, lot, maximize, optimize |

**Stock**

| |
|---|
| inventory, stock, store |

**Maintenance**

| |
|---|
| breakdown, failure, fault, maintain, repair |

*Exercise 1. Answer the questions.*

1. What does production management deal with?
2. What processes occur in manufacturing?
3. What permit a constant flow of inputs and outputs?
4. What do people pay attention to?
5. What is essential to optimize productivity?
6. What does also result in success?
7. How does production change?
8. What helps to remain productive and to prevent breakdowns?
9. What words are used to describe production place, process, stock, maintenance?

*Exercise 2. Find English equivalents in the text.*

Широкомасштабное производство, контроль качества, управление запасами, закупки, логистика, управление производством, линия сборки, измерять, обслуживать оборудование, хранение, распределять продукты и услуги, сырьё, производительность, оценивать, предотвратить поломки.

*Exercise 3. Choose the synonyms.*

| | |
|---|---|
| 1) maintain | a) project |
| 2) breakdown | b) factory |
| 3) store | c) batch |
| 4) maximize | d) component |
| 5) line | e) stock |
| 6) efficiency | f) transform |
| 7) assemble | g) department, |
| 8) workshop | h) mount |
| 9) convert | i) effectiveness |
| 10) inventory | j) conveyor |
| 11) unit | k) optimize |
| 12) lot | l) shop |
| 13) factory | m) fault |
| 14) layout | n) repair |

*Exercise 4. Match the words that go together and then complete the sentences below.*

| | |
|---|---|
| 1) quality | a) material |
| 2) finished | b) manager |
| 3) industrial | c) lines |
| 4) production | d) process |
| 5) assembly | e) levels |
| 6) large-scale | f) control |
| 7) raw | g) products |
| 8) productivity | h) manufacturing |

1) Improved _____ _____ has resulted in higher efficiency in production.

2) The manufacture of goods is an _____ _____.

3) Crude oil is the basic _____ _____ for the plastics industry.

4) Increased _____ _____ have reduced the number of industrial workers.

5) The large warehouse is used to store _____ _____ waiting for delivery.

6) Large manufacturers use _____ _____ in production.

7) The company began in a single room but now has developed into _____ _____.

8) The industrial process is the responsibility of the _____ _____.

*Exercise 5. Here is a part of a memo from a company director to the production manager. Complete it with words from the box.*

**Memo**

**From:** Patrick Newman **To:** Mary Norris **Re:** Premises

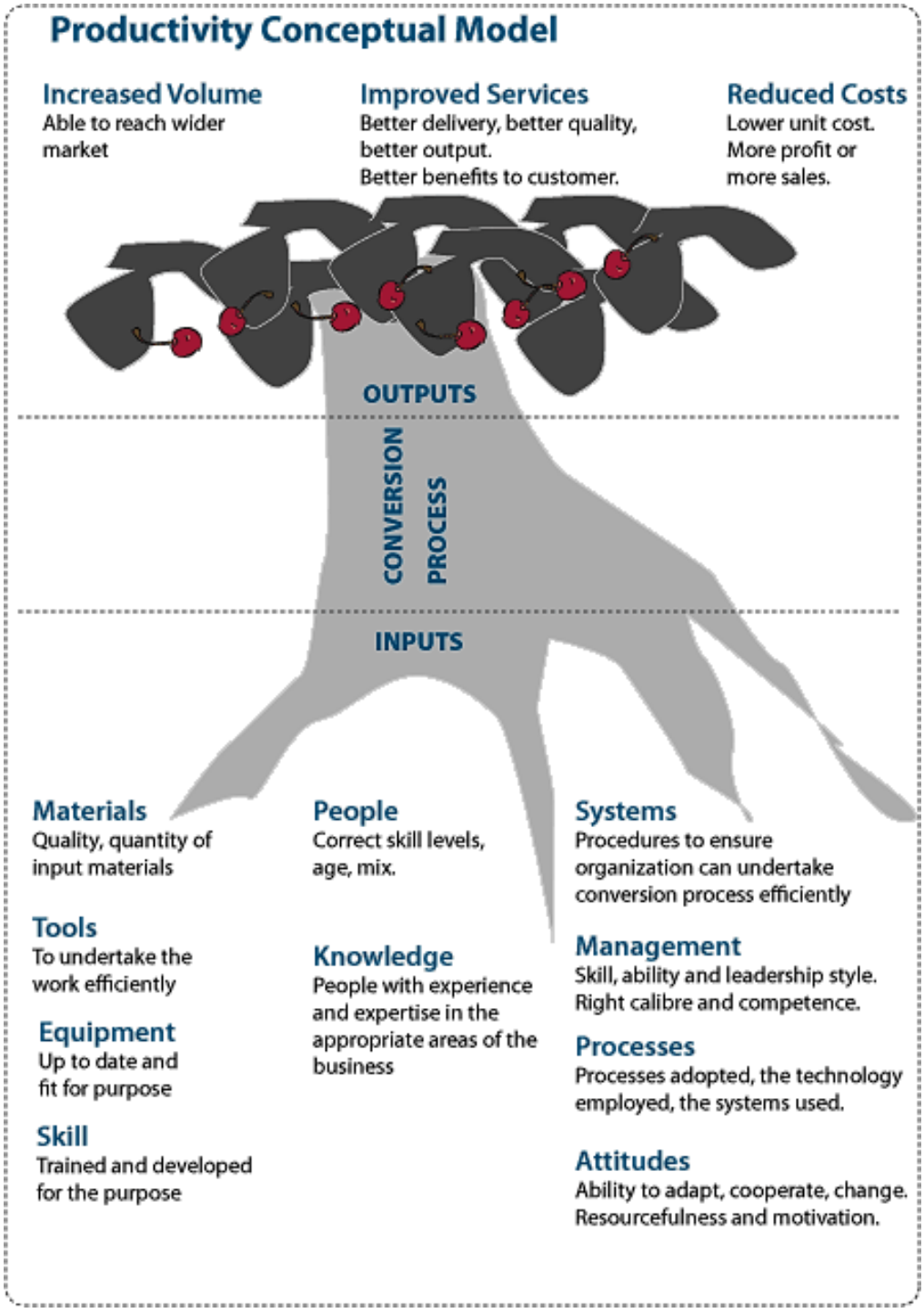
We are making good progress with the new (a)_____ development. A new (b) _____ next to the river has been acquired. Designers are presently working on the (c) _____ of the area and exact location of the plant construction. All (d) _____ and fittings will be carried out by Alan Shores Ltd. The new manufacturing (e) _____ has been ordered and we hope to be able to install it ahead of schedule. New (f) _____ will be bought for the engineering (g) _____ once they have been finished.

The present machinery is old and several (h) _____ recently have caused production backlogs. We will continue to (i) _____ and (j) _____ these machines until the new ones are up and running. I would ask you to carry out a full (k) _____ inventory as soon as possible. Any (l) _____ should be removed from store.

| |
|---|
| faulty, equipment, repair, site, workshops, factory, stock, breakdowns, layout, maintain, fixtures, machinery |

*Exercise 6. Study the Productivity Conceptual Model below and try to explain it.*

The *Productivity Conceptual Model* of a business organization looks like a "productivity tree".




What do the roots denote? What does the trunk present? What do the leaves and fruit show?

## Vocabulary

**aggregate** ['ægrɪgət] – агрегат, совокупность; агрегировать, объединять

**backlog** ['bæklɒg] – резервы, задолженность, невыполненные заказы

**back order** – невыполненный заказ

**bottleneck** ['bɒt(ə)lnek] – пробка, узкий проход

**capacity [**kə'pæsɪtɪ] – емкость, мощность, способность

**downtime** ['daʊntaɪm] – простой, время простоя

**flow** [fləʊ] – поток

**forecast** ['fɔ:kɑ:st] – прогноз; прогнозировать

**idle** ['aɪdəl] – холостой ход

**lead time** [li:d] – время на освоение новой продукции, на выполнение нового заказа

**make-to-order** – выполнять на заказ

**make-to-stock** – изготавливать продукцию на склад

**output** ['aʊtpʊt] – продукция, выпуск; выпускать

**productivity** [prɒdʌk'tɪvɪtɪ] – производительность, выход продукции

**prototype** ['prəʊtətaɪp] – опытный образец, модель

**requirement** [rɪ'kwaɪəm(ə)nt] – требование

**run** [rʌn] – прогон, ход; управлять

**safety** ['seɪftɪ] – безопасность, надежность

**schedule** ['ʃedju:l] – расписание, график; планировать, назначать

**sequence** ['si:kw(ə)ns] – последовательность

**set up** ['setʌp] – устанавливать, учреждать

**set-up time** – время настройки

**slack [**slæk] – резерв времени, зазор

**throughput [**'θru:pʊt] – пропускная способность, производительность

**uncertainty** [ʌn'sɜ:t(ə)ntɪ] – неопределенность, изменчивость

**update** ['ʌpdeɪt] – обновлять, модернизировать; модернизация

**work in progress –** незавершённое производство

**lot** [lɒt] – много; партия

**overtime** ['əʊvətaɪm] – сверхурочный; сверхурочно

**shift** [ʃɪft] – смена

**workforce** ['wɜ:kfɔ:s] – трудовые ресурсы

**workload** ['wɜ:kləʊd] – рабочая нагрузка, объем работ

## Text II

## Production planning

A production planning system is important to ensure that a company's processes, **machinery**, equipment, labor skills and **material** are organized efficiently for better profitability. These are many factors that have to be considered in the planning system. For example, a company may need a large number of different **components**. Also **demand** can change daily in this ever-changing world. New sales orders come in. Some get cancelled; there may be **breakdowns** in the **workshop**; **backlogs** build up; there may be late or early **delivery** from suppliers. It is hard to keep track of all these changes manually. To handle these situations, many companies keep safety **stock**. However, if a company has an effective planning system there is no need to keep high safety stock. Money blocked in the excessive safety stock can be used. At the same time, opportunity costs due to stock-outs can be minimized.

All areas of management need careful **planning** and **organizing**. Planning and organizing production are essential for efficient operations.

### Planning

| |
|---|
| aggregate, backlog, back, order, bottleneck, capacity, cycle, downtime, flow, forecast, idle, lead, time, make-to-order, make-to-stock, optimization, output, productivity, prototype, requirement, run, safety, schedule, sequence, set, up, set-up, time, slack, throughput, uncertainty, update, work, in, progress |

### Work organization

| |
|---|
| lot, overtime, shift, workforce, workload |

*Exercise 7. Answer the questions.*

1. Why is a production planning system important?
2. What factors have to be considered in the planning system?

3. Why do many companies keep safety stock?
4. What helps to minimize opportunity costs?
5. What do all areas of management need?
6. What notions are important in planning?
7. What words characterize work organization?

*Exercise 8. Find English equivalents in the text.*

Оборудование, резервный запас, отслеживать, отсутствие ресурсов поставка, неполадки, трудовые навыки, система планирования производства, спрос, цех, вмененные издержки, невыполненные заказы.

*Exercise 9. Choose the opposite word.*

| | |
|---|---|
| 1) productivity | a) danger |
| 2) cycle | b) idle |
| 3) backlog | c) intput |
| 4) make-to-order | d) capacity |
| 5) safety | e) uncertainty |
| 6) sequence | f) overtime |
| 7) shift | g) outdate |
| 8) certainty | h) disorder |
| 9) bottleneck | i) line |
| 10) output | j) make-to-stock |
| 11) update | k) profit |
| 12) run | l) loss |

*Exercise 10. Choose the correct answer in the following.*

1. Recent breakdowns with equipment have cost the factory a great deal of _____.

a) maintenance; b) slack time; c) downtime.

2. After the mock-up of the design has been tested, we can construct the _____.

a) prototype; b) update; c) set up.

3. It is undesirable to produce small quantities because of the machine _____.

a) lead time; b) set-up time; c) sequence.

4. The production manager must make out a production _____ for the following two months.

a) set up; b) schedule; c) output.

5. After the order has been agreed and production begun, the designer is still responsible for the _____.

a) work in progress; b) workload; c) back order.

6. These goods are produced together as one _____ .

a) cycle; b) delivery; c) lot.

*Exercise 11. Match the correct word with each definition.*

| | |
|---|---|
| 1) workload | a) the movement of materials through a production system. |
| 2) workforce | b) an order from an earlier time which hasn't been produced yet. |
| 3) back order | c) the volume of products which are manufactured. |
| 4) material flow | d) something that is necessary for a particular process. |
| 5) throughput | e) the series of activities following one another to manufacture a product. |
| 6) output | f) the amount of work that has to be done. |
| 7) cycle | g) the volume of goods that can be dealt with in a certain period of time. |
| 8) requirement | h) all the people who work in a particular company. |

*Exercise 12. Study the Market Needs Analysis Model below and describe it.*

There are two main aims of the *Market Needs Analysis Model*:

– to clear market needs for the product;

– to study the market potential for new products or services.

The product performance specifications detail the operational features of the product. At the product design stage, designers and product managers will redefine how the product is to work and how it is to be made.

At the production system specifications stage, we focus on the manufacturing requirements.

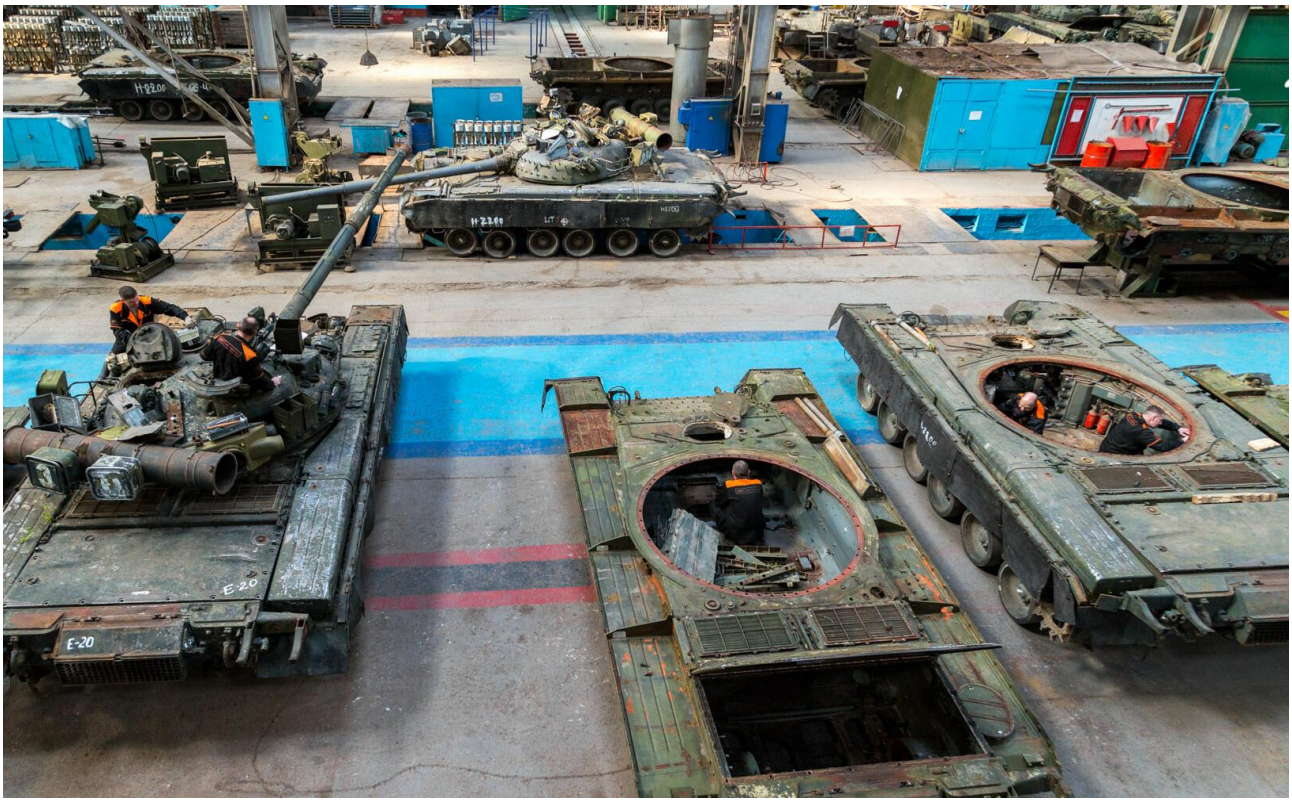
Investment decision methods focus on the alternative methods for financing the investment needed.


The objective of production system design is to standardize both the methods of production system design and the machine units for production system construction.

A production cost model calculates production cost and capacity factors.

# UNIT II

# MACHINE-BUILDING COMPLEX



## Vocabulary

**machine-building complex** – машиностроительный комплекс

**mechanical engineering** – машиностроение

**compound** [kəm'paʊnd] – составной, сложный

**to consist** [kən'sɪst] – состоять

**raw** [rɔ:] – сырой, необработанный; сырьё

**to include** [ɪn'klu:d] – включать

**heavy vehicle construction** – тяжелое машиностроение

**defense capability** – защитная способность

**metalworking** ['metəˌlwə:kɪŋ] – металлообработка

**workpiece** ['wɜ:kpi:s] – обрабатываемая деталь, заготовка

**ensure** [ɪn'ʃʊə] – обеспечивать, гарантировать

**machining** [mə'ʃi:nɪŋ] – механическая обработка

**assembling** [ə'sembəlɪŋ] – сборка, установка, монтаж

**power engineering –** энергетика

**machine-tool construction –** станкостроение

**precision engineering** – точное машиностроение

**instrumentation** [ɪnstrʊmen'teɪʃ(ə)n] – приборостроение

**electrical engineering –** электротехника

to provide [prə'vaɪd] – обеспечивать предоставлять

**depend on** [dɪ'pend] – зависеть

**implement** ['ɪmplɪmənt] – осуществлять, выполнять

**intrasectoral cooperation** – внутриотраслевое сотрудничество

**intersectoral cooperation** – межотраслевое сотрудничество

**cross-sectoral cooperation –** межотраслевое сотрудничество

**ferrous metal** – чёрный металл

**non-ferrous metal –** цветной металл

**non-ferrous metallurgy enterprises** – предприятия цветной металлургии

**chemical [**'kemɪk(ə)l] – химический

**glass factories** – стекольное производство; стекольный завод

**textile mill** ['tekstaɪl] – текстильная фабрика

## TEXT I

## Machine-building complex structure

The machine-building complex is a set of industries that are involved in producing and repairing various machines and equipment, as well as metal products and their components.

The machine-building complex is compound in its structure. It consists of more than 70 industries, which are usually grouped according to the purpose of the products, technologies and raw materials used.

The structure of the machine-building complex includes:

1) heavy vehicle construction and power engineering;
2) machine-tool construction;
3) transport;
4) agricultural machinery and tractor construction;
5) mechanical engineering for the light and food industry;
6) precision engineering.

Mechanical engineering plays a very important part in the country life. It provides equipment to all other complexes of the country. The development of all branches of the economy depends on the level of mechanical engineering development. All scientific and technological achievements are implemented in this field. It ensures the country's defense capability. This is the largest complex in the Russian industry. There are more than 50 thousand machine-building enterprises, which is about 1/3 of all industrial enterprises in Russia.

The technological process in mechanical engineering includes three stages: workpiece manufacturing, processing, assembling.

The final product consists of a large number of individual parts and components that cannot be produced within a single enterprise. Therefore, specialization and cooperation are widely developed in mechanical engineering.

In large machine-building plants, specialization is observed at the level of individual workshops. Small enterprises are usually highly specialized and their work depends on the work of related companies. That's why cooperation is so important.

Cooperation is the establishment of production links between enterprises jointly involved in manufacturing final products.

There are two kinds of cooperation: intrasectoral and intersectoral. Interacting the same industry enterprises is the example of intrasectoral cooperation. Manufacturing a final product involving different industries is intersectoral cooperation.

Machine-building, electrical tool factories that supply their products to the car assembly plant are machine-building enterprises and cooperation with them is intrasectoral. Ferrous and non-ferrous metallurgy enterprises, chemical, glass factories, textile mills are enterprises of other intersectoral complexes. Cooperation with them is an example of cross-sectoral cooperation.

*Exercise 1. Answer the following questions:*

1. What is the machine-building complex?
2. What structure does it have?
3. How many industries does it consist of?
4. What does the structure of the machine-building complex include?

5. Does mechanical engineering play an important part in life? Why?

6. How many machine-building enterprises are there in Russia?

7. What does the technological process in mechanical engineering include?

8. Why are specialization and cooperation widely developed in mechanical engineering?

9. Why is cooperation so important?

10. What does the cooperation mean?

11. What kinds of cooperation are there? What is the difference between them?

*Exercise 2. Make up expressions of words.*

| | |
|---|---|
| 1) textile | a) workshops |
| 2) glass | b) complex |
| *3)* machine-building | c) building |
| 4) ferrous | d) equipment |
| 5) defense | e) machinery |
| 6) intersectoral | f) cooperation |
| 7) raw | g) materials |
| 8) transport | h) capability |
| 9) agricultural | i) enterprises |
| 10) tractor | j) factories |
| 11) individual | k) manufacturing |
| 12) workpiece | l) mill |
| 13) industrial | m) metal |
| 14) car | n) construction |

*Exercise 3. Choose the opposite words.*

| | |
|---|---|
| 1) related | a) unimportant |
| 2) ferrous | b) cross-sectoral |
| 3) intrasectoral | c) different |
| 4) same | d) non-ferrous |

| | |
|---|---|
| 5) compound | e) simple |
| 6) raw | f) final |
| 7) important | g) specialized |
| 8) heavy | h) light |
| 9) largest | i) least |
| 10) military | j) civil |

*Exercise 4. Put the words in the correct order to make up sentences.*

1. In / complex / the / machine-building / compound / structure / to / be / its.
2. Than / industries / more / it / to / consist / of / than / 70. /
3. Equipment / it / country / the / complexes / to / provide / to / all / other / of.
4. To / include / process / stages / mechanical / the / technological / in / engineering / three.
5. To / play / life / mechanical / country / a / very / part / in / the / of / the / engineering / important.
6. Widely / specialization / engineering / mechanical / and / to / be / developed / in / cooperation.
7. It / defense / the / capability / to / ensure / country's.
8. Specialized / usually / small / enterprises / to / be / highly.
9. Intrasectoral / be / cooperation / intersectoral / can / and.

## Vocabulary

**state-owned company** – государственное предприятие

**machine-building** – машиностроительный

**rolling stock** – подвижной состав

**to expand [**ɪk'spænd] – расширяться, расширять

**to absorb business** – поглотить бизнес

**authorized capital** – разрешённый к выпуску акционерный капитал; уставный капитал

**to belong to** – принадлежать

**weapon** – оружие

**to gain one's importance** – обретать значимость

**to cause financial ruin –** вызвать финансовый крах

**to provide income** – обеспечить доход

**to go bankrupt** – стать банкротом

**protection** – защита

**combat vehicles** – боевая машина

**to create civilian products** – выпускать гражданскую продукцию

**universal wheeled agricultural tractor –** универсальный колёсный сельскохозяйственный трактор

## TEXT II

## Omsktransmash

Omsktransmash is a wholly state-owned engineering company based in Omsk.

It is one of the oldest machine-building companies in the Siberian region.

The history of the plant began in 1896, when workshops for repairing rolling stock were organized in Omsk in connection with constructing the Trans-Siberian railway.

The plant expanded in 1942 and gained its current importance when Ukraine and Leningrad factories were evacuated beyond the Ural mountains during the second world war. In that period the plant produced the T-34 tank.

In 1993 tractor production began.

In the post-Soviet period the enterprise designed a new prototype tank named Black Eagle but it was not produced. Although the plant received the orders of modernizing T-62 and T-72 tanks this did not provide sufficient income and in 2002 the company went bankrupt.

In 2004 the business was absorbed into Uralvagonzavod. In 2007 the plant was transformed into an open Joint Stock Company "Design Bureau of Transport Engineering". 99.9 percent of the authorized capital of JSC KBTM belongs to NPK "Uralvagonzavod".

In July 2014, the name of Omsktransmash was returned.

The company's specialists cooperate with developers and manufacturers to produce protection and mobility systems for combat vehicles of the future such

as SPM special fire fighting vehicles, TOS-1A armed vehicles, PTS-4 amphibious cargo carriers, assault-crossing vehicles, amphibious landing vehicles, MMK powered bridge complexes, MTU-90M universal upgraded bridge-laying tanks, T-80U modernized tanks, T-80UK modernized tanks, recovery and maintenance armored vehicles based on the T-80U tank, transport-loading vehicles of the TOS-1A system, T-55AM upgraded tanks, TMM-6 heavy mechanized bridges, rubber replaceable shoe tracks for the T-80U tank and its modifications.

In addition to military products, the plant manufactures civil ones. First of all, these are machines for agricultural, building and oil-producing industries. More than 50 modifications of 14kN ZTM60 tractor are developed, including a front drive axle tractor, a gas diesel tractor, and their tropical variants.

*Exercise 5. Answer the questions.*

1. When was Omsktransmash founded?
2. What is its legal position?
3. When did it expand and gain its current importance?
4. When did tractor production begin?
5. What caused financial ruin for the company?
6. When did company go bankrupt?
7. When was the business absorbed into Uralvagonzavod?
8. What new types of weapons does the plant produce?
9. What civil products does it manufacture?

*Exercise 6. Match the words that go together.*

| | |
|---|---|
| 1) authorized | a) stock |
| 2) state-owned | b) tractor |
| 3) rolling | c) variants |
| 4) financial | d) railway |
| 5) agricultural | e) tank |
| 6) combat | f) products |
| 7) trans-Siberian | g) industry |

8) current
9) prototype
10) technical
11) military
12) oil-producing
13) drive
14) gas
15) tropical
16) sufficient

h) capital
i) company
j) ruin
k) vehicles
l) income
m) importance
n) cooperation
o) diesel
p) axle

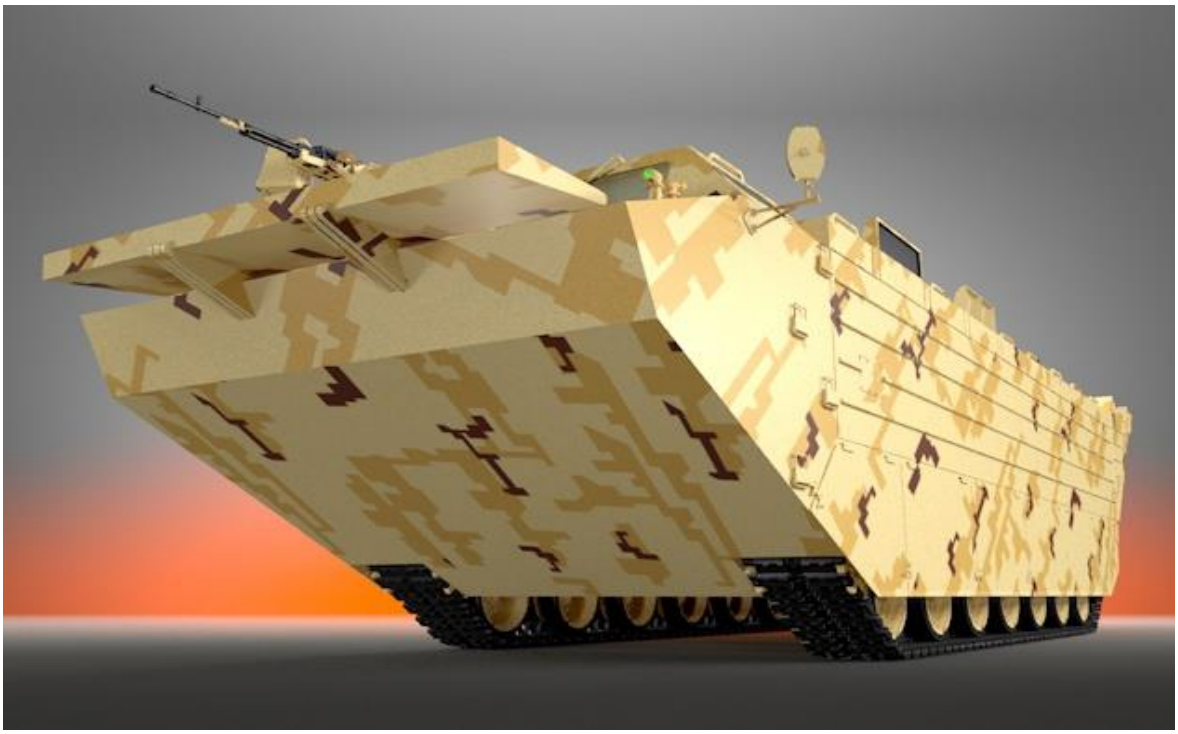
*Exercise 7. Find the equivalents.*

1) специальная пожарная машина
2) боевая машина
3) плавающий транспортер
4) переправочно-десантный паром
5) мостовой механизированный комплекс
6) модернизированный мостоукладчик танковый универсальный
7) бронированная ремонтно-эвакуационная машина на базе танка
8) транспортно-заряжающая машина
9) модернизированный танк
10) тяжелый механизированный мост
11) асфальтоходная гусеница с заменяемыми башмаками для танка

a) recovery and maintenance armored vehicle
b) amphibious landing vehicle
c) assault-crossing vehicle
d) transport-loading vehicle
e) powered bridge complex
f) rubber replaceable shoe track for a tank
g) universal upgraded bridge-laying tank
h) armed vehicle amphibious cargo carrier
i) special fire fighting vehicle
j) heavy mechanized bridge
k) modernized tank

*Exercise 8. Study the performance of the special fire fighting vehicle.*

**PTS-4 amphibious cargo carrier TMM-6**



It is designed for amphibious crossing over water barriers of artillery systems, infantry fighting vehicles, armored personnel carriers, tractors, cars, personnel and various cargo.

**Performance**

| | |
|---|---|
| Weight, t | 33.145 |
| Cabin seats, number | 2 |
| Carrying capacity, t: | |
| – inland; | 12 |
| – afloat and in water approach | 18 |
| Maximum speed, km/h: | |
| – inland; | 60 |
| – afloat | 15 |

| | |
|---|---|
| Waggon dimensions, mm:<br>– length; | 8280 |
| – width | 3300 |
| Engine capacity, h.p. | 840 |
| Fuel distance:<br>– inland, km; | 587 |
| – afloat, h | 10.6 |
| Weapons. Closed antiaircraft installation:<br>– gauge , mm; | 12.7 |
| – ammunition load, number | 400 |

*Exercise 9. Answer the following questions.*

1. What is the weight of the vehicle?
2. How many cabin seats does it have?
3. What is its carrying capacity and inland afloat?
4. What are waggon dimensions?
5. What engine capacity does it have?
6. What is its fuel distance inland and afloat?
7. What weapons does it have?
8. What is the gauge and ammunition load of closed antiaircraft installation?

*Exercise 10. Revise numerals.*

## Cardinal Numerals

Quantitative numerals denote the number of items and answer the question **“how many?”:**

1 – *one*;

2 – *two*;

3 – *three*;

4 – *four*;

5 – *five*;

6 – *six*;

7 – *seven*;

8 – *eight*;

9 – *nine*;

10 – *ten*;

11 – *eleven*;

12 – *twelve.*

Starting from 13 to 19, numerals take the suffix – **teen:**

13 – *thirteen*;

14 – *fourteen*;

15 – *fifteen*;

16 – *sixteen*;

17 – *seventeen*;

18 – *eighteen;*

19 – *nineteen.*

Numerals from 20 to 90 take the suffix – **ty:**

20 – *twenty*;

30 – *thirty*;

40 – *forty*;

50 – *fifty*;

60 – *sixty*;

70 – *seventy*;

*80 – eighty*;

*90 – ninety.*

The numerals 21, 22, etc. are formed as follows: *twenty-one, twenty-two …*

The numerals 100 – one hundred, 1000 – one thousand, 1000000 – million are always used with an indefinite article **a** or with the numeral **one**: *a(one) hundred*; *a(one) thousand.*

They do not accept the ending **-s** when they are preceded by another numeral: *two hundred*; *three thousand.*

**And** is placed after a hundred:

375 – *three hundred and seventy-five*;

2575 – *two thousand five hundred and seventy-five.*

**Decimals**:

0.25 – *zero/nought point two five*;

2.456 – *two point four five six*;

7.089 – *seven point o[ou] eight nine*;

.7 – *point seven*;

38.2 – *three eight point two / thirty eight point two*;

345.6 – *three four five point six*;

674.54 – *six seven four point five four*.

*Exercise 11. Train the following numerals.*

8; 17; 98; 89; 178; 9; 20998; 100; 68; 10,567; 4.125; 99; 358.671; 43; 8,984; 5.091; 763; 143,984; 0.579; 8 000000; 200; 943.287; 734; 79.734; 0.009; 6,000; 65.987; 11; 185; 13; 0.094; 78.021; 80.

*Exercise 12. Ask your partner questions on the following vehicles. Then change roles.*

**TMM-6 heavy mechanized bridge**

It is intended for the operational construction of bridge crossing over ditches, channels and water barriers and the passage through them of wheeled and tracked vehicles. It provides a high rate of the bridge crossing assembly, a high speed of passing equipment, high mobility during the relocation of the crossing.

**Performance**

| | |
|---|---|
| Base chassis | MZKT 7930 |
| Crew, men | 2 |
| Bridge length, m:<br>– single-span bridge; | 17 |
| – six-span bridge | 102 |
| Bridge load capacity, tf | 60 |
| Vehicle wading depth, m | 5 |
| Time of bridge crossing construction, min | 50 |
| Maximum Bridge layer speed km/h | 70 |
| Vehicle endurance, km | 1000 |

**T-55 AM modernized tankT-55AM**

This vehicle is equipped with an automated fire control system permitting to install guided weapons, and a thermocontrol cannon casing having an anti-aircraft heavy machine gun .

It provides survivability due to improved built-in reactive armor protection, smoke grenade launching system, mine protection, solid on-board anti-accumulative screens, high-speed fire extinguisher system, upgraded TKN-1SM commander's sighting system, advanced communication means, disruptive camouflage painting.

Mobility is increased owing to a TVK-3 combined mechanic-driver device, an increased power diesel engine (690 hp), a reinforced underchassis.

**Performance**

| | |
|---|---|
| Maximum Weight, t | 40 |
| Crew, men | 4 |
| Chassis clearance, mm | 425 |
| Mean specific ground pressure, kg/cm$^2$ | 0.88 |
| Maximum speed, km/h | 50 |
| Endurance distance, km | 610 |
| Armament | |
| Cannon | 100-mm D10-E2C |
| Guns | 7.62-mm и 12.7-mm |
| Ammunition, rounds | 41 |
| Fire control system | Based on a multi-channel gunner trailer with a built-in laser range-finder |
| Gun stabilization system | Two-plane |
| Missile control system | Laser-guided |
| Improved protection | With built-in reactive armor |

*Exercise 13. Find the English equivalents.*

Базовое шасси, длина мостового перехода, однопролётный, шестипролётный, грузоподъемность, мостовой переход, глубина преодолеваемой преграды, время устройства переправы, скорость движения, мостоукладчик, запас хода, боекомплект, пулемет, пушка, система стабилизации пушки, защита, максимальная скорость, среднее удельное давление на грунт, масса, экипаж, клиренс, система управления огнем, система управления ракетами, выстрел, габариты грузовой платформы, вооружение, ширина, длина, калибр, боекомплект, закрытая зенитная установка, запас хода по топливу, двигатель, мощность, максимальная скорость на суше (на воде), грузоподъемность на суше (на воде и подходах в водной преграде).

*Exercise 14. Find the information on other Omsktransmash vehicles and present them.*

## UNIT III

## APPLYING FOR A JOB

### Vocabulary

**to apply for a job** [ə'plaɪ] – *подавать заявление о приёме на работу*

**job vacancy** ['veɪk(ə)nsɪ] – *вакансия*

**to convince** [kən'vɪns] – *убеждать*

**resume** [rɪ'zjuːm] – *краткая автобиография*

**background** ['bækgræʊnd] – *образование и накопленный опыт работы*

**career objective** [kə'rɪə əb'dʒektɪv] – *карьерная цель*

**references** ['refrənsɪz] – *рекомендации*

**efficiency** [ɪ'fɪʃ(ə)nsɪ] – *продуктивность*

**educational background** [edjʊ'keɪʃ(ə)n(ə)l] – *сведения об образовании*

**behavior** [bɪ'heɪvjə] – *правила поведения*

**shake one's hand** [ʃeɪk] – *пожать руку*

**interview** ['ɪntəvjuː] – *проводить собеседование*

**emphasize one's strong points** ['emfəsaɪz] – *подчеркнуть достоинства*

**personal qualities** ['pɜːs(ə)n(ə)l 'kwɒlɪtɪz] – *личные качества*

**sociability** [ˌsəʊʃə'bɪlɪtɪ] – *общительность; открытость*

**honesty** ['ɒnɪstɪ] – *прямота; честность*

**reliability** [rɪˌlaɪə'bɪlɪtɪ] – *надежность*

**to show one's worth** [wɜːθ] – *показать себя*

**to avoid** [ə'vɔɪd] – *избегать*

**interviewee** [ˌɪntəvjuː'iː] – *дающий интервью; соискатель*

**interviewer** ['ɪntəvjuːə] – *берущий интервью; проводящий собеседование*

**salary** ['sælərɪ] – *заработная плата*

**probationary period** [prə'beɪʃən(ə)rɪ 'pɪərɪəd] – *испытательный срок*

**social guarantees** ['səʊʃ(ə)l ˌgærən'tiːz] – *социальные гарантии*

**transport facilities** ['trænspɔːt fə'sɪlɪtɪz] – *транспортные средства*

**promotion** [prə'məʊʃn] – *продвижение по службе*

## Text 1

## How to get a good job

The happiness of any person largely depends on having suitable job. One may learn about a job vacancy in a newspaper, from a friend, from the employment agency or TV advertisement.

To apply for a job you are interested in, it is necessary to convince the prospective employer of your ability to do this job well. The first thing you should do is to prepare a resume (curriculum vitae). A resume should contain a summary of essential facts from your background: personal data, career objective, work experience, education, and references. You should emphasize your strong points in your resume. For example, if you have no job experience, stress your personal qualities (sociability, honesty, reliability, efficiency etc.) or educational background. A well-composed resume will make the prospective employer understand what abilities make you a suitable person for a particular job.

If you interest the employer he will invite you for an interview. Interviews are conducted on the various patterns: there are traditional one-to-one and group

interviews, board or panel interviews (where an applicant is interviewed by a panel of interviewers), “deep-end” interviews which give a candidate the opportunity to demonstrate his skills and apply his knowledge.

To make a good impression on the interviewer it is important to find some information about the company you are going to work in. Besides, there are some rules of behavior at an interview. For instance, when greeting the interviewer you should wait until he shakes your hand. Also, you shouldn’t sit down until he offers you to do that. In the interview it is common to avoid discussing personal, domestic or financial problems if you are not asked about. Interviewers can’t check applicant’s professional skills immediately, so, the first thing they are attracted to is the agreeable personality and friendly attitude of the interviewee. You shouldn’t criticize your former colleagues or employer: criticisms help to reveal your own negative qualities.

Interviewers are usually interested in qualifications of the candidate, his/her previous job experience, motivation and the reasons of applying for that job. In the interview you may ask questions too – about salary, probationary period, social guarantees, transport facilities to or from job, chances of promotion. But you should discuss the subject you are interested in after the interviewer introduced it.

It is clear that a job interview is a stress situation for any applicant. The majority of interviewees feel nervous, and not everyone is able to show his worth in the interview. But it is necessary to concentrate oneself for some time because the conclusion about the candidate is made within the first ten minutes of the interview.

*Exercise 1. Answer the following questions*:

1. How may you learn about a job vacancy?
2. What does the happiness of any person depend on?
3. What is necessary to apply for a job you are interested in?
4. What is the first thing you should to prepare?
5. What information should a resume contain?
6. When will you be invited for an interview?

7. How is it possible to make a good impression on the interviewer?
8. What are interviewers usually interested in?
9. What questions may you ask?
10. What ways to deal with nervousness do you know?

*Exercise 2. What are your requirements for a job? Why? Discuss it with your partner.*

- High level of salary.
- Mutual respect in the team.
- Professional training on company's account.
- Career prospects.
- Official registration, food, social guarantees.
- Flexible schedule, remote employment.
- Proximity to the house.
- Popularity and reputation of the company in the market.
- Ability to influence on the company development.
- Comfortable and modern working area.
- Interesting tasks and projects.
- Management support in promotion.
- Access to modern technologies, the Internet.
- Employee health concern.
- Social significance of the company's product/service.
- International internship, business trips or their absence.
- Work events (holidays, trips, collective actions).
- References of former employees or friends.

*Exercise 3. Read this advertisement. Are you interested in this job? Why?*

*«STANKOINVEST» group invites for cooperation technical specialists with working experience in various industries and ambitious managers and project managers.*

*People are of greatest importance in our company, we value:*

- *Professionalism, knowledge, ability to solve different tasks.*
- *Reliability, trust, respect.*
- *Ability to get the result.*
- *Team work.*

*«STANKOINVEST» strives to keep its specialists and is oriented on long-term cooperation. Each employee of the company while working develops his professional skills, reaches results. All the achievements of the staff are rewarded and reflected in career growth and salary package.*

*Exercise 4. Read the basic rules for writing a resume in English/*

1. Write your resume yourself. No one can tell you more about yourself than you can.

2. If possible, adapt your CV for each company and position. Pay special attention to Objective.

3. Try to make your resume as short and concise as possible. Remember that recruiters only look at resumes for a few seconds. Remove old and irrelevant experiences from your resume. If your resume is longer than one page, make sure that the information on the first page will make the recruiter look at the second page.

4. Always leave only current contacts. Make sure you have spelled your email address correctly.

5. Be accurate and truthful. Remember that any information can be verified. Do not specify skills that you do not have.

6. Check your resume for errors because even a banal typo can create the impression of you as an inattentive person.

*Exercise 5. Read the resume.*

**Personal data**

Alexey Ivanov

Lenina str. 18-31, Tomsk,
Tomsk Region, Russian Federation
+7 906 3814638
alexey_ivanov @gmail.com

Date of Birth: 16.10.1990
Marital Status: married

**Objective**

To obtain an engineering management or senior engineering position in developing technological documentation for producing, modernizing, repairing and operating special-purpose vehicles.

**Education**

Bauman Moscow State Technical University 08.2007 – 06.2012
Specialty: Engineer-mechanic

**Work experience**

03.2018 – till now – AO "Transneft"
Position: Head of Service of Manufacturing Custom Equipment
Activities and responsibilities: manage the production of service of manufacturing custom equipment; control and technical maintenance of production metal parts

**Employment history**

09.2013 – 03.2018 – Gazprom
Position: Engineer of the technological transport department
Activities and responsibilities: preparing plans, programs, work schedules, estimates, orders, applications, instructions and other technical documentation

07.2012 – 08.2013 – Auto repair shop
Position: Mechanic
Activities and responsibilities: repairing and maintaining vehicles

**Skills**

MS Word, MS Excel, Compas-3D.
Russian: native
English: fluent reading, writing and speaking ability

**Interests**

Football, Reading, Swimming.

**References**

Available upon request

*Exercise 6. Answer the following questions.*

1) What is the name of applicant?
2) When was he born?
3) Is he married?
4) How old is he?
5) What are his strong points?
6) What is the objective of his applying?
7) Where and when did he study?
8) What is his specialty?
9) What languages does he speak?
10) What additional skills does he have?

*Exercise 7. Read how to write the address in English.*

The address is usually written in the following order: house number and street name, apartment number, city, zip code, country.

*20 Lenina Street, apt. 25, Moscow, 215315, Russia.*

*Exercise 8. Write down your address in English.*

*Exercise 9. Read how to pronounce dates.*

**Years**

In English, you can pronounce years by splitting the number into two parts.

1791 – *seventeen ninety-one*;

1173 – *eleven seventy-three*;

1407 – *fourteen oh seven* ['for'ti:n 'ou' seven] ;

1900 – *nineteen hundred*;

1400 – *fourteen hundred*;

*year* 2000 – *two thousand (the year two thousand).*

Since 2000, the year in English can be called in two ways:

2011 – *two thousand (and) eleven or wenty eleven* (the first option has already become more typical).

The years from 2000 to 2009 are called only according to the first option. Since 2010, you can use both.

**Dates with month and day indication**

If the date statement contains the full year, month, and date, then they are read in this order:

July 19, 1985 – *the nineteenth of July nineteen eighty-five or July the nineteenth nineteen eighty-five.*

*Important!* The definite article **"the"** is always used before ordinal numbers. The day is always indicated by an ordinal number, even if the usual abbreviations st, d, th do not appear after them in the written notation:

17 February – *the seventeenth of February.*

If you need to specify when (on what date) a certain event occurred, it is called with the preposition **"on"**:

September 16 – *on September 16 or On the 16$^{th}$ of September.*

*Exercise 10. Write down the following dates.*

1 September 1981 _____

1 January 2012_____

9 May 1945_____

28 February 1612_____

3 August 1273_____

31 December 2017_____

25 November 1965_____

12 January 2000_____

7 July 1931_____

19 March 1845_____

*Exercise 11. Write down the date of your birthday and train it. Then ask your groupmates about their birthdays.*

*Exercise 12. Read how to pronounce emails.*

smile-me_back@mail.ru

The characters that are used in emails are:

*- dash (hyphen)*

*_ underscore (dash at the bottom)*

*@ at (dog)*

*. dot (dot).*

Let's see how to pronounce our example email address correctly:

smile-me_back@mail.ru

will be pronounced as

*"smile dash me underscore back at mail dot ru".*

If the word in your email address is difficult to hear, be ready to spell it. We pronounce the letters in the same way as in the alphabet. And use words like "word" and "symbol" in the explanation.

For example: first is the word "smile", then it's the symbol "dash", next is the word "me", and so on.

*Exercise 13. Write down your emails and train to pronounce them.*

*Exercise 14. Write down your own resume and train the questions above with your partner.*

*Exercise 15. Read the job interview and practice it.*

**Job interview**

Hiring manager: Alexander Vladimirovich, I believe? I am Sergey Alekseevich, glad to meet you.

Alexander (candidate for the job): Hello! Glad to meet you!

H: Thank you so much for coming to us today! I was very impressed with your resume. And did you notice that your last job was just a few blocks away?

Alexander: Thank you for agreeing to meet with me. Yes, I worked right on Lenin Avenue. It's very convenient for me to get to this area.

H: So, from your resume, it is clear that both recent jobs are similar to the position that we have opened?

Alexander: Yes, it is. I have received a good training and have an impressive experience in this specialty in various fields.

H: What has attracted you to our vacancy?

Alexander: Although the functionality that I will have to perform is similar to the last job, I will get more opportunities for development in your company. In my current job, I feel limited. There is no action freedom.

H: Please tell us what kind of work opportunities you expect to receive from our company. And what exactly did not suit you in the last place, in addition to the restriction of action freedom?

Alexander: I did my job well. But bonuses and salary increases at the current plant move very slowly. I hope to receive a better compensation package.

H: What level of compensation are you looking for?

Alexander: I don't have an exact amount, but it should be attractive.

H: Could you tell me how much you earn now?

Alexander: My base salary is about 40 thousand rubles, plus my performance-related bonuses are about 15–20 %.

H: Can you tell me about the daily work responsibilities?

Alexander: I was engaged in draughting machine parts and components using three-dimensional computer modeling methods and using plane images. In addition, I calculated the strength, rigidity, stability and life duration of parts. If necessary, I eliminated malfunctions and breakdowns of components, assemblies and machines in general.

H: You mentioned earlier that you felt restricted because of the boss. Can you compare it to previous managers?

Alexander: My previous boss was very good. I learned a lot from him. He gave me specific goals and always helped me when I needed advice. But, unlike my current boss, I didn’t feel like he was constantly testing me. He wasn’t so adamant. So I would say that the previous boss was a great example of a manager who could get a lot of value out of me.

H: Alexander, I know that you need to go. We’ve talked during the entire lunch break, and you need to get back to work. But I really like what I have

heard. I think that you will discover your potential here. I will contact you to arrange some more interviews with my colleagues.

Alexander: That sounds great. I have heard many positive reviews about your company. Thank you for the productive dialogue.

*Exercise 16. Complete the gaps in the dialogue with the sentences given below. Then practice the dialogue.*

Boss: Good afternoon, Alex. _____.

Employee: Good afternoon. In short, in my last job there were not enough interesting tasks, one routine

B: What is your objective?

E: _____.

B: But, there will also be a routine in the position for which you are applying.

E: _____.

B: Absolutely not. The routine will be about 70 % of the time. In addition, there will be negotiations, communication and there is something to automate in our work process. _____.

E: Yes, I had such an experience. I made a few projects in my last job, but not all of them, unfortunately, were implemented.

B: _____.

E: My strengths are the ability to concentrate on the task, to finish what you started and the desire to learn. As for my weaknesses, I can say that I can not always solve the problem quickly, I like to think, to weigh everything.

B: _____.

Tell me, what was the most interesting project in your last job?

E: In fact, there were two interesting tasks.

B: _____.

E: My question is about salary. And are there some bonuses?

B: The salary is market-based. Bonuses depend on the work results.

E: _____.

B: Yes, we are training new employees.

E: _____.

B: OK, we'll inform you on the results of the interview. Thank you for your time, goodbye.

E: Goodbye.

a) Well, that's not always the weakness.

b) What are your strengths and weaknesses?

c) In communicating with people, finding contacts, conducting negotiations. And besides, I always like to optimize the work process, think about what can be improved, and automated.

d) Tell us please why are you looking for a job?

e) Just routine?

f) Do you have any experience in setting technical specifications for programmers?

g) Well, do you have some questions for me?

h) Are there any training and courses?

i) Thank you, no more questions.

*Exercise 17. Complete the gaps in the dialogue yourselves. Then practice the dialogue.*

- Good morning, Mr. Hopkins. So you applied for a job in our team. Am I right?
- Yes, I did. _____.
- That's good. I'd like to know a bit more about you. _____?
- I was born on the 16th of September 1990.
- _____?
- I graduated from Moscow State Technical University. I have a master's degree in mechanical engineering. And after that I did a one-year computer course.
- Well. Your education is great, Mr. Hopkins. _____?

- Certainly. First I worked as a mechanic at the electrical engineering industry. I stayed there for five years and then I moved on to my present company. They offered me a job of an engineer in a big shop.
- That's very interesting. _____?
- Well. The salary isn't so bad. But the work schedule isn't convenient for me. And I often do a lot of overtime there. Besides you have an excellent reputation and I hope to have more opportunity and career prospect in your company.
- I see. Do you mind business trips? _____?
- Oh, I like foreign languages. I studied English and Italian at the University and I speak them fluently.
- Perfectly. _____?
- Well… I start my work on time. I learn rather quickly. _____ .
- OK. That's enough I think. Well, Miss Jones. Thank you very much. _____. Goodbye.

*Exercise 18. Read some secrets how to be successful during the interview.*

- Whatever happens and in whatever direction the interview begins to go, you must be stressful to everything.
- Give clear answers to the questions asked.
- Try to show your competence and professionalism.
- Show your uniqueness and competitiveness.
- Show your resume and give the employer time to review it. Be prepared for any questions you may have.
- Use more professional terms.
- Show your best qualities, such as punctuality, perseverance and other inherent features.
- Smile more.
- Speak honestly and openly, do not try to deceive or evade. If you are asked the reason for your dismissal from your previous job, tell the truth in a few words. Don't blame or speak ill of your former boss.

*Exercise 19. Read a successful story about yourself for an interview in English.*

I graduated from Omsk State Technical University. I have a bachelor's degree in Mechanical Engineering. My specialty is special purpose vehicles.

An engineer who has been trained under this specialty program receives a highly qualified education, the ability to solve complex management tasks and tasks of professional activity at motor transport enterprises and enterprises for maintaining and repairing machinery and equipment, as well as research activities and independent analytical work in design and research centers.

The field of my professional activity includes science and technology related to designing, manufacturing, operating and repairing special purpose vehicles, their units, systems and elements.

The objects of my professional activity are military tracked and wheeled vehicles, multi-purpose vehicles, vehicle base chassis for mounting weapons and military equipment, special wheeled and tracked chassis for military purposes, special trailers and semi-trailers, armored vehicles, robotic wheeled and tracked vehicles for military and special purposes, amphibious vehicles and tractors for military and special purposes, ground transport complexes of rocket technology, ground technological equipment of rocket technology, ground vehicles and systems of aerodrome-technical support of aviation flights, regulatory and technical documentation standardization and certification systems, methods and means of product testing and quality control.

Engineer in the specialty "Special purpose vehicles" is preparing for the following types of professional activity: developing technological documentation for the production, modernization, repair and operation of special-purpose vehicles; controlling the parameters of technological processes, the production quality and special-purpose vehicle operation; conducting standard tests of special purpose vehicles.

Service and operational activities are organizing the production process of components and assemblies of special-purpose vehicles; organizing technical control in the research, design, production and operation of special-purpose vehicles; preparing plans, programs, work schedules, estimates, orders, applica-

tions, instructions and other technical documentation; developing measures to improve the equipment use efficiency; organizing measures to eliminate the consequences of accidents, catastrophes, natural disasters and other emergencies.

I have been working as an engineer for three years.

My professional experience includes equipment maintenance and negotiation with suppliers.

Although I love my current role, I feel I'm now ready for a more challenging assignment and this position really excites me.

I want this job because the role matches what I am looking for the next step in my career prospect.

As for my hobbies, they are horse riding and swimming.

*Exercise 20. Practice the following interview questions. Discuss the answers with your groupmates.*

1. Can you tell me a little about yourself?
2. What kind of training experience do you have in this field?
3. Do you have a job now?
4. What are your responsibilities?
5. Why do you want to change your job?
6. What were your responsibilities in your last job?
7. Why did you leave your last job?
8. Were there any conflicts in your last job?
9. What do you think your greatest strengths?
10. What do you consider to be your greatest weaknesses?
11. Why do you want to work for this enterprise?
12. Why are you interested in this job?
13. Do you want to work full-time or part-time?
14. What salary do you want?
15. Where can I get a detailed description of you?
16. When are you available to start?
17. Do you have any questions for me?

*Exercise 21. Make up a job interview using the questions above.*

*Exercise 22. Look at the following picture. How do you understand it?*

*Exercise 23. Try to have a look on getting a job from the point of view of an employer who wants to hire a good specialist. Read and translate some tips.*

If your employer likes your resume you will get an interview. An interview is a final step when your employer meets you in personal, asks you questions and tests your abilities. But there are situations when you don't even realize you are being tested.

One of American's most attractive employers says: "We are not interested in qualifications or experience. We can train these skills. We look for people with a nice personality and sense of humor."

Another successful employer once tells that for him the best indicator of potential management ability is an application driving style. The best interview usually takes place in a car and the applicant has to answer questions while driving through city traffic.

**If you were an employer, what way would you choose to hire a good specialist?**

## UNIT IV

## MILITARY ORGANISATION

### Vocabulary

**battalion** [bə'tælıən] – батальон, дивизия

**platoon** [plə'tu:n] – взвод

**section** – отделение; часть

**regiment** ['redʒımənt] – полк

**lieutenant** [lef'tenənt] – лейтенант

**infantry** – пехотные войска, пехота

**lieutenant colonel** – подполковник

**senior non-commissioned officer** – старший унтер-офицер

**warrant officer** – прапорщик; уоррент-офицер

**regimental sergeant major** – старшина полка

**commissioned officer** – офицер, получивший звание по итогам обучения в вузе; военнослужащий офицерского состава

**battlegroup** – тактическая группа, боевое формирование

**armour** – боевые бронированные машины

**military rank** – воинское звание

**army unit** – армейская часть (подразделение), воинская часть

**private** – рядовой-новобранец

**corporal** – младший сержант

**staff Sergeant** – старший сержант, штаб-сержант

**soldier** ['səʊldʒə] – солдат

**junior non-commissioned officer** – младший унтер-офицер, младший сержант

**regimental officer** – строевой офицер, офицер регулярной армии

**senior staff officer** – старший офицер штаба

**colonel** – полковник, командир полка

**brigadier** – бригадир

**major general** – генерал-лейтенант, генерал-майор

**lance-corporal** – младший капрал, ефрейтор

**squadron** – эскадрилья

**subordinate** – подчинённый

**at ease** – вольно

## Text

## Army Organisation: Unit Size and Role

The British Army is organised into various units, depending on needs and situation. The terms used to define these units are easier to understand if we think about the difference between administrative organization, operational (or task-oriented) organisation (those required to carry out specific missions) and battlegroups (wartime or conflict-oriented units). However, the groupings of units and some of the terminology also varies depending on the branch, history and role of the unit.

*Administrative organization*

Division: an administrative grouping of battalions or regiments. A division is responsible for all administrative aspects of its units, from recruiting and promotions to long-term planning.

Regiment: composed of one or more regular battalions and associated territorial army (reserve or militia) battalions.

Battalion: typically composed of five companies (about 700 men in total) and commanded by a lieutenant colonel. The British Army has a total of 45 battalions.

*Operational organization*

Operational organization is similar to administrative organization, but the battalions and regiments are organized into groupings called brigades. A brigade is typically a grouping of five battalions or regiments. Three or four brigades, in turn, form an operational division, which has a specific operational task. However, the specific organization of units will vary according to the mission and the units involved.

*Battlegroups*

Battlegroups are not standing, or permanent, units. They are structured according to the specific task or mission to be carried out. A battlegroup is a subgrouping of a brigade and is commanded by a lieutenant colonel. The battlegroup is composed of various units from the brigade – such as infantry, armour, artillery, engineers, and possibly aviation – to enable the completion of its particular mission.

*Exercise 1. Complete the sentences.*

1. The British Army is organised into ….
2. A division is responsible for ….
3. Regiment is composed of ….
4. Battalion is typically composed of ….
5. The battalions and regiments are organized into groupings called ….
6. A brigade is typically a grouping of ….
7. Three or four brigades form ….
8. The specific organization of units will vary according to ….
9. Battlegroups are structured according to ….
10. A battlegroup is ….
11. The battlegroup is composed of ….

*Exercise 2. Complete the text with the following words.*

**British Army Organisation**

1. The … is the smallest element in the army. The section commander is a corporal and the second in command is a lance corporal. An infantry … has between eight and ten men.

2. A … has three sections. The platoon commander is a second lieutenant or lieutenant. A sergeant is second in command. An infantry … has between 29 and 36 officers and men.

3. A … has three platoons. The commander is called the officer commanding. In the British Army the officer commanding is a major. The second in command is a captain. The senior non-commissioned officer is a company sergeant major.

4. An infantry … has five companies. The commander is called the commanding officer. The commanding officer is a lieutenant colonel and his second in command is a major. The non-commissioned officer is the regimental sergeant major.

battalion, section, company, platoon.

*Exercise 3. Say whether the following statements are true or false and correct the false statements.*

1. A section has four men.
2. The section commander is a sergeant.
3. A company has two platoons.
4. The company officer commanding is a captain.
5. A battalion has ten platoons.

*Exercise 4. Make sentences about the British Army.*

1. A section ….
2. A platoon ….
3. A company ….
4. A battalion ….

*Exercise 5. Read the text from ex. 2 again and find the ranks.*

*Exercise 6. Complete the chart with the British Army ranks.*

| NATO grade | British Army | Abbreviation | Your country |
|---|---|---|---|
| OR-1 | private | Pte | |
| OR-3 | | L Cpl | |
| OR-4 | Corporal | Cpl | |
| OR-6 | | Sgt | |
| OR-7 | Staff Sergeant | S Sgt | |
| OR-8 | Warrant officer class 2 (3) | WO2 (CSM) | |
| OR-9 | Warrant officer class 1 (regimental sergeant major) | WO1 (RSM) | |
| OF-1 | Second lieutenant | 2 Lt | |
| OF-1 | – | Lt | |
| OF-2 | Captain | Capt | |
| OF-3 | – | Maj | |
| OF-4 | – | Lt Col | |
| OF-5 | Colonel | Col | |
| OF-6 | Brigadier | Brig | |
| OF-7 | Major general | Maj Gen | |
| OF-8 | Lieutenant general | Lt Gen | |
| OF-9 | General | Gen | |

*Exercise 7. Ask and answer questions about your rank.*

**Example:** *What's your rank? – I'm a sergeant.*

*Exercise 8. Define the following words.*

Artillery, engineer, armour, infantry.

*Exercise 9. Read the text and answer the questions.*

**Army Units**

There are different names for units in different branches of the army. Armour, artillery and engineer units (including signal units) equivalent to infantry platoons are called troops. Armour units and engineer units equivalent to companies in the infantry are called squadrons. Artillery units at this level are called batteries.

Battalion size units and company size units are frequently grouped in regiments, for example 14th Signal Regiment or 3rd Artillery Regiment. Regiments are commanded by a colonel. Units may be organized in a different way for combat. These groups are called battlegroups or task forces.

1. What kind of units are called troops?
2. What kind of units are called squadrons?
3. What kind of units are called batteries?
4. What are battalion size units and company size units grouped in?
5. What are regiments commanded by?
6. What units may be organized for combat?

*Exercise 10. Prepare a proofreading of this text.*

*Exercise 11. Discuss the modes of address of the different ranks.*

For questions to a superior, the subordinate begins with *sir/ma'am*. When answering a superior, the subordinate ends with sir/ma'am.

Subordinates use ranks, addressing to a superior (for example, *Corporal, Sergeant*), officers use ranks and surnames, addressing to a subordinate (for example, *Corporal Evans, Sergeant Martinelli*).

*Exercise 12. Read the dialogs and complete the sentences.*

**Modes of Address**

A: Excuse me, … , can I have a word please?

B: What is it, Private Thomas? I'm very busy at the moment.

A: Corporal Smith.

B: ….

A: Lance Corporal Duncan reporting, ma’am.

B: Good morning, … . At ease.

a) corporal; в) ma’am; c) Yes, sir.

*Exercise 13. Invent your own conversations, using different ranks and roleplay them for practice.*

*Exercise 14. Complete the text with the branches.*

**Arms and Services of the British Army**

The British Army classifies the different corps and regiments of the Army as Combat Arms, Combat Arms Support and Combat Service Support.

The Combat Arms are directly involved in fighting. The Combat Arms include the Royal Armoured Corps, the Infantry and … .

The mission of Combat Arms Support corps is to provide close support to the Combat Arms. The Combat Arms Support corps include the …, the Royal Engineers, the Royal Signals and the Intelligence corps.

Combat Service Support corps include the Royal Logistic, the … and the Royal Electrical and Mechanical Engineers.

1. The Royal Army Medical Corps
2. The Royal Artillery
3. The Army Air corps

*Exercise 15. Complete the sentences with arms or services according to the text above.*

1. The mission of the … is to collect information about the enemy.
2. The mission of the … is to build roads and bridges.
3. The mission of the … is to operate the Army’s communication systems.
4. The mission of the … is to provide medical support.

*Exercise 16. Write about the branches of your country's army, using the structure:*

In my country, the army has a / an armoured / artillery / aviation / branch. There isn't a signals / engineer / infantry / branch. The mission of … is to … .

*Exercise 17. Make a presentation about your country's army.*

*Exercise 18. Define the following words.*

battalion, brigade, division.

*Exercise 19. Read the text and answer the questions:*

**Major UK Forces Deployments Overseas**

British Forces are currently deployed in more than 80 countries, including Germany, Cyprus, Bosnia and Kosovo.

**Germany.** The 1st Armoured Division is stationed in Germany. This division is composed of three brigades – the 4th Armoured Brigade based in Osnabruck, the 7th Armoured Brigade based in Padernborn. With combat support and combat service support elements, the total strength of British Forces in Germany is about 18 000 personel. The 1st Armoured Division is equipped with 300 Chalenger main battle tanks.

**Cyprus.** The joint military command of British Forces Cyprus comprises 3 325 servicemen and women. 27 from the Royal Navy, 2 169 from the Army, and 1 129 from the Air Royal Force. They are supported by about 400 UK civilian personnel.

**Bosnia and Kosovo.** The UK contributes a battlegroup and support personnel to the NATO-led operations in Bosnia and Kosovo. The UK's contribution in Bosnia is currently about 2 000 personnel. 3 500 servicemen and women are currently deployed in Kosovo.

1. In what countries are British Forces deployed?
2. Where is the 1st Armoured Division stationed?
3. How many tanks is the 1st Armoured Division equipped with?
4. What is the total strength of British Forces in Germany?

*Exercise 20. Write the missing information and remember the numbers.*

1st, 80, 2 000, 3325, Bosnia and Kosovo, the 7th Armoured Brigade, 400 people, the 4th Armoured Brigade, about 18 000 personel, Chalenger main battle.

1. British Forces are currently deployed in more than … countries, including Germany, Cyprus, … .
2. … was based in Osnabruck.
3. … was based in Padernborn.
4. The total personnel of British Forces in Germany is … .
5. The … Armoured Division is equipped with 300 … tanks.
6. The joint military command of British Forces Cyprus comprises … servicemen and women.
7. The UK civilian personnel in Cyprus is about … .
8. The UK's contribution in Bosnia is about … personnel.

*Exercise 21. Study the description outline of a military organization.*

1. Strength.
2. Weapons and equipment.
3. Composition.
4. Base.
5. Deployments.

*Exercise 22. Describe one of the military organizations in your country according to the model.*

The total strength is about 18 000 personnel. The 1st Armoured Division is equipped with Challenger tanks. The division is composed of (consists of) three brigades. The 1st Armoured Division is stationed (based) in Germany. British troops are deployed in more than 80 countries.

*Exercise 23. Read the definitions and make compound nouns, using one noun from the 1st column and one noun from the 2nd column.*

1. This weapon fires many bullets.
2. He is in the police.
3. A weapon to fight tanks.
4. The leader of a platoon.
5. A senior officer in the German Army.
6. The officer rank below lieutenant.
7. Training with weapons.

| | |
|---|---|
| Anti-tank | commander |
| German | training |
| Machine | man |
| Platoon | weapon |
| Police | lieutenant |
| Second | general |
| Weapons | gun |

*Exercise 24. Write the abbreviations in full.*

1. armd – … .
2. arty. – … .
3. engr. – … .
4. inf. – … .

# UNIT V

# CONFERENCE

## Vocabulary

**arrival and departure** – прибытие и отъезд

**participants** – участники

**civilian** – гражданский

**accommodation** – размещение (участников конференции)

**annual conference** – ежегодная конференция

**Call for Papers** – информационное письмо

**deadline for registration** – крайний срок регистрации на конференцию

**keynote speaker** – основной докладчик

**multiple track conference** – конференция, в которой заседания секций идут параллельно

**networking** – установление контактов

**opening session** – открытие конференции

**chairperson and conferees** – председатель и участники конференции

**conference proceedings** – материалы конференции

**panel discussion** – аналог круглого стола, дискуссионная сессия на конференции

**questions from the floor** – вопросы из зала

**single track conference** – конференция, в которой заседания секций идут друг за другом

**site selection** – выбор площадки для проведения конференции

**to be peer reviewed** – проходить экспертную оценку научной статьи

**to debate special issues** – обсуждать специальные вопросы

**to discuss topical issues** – обсуждать актуальные вопросы

**to ensure the event flows smoothly** – обеспечивать успешное проведение мероприятия

**to give a talk to a large audience** – выступать перед большой аудиторией

**to issue a directive for attendance** – издавать инструкцию для участия

**to make professional contacts** – устанавливать профессиональные контакты

**to submit an abstract of a presentation** – отправлять аннотацию (тезисы) выступления

**venue** – место проведения конференции

**armoured** – бронированный, бронетанковый

**active armor** – динамическая броня

**reactive armor** – система динамической защиты

**electromagnetic armor** – электромагнитная броня

**smart armor** – умная броня

**main battle tank** – основной боевой танк

**light weight special tank** – лёгкий специальный танк

**track-laying vehicle** – гусеничная машина

**cross-country mobility** – подвижность на пересечённой местности

**hull** – корпус

**turret** – башня

**gunner** – наводчик

**statement of work** – техническое задание

**fire engine** – пожарный автомобиль

**pump** – насос, накачивать воду

**scene of fire** – место пожара

**to present a lecture** – выступать с сообщением, представить доклад

**stream of water** – струя воды

**water tender (tanker)** – автоцистерна

**aerial appliance** – пожарный автоподъёмник

**fire truck** – пожарный автомобиль

**gear** – снаряжение

**nozzle** – пожарный ствол

**turntable ladder** – автомеханическая лестница

**staff of a fire headquarters** – личный состав штаба пожаротушения

## TEXT

## An international academic conference

An international academic conference is a conference for researchers to present and discuss their work. Together with academic or scientific journals, conferences provide an important international channel for exchange of information between researchers. Academic conferences fall into three categories: **a themed conference, a general conference, and a professional conference.**

International conferences are usually organized either by a scientific society or by a group of researchers with a common interest. Large meetings may **be handled on behalf** of the scientific society by a Professional Conference Organiser (PCO). A PCO will **assist with** finding the right venue, dealing with accommodation and appointing other companies if necessary. **Site selection** is important for the success of the event. It should include considerations for a hotel room rate, conference rooms and **facility** usage, and easy access from major international airports. Time selection is also important to succeed. It is necessary to avoid a time conflict with existing conferences.

As soon as the dates and venue have been decided, the next step is to advise everyone involved and to issue **a directive for attendance**. The conference is announced by a Call for Papers (CFP). A CFP is sent to interested parties, describing the **title** and the **subject matter** to be covered, the way of registration, the **deadline for registration**, the language of the conference, any **costs** involved and **payment policy**, and organising team contact details. Online registration service allows delegates to register easily and 24 hours a day.

Prospective presenters are usually asked to submit a short abstract of their presentation, which is **peer reviewed** by members of the **programme committee** or **referees** chosen by them.

At the start of the conference it is a good idea to have **an opening session** where the **chairperson** can welcome everyone and follow this with **a keynote speaker** to set the theme for the meeting. The chairperson plays an important role. He needs to ensure the event flows smoothly, to introduce speakers, to manage **questions from the floor**, and keep an eye on the time. Accordingly, the chairperson should be a good speaker.

Often there are one or more keynote speakers, presenting a lecture that lasts an hour or so, and which is likely to be advertised before the conference. All speakers need to be good communicators and their speeches must be relevant, up-to-date and of the correct length for the time allocated. Generally, the topic is presented in the form of a short, concise speech lasting about 10-30 minutes, usually including discussion. It can be presented in the form of academic papers and published as the **conference proceedings.**

Conferences might be **single track** or **multiple track**, where the first one has only one session at a time, while a multiple track meeting has several parallel sessions at the same time with speakers in separate rooms. Informal **international networking** and getting people talking outside the main conference sessions can be very productive and social activities are ideal for this. People **appreciate the opportunity** to discuss topical issues and problems with foreign colleagues, or those with a similar interest.

After the conference the **organizing committee** should meet to evaluate and possibly **report on** the meeting. If delegate evaluation forms were handed out, the results **on the returns** should be analyzed, considered and used for planning future events.

*Exercise 1. Scan the text and explain the difference between organizing committee, programme committee, and PCO.*

*Exercise 2. Translate the words and word combinations from the text in bold.*

*Exercise 3. Explain the meaning of the following words in English.*

An academic conference, a scientific journal, a scientific society, subject matter, a keynote speaker, conference proceedings, organizing committee, deadline.

*Exercise 4. Find synonyms for the following words in the text.*

Scientific conference, magazine, group of explorers, dwelling, organizing board, speech, conference materials, scientific articles, scheduling, modern, appropriate, main speaker, moderator, reviewer, headline, shared interests.

*Exercise 5. Fill in the gaps with the following words and word combinations.*

1. The final list of accepted … will be emailed when available.
2. Most … should be written in academic voice.
3. There were a number of participants at the conference dinner, several of them were … .
4. A number of social events will be organized to facilitate … .
5. A great interactive … is definitely an ice breaker.
6. The day will conclude with a … during which the debate will be thrown open to the audience.
7. A cosy cocktail lounge is the perfect … for a quiet drink.
8. Submission … for articles for the next issue is 22 April 2021.

*panel discussion, keynote speakers, abstracts, session, academic papers, deadline, networking, venue.*

*Exercise 6. Answer the questions.*

1. What is an international academic conference?
2. What categories do academic conferences fall into?
3. What is PCO?
4. What does Call for Papers include?
5. What is the role of a chairperson at the conference?

6. What are the requirements for the keynote speaker?

7. Where are academic papers published?

8. What conferences are more productive: single track or multiple track conferences?

9. What is the role of the organizing committee at the conference?

*Exercise 7. Can you name the main things in organising the conference? Have you ever taken part in it?*

*Exercise 8. Read the dialog and answer the questions.*

Officer: Good evening, gentlemen. This briefing is for the security conference. Please take notes.

Accommodation. The seminar is taking place at the Ariadne – I spell A-R-I-A-D-N-E – Hotel in Stockholm.

Conference dates. The conference starts on Monday, October 15th at 08:30 hours.

B: Excuse me, did you say Monday 15th?

Officer: No, Monday 15th. It finishes on Friday, October 19th at 12:00 hours. Arrival and departure. Expect participants to arrive on Sunday, before 22:00 hours and depart on Friday, October 19th. Participants. Most of the participants are military and eight civilians?

C: Sorry, did you say 18 civilians?

Officer: No, eight. So that's a total of 33 participants.

Dress is civilian clothes – that's formal civilian clothes. Are there any more questions?

1. Where is the conference?
2. What time does the conference start?
3. What date does the conference finish?
4. How many participants are civilian?

*Exercise 9. Complete the conference briefing notes according to the dialog.*

Accommodation: … Hotel in Stockholm.

Conference dates: Starts – Monday, October … at 08:30.

Finishes – Friday, October … at … .

Arrival and departure: Participants arrive on … before … .

Participants: Military – … .

Civilian – eight.

Total – … .

Dress – … .

*Exercise 10. Read the following Call for Papers. Fill in the missing words and word combinations.*

**Call for Papers**

You are invited to take part in the 14th Winterthur International Conference on Armored Vehicles and Missiles to be held on 4-5 June, 2021. This … Conference has become a traditional meeting place for exchange of ideas between scientists and engineers involved in web engineering all over the world.

Conference …: Armored Vehicles, Missiles. The Conference … is English. The … will be published and handed to the conferees at the registration. Each full-length paper will be allowed 20 minutes for … and discussion … of 500 words in English should be sent by email to the conference … (please indicate your telephone and fax numbers, email and mailing addresses).

… for receipt of abstracts is 20 May 2021. The authors of the selected papers will be notified by 28 May 2021.

The Conference … 800 $. It includes one copy of the conference proceedings, lunch and coffee during three days, transportation and … (an evening banquet and a tour of Winterthur).

Language, entertainment activities, presentation, fee, program committee, conference proceedings, deadline, annual, topics, abstracts.

*Exercise 11. Translate the following words and word combinations into English.*

Вопрос с места, экспертная дискуссия на общем заседании конференции, выступающий с основным докладом, экспертная оценка научной статьи, аннотация, материалы конференции, конференция с несколькими одновременными заседаниями, информационное письмо, председательствовать на заседании.

*Exercise 12. Translate the following sentences from Russian into English.*

1. Эта статья не прошла экспертную оценку.
2. Крайний срок подачи заявок на конференцию – 20 мая 2021 года.
3. Перед выступлением необходимо проверить, работает ли нужная аппаратура.
4. Место проведения конференции – Винтертур, Швейцария.
5. Вы не знаете, кто выступает на пленарном заседании?
6. Материалы конференции индексируются в базе данных Web of Science.
7. В стоимость организационного взноса входит один сборник материалов конференции.

*Exercise 13. Read and translate one of the speaker's reports.*

**Tank**

Tank is a heavily armored track-laying vehicle, with cross-country mobility and road speeds up to 97 km/h (60 mph).

Tanks are classified as light, medium, and heavy. They range in weight from approximately 14 to 63 metric tons, have at least 15 cm of armor plate, and mount cannons ranging from 75 mm to 125 mm in the tank's turret. The turret is a structure on top of the tank that can rotate 360 degrees, enabling the tank to fire in any direction. In addition, tanks often have both light and heavy machine guns. Light tanks are used for reconnaissance; heavier tanks are used primarily to penetrate or flank enemy defenses.

*The M1 Abrams main battle tank (MBT)*

M1 Abrams Main Battle. The M1 enjoys a low silhouette and a very high speed, thanks to an unfortunately voracious gas turbine engine.

The M1 Abrams Main Battle Tank (MBT) is the namesake of the late General Creighton W. Abrams, former Army Chief of Staff. It is the backbone of the armored forces of the United States military, and several of US allies as well. It is capable of engaging the enemy in any weather, day or night on the multi-dimensional, non-linear battlefield using its firepower, maneuver, and shock effect tank (USA).

The hull and turret of the M1 Abrams is made of advanced composite armor, (ceramic blocks set in resin between layers of conventional armor).

The driver sits in the front in a recleaning position and steers by rotating a motorcycle-type T-bar, which actuates the steering lever on the transmission. The driver also has three day periscopes, the centre of which can be replaced by an image intensification periscope for night work. The commander and gunner are seated on the right of the turret and the loader on the left. The commander has six periscopes that cover 360 degrees, a day sight for the 0.5 in M2 machine gun.

A sophisticated fire control system provides main gun stabilization for shooting on the move and a precise laser range finder, thermal-imaging night sights, and a ballistic computer.

The turret was designed to accept either the 105 mm M68E1 rifled gun or the German 120 mm smoothbore cannon.

The crew is protected from the fuel tanks by an armored bulkhead, and from the main gun ammunition by sliding doors and armor-protected boxes.

The M1 is powered by a gas turbine (1500 hp) which delivers more horsepower than a diesel due to its lower cooling requirement.

The M1A1 has an integrated NBC system.

A version of the M1A1 with depleted uranium armor was developed to improve survivability well into the 1990s and beyond. The M1A1 has many improvements, including an Improved Commander's Weapon Station (ICWS), Commander's Independent Thermal Viewer (CITV), Inter-Vehicular Information System (IVIS), Position/Navigation System (POS/NAV) and a number of survivability initiatives. There is an additional program, which seeks to introduce new tactical displays, communications equipment, improved reliability and power distribution.

There are a number of specialized vehicles, including the M1 Armored Vehicle Launched Bridge (AVLB), Grizzly Armored Vehicle and Abrams Recovery Vehicle.

Specifications:

- M1A1 hull length: 7.92 m.
- Hull width: 3.66 m.
- Height: 2.89 m.
- Crew: 4.
- Ground Clearance: 0.48 m.
- Weight: 57.150 kg (combat).
- Ground pressure: 0.96 kg/cm$^2$.
- Max speed: 67 km/h.
- Max range (internal fuel): up to 465 km on road.
- Armament: 120 mm smoothbore main gun, 1×7.62 mm coaxial MG, 1×0.5 in MG on commander's cupola, 1×7.62 mm machine gun for loader.

*Exercise 14. Translate the following words and word combinations.*

Ground clearance, coaxial machine gun, tank crew, gas turbine engine, cross-country mobility, armor plate, steering level, armored bulkhead, track-laying vehicle, used for reconnaissance, to penetrate or flank enemy defenses, the tank enjoys a low silhouette, fuel tanks, seated on the right of the turret, the M1 is powered by, armor-protected boxes.

*Exercise 15. Explain the following abbreviations.*

MBT, NBC, ICWS, CITV, IVIS, POS, NAN, AVLB.

*Exercise 16. Ask questions to the reporter.*

*Exercise 17. Make a dialog between a reporter and a listener in pairs.*

*Exercise 18. Read and translate another speaker's report.*

**Selected army weapon systems**

*M2/M3 series bradley fighting vehicles system (FVS)*

The M2 allows for mounted combat and means for infantry to protect tanks and consolidate gains in the offensive. Designed for a nine-man infantry squad, it includes a two-man turret for the commander and gunner. Armament includes the 25 mm “chain gun”, a 7.62 mm coaxial machine gun, and a TOW antitank missile launcher housed in an armored rectangular box. Fire control includes an integrated day/night sight with a thermal-imaging infrared device. Top road speed is 38 mph; cruising range is 300 miles. The M2A1 incorporates the more lethal TOW 2. The M2A2 adds spall liners, enhanced armor and provisions for armor tile. The M3 series armored cavalry scout version accommodates the five-man cavalry squad.

*TOW missile system*

The TOW (Tube-Launched, Optically Tracked, Wire Command-Link Guided) scatterable mine warheads is mounted on the FVS, the Improved TOW Vehicle, the High Mobility Multipurpose Wheeled Vehicle (HMMWV) and the AH-LS Cobra Helicopter. When the system is fired, a sensor in the launcher tracks a beacon in the tail of the missile; the gunner keeps the cross-hairs on the target and a computer in the launcher sends corrections to the missile via two extremely thin wires that deploy in flight. The ground launcher version weighs 240 lbs; the missile weights 62.4 lbs; its range is 3750 meters. There is a three-man crew.

Basic TOW is being converted to TOW 2 to incorporate a thermal night sight and improved warhead. The TOW 2A missile is design to defeat reactive armor.

*Multiple-launch rocket system (MLRS)*

MLRS is a free-flight artillery rocket system that consists of a 12-round launcher capable of firing rockets one at a time or in rapid ripples to ranges beyond 40 kilometers. The primary missions of MLRS are counterfire and suppression of enemy air defenses. It supplements cannon artillery fire by delivering large volumes of firepower in a short time against critical, time-sensitive targets. MLRS employs shoot-and-shoot tactics to limit vulnerability to counterbattery fire. In addition to the dual-purpose conventional submunition, the system can deliver scatterable mine warheads, each of which dispenses 28 antitank mines.

The MLRS launcher has been updated to employ the Army Tactical Missile System (ATACMS) against tactical surface-to-surface missile sites and other priority targets.

*Patriot*

The Patriot missile system is the centerpiece of theatre air and tactical ballistic missile defense. The system’s fast reaction capability, high power and ability to operate in a severe electronic countermeasure environment are features not previously available in air defense systems.

The combat element of the system is the fire unit, which consists of a radar set, an engagement control station, a power plant, an antenna mast group and eight remotely located launchers. The system is highly automated, combining high-speed digital processing with various software routines to effectively control the battlespace. The single radar, using phased array technology, provides for all tactical functions of airspace surveillance, target detection and tracking and support of missile guidance. The only manned element of the fire unit during air battle, the engagement control station provides the human interface for control of automated operations. Each launcher contains four ready-to-fire missiles, sealed in canisters which serve a dual purpose as shipping containers and launch tubes. Multiple targets can be engaged simultaneously. US missile production deliveries include PAC-2 modifications.

PAC-2 missiles and Post Deployment Build 3 software provide Patriot a limited asset defense against the theatre ballistic missile threat.

*Exercise 19. Translate the following words and word combinations.*

Mounted combat, thermal-imaging infrared device, gunner, armament, to be powered, smoothbore cannon, to keep cross-hairs on the target, target acquisition.

Закреплять успех, механик-водитель, спаренный пулемёт, бронированная разведывательная машина, дизельный двигатель, сблизиться с противником и уничтожить его, лазерный дальномер, активно-реактивный снаряд, высотная цель.

*Exercise 20. Explain the following abbreviations.*

TOW, HMMWV, MLRS, ATACMS.

*Exercise 21. Answer the questions.*

1. What is the M2 intended for?
2. What is the TOW scatterable mine warheads mounted on?
3. How many anti-tank mines does each scatterable mine warheads of MLRS contain?
4. What is the composition of the Patriot fire unit?

*Exercise 22. Translate the following sentences.*

1. В отличие от танка M1, на вооружении которого состоит 105-миллиметровое орудие, основной боевой танк M1A1 оснащён 120-миллиметровой гладкоствольной пушкой, что привело к значительному увеличению его боевой мощи.
2. Ракета TOW 2A предназначена для поражения реактивной брони.
3. Пусковая установка MLRS была обновлена для применения армейского тактического ракетного комплекса против тактических ракетных комплексов класса «земля – земля» и других приоритетных целей.
4. Ракетный комплекс «Патриот» является центральным элементом противовоздушной и тактической противоракетной обороны театра военных действий.

*Exercise 23. Identify the main idea of the report (text). Is the topic promising?*

*Exercise 24. Imagine that you meet your groupmate and talk about the report of the conference.*

*Exercise 25. Read and translate the 3rd report about fire engines and fire trucks.*

**Fire engines and fire trucks in the USA**

To an American fire service specialist, the words “fire engine” and “fire truck” are not interchangeable. Fire engines are also known as pumpers as they are employed to pump water using an engine and on-board water supply.


Fire engines are equipped with a large pump capable of pumping thousands of liters of water per minute. Pumpers may also carry such operational equipment as hoses, nozzles, ladders, breathing apparatus, chemical protection suits, and other firefighter gear.

Like pumpers, water tenders, or tankers, are designed to carry a large water tank. They are valuable in country areas where water supplies are limited.

A fire truck is different from a fire engine in that it has no onboard water supply. Instead, fire trucks may be equipped with long ladders, hydraulic platforms, additional firefighting equipment, heavy rescue tools, and other emergency gear.


The best-known forms of the fire trucks are two types of aerial appliances: turntable ladders and hydraulic platforms. Turntable ladders have sliding ladder sections that are attached to each other and pulled upward by an extension mechanism.

A more recent invention is the hydraulic platform. This fire truck, capable of reaching several storeys in the air has a large telescoping boom that extends out with a basket or “backet” attached to its tip.

There are specialized trucks which are designed for one purpose, like rescue units used to rescue people involved in accidents and having a large amount of rescue equipment, HazMat (hazardous materials) van for incidents in which chemicals and other hazardous substances are present, mobile communications vehicles assisting communications and incident management, control units taking the staff of a fire headquarters to the site of fire, and others.

Fire trucks come in many different colors, sizes, and shapes, and have many uses.

*Exercise 26. Choose the most appropriate characteristics for fire trucks from the versions available.*

Fire tracks are vehicles which …

1) have onboard water, are equipped with a large pump and used to pump water.

2) have onboard water tank and are used in extinguishing country fires.

3) have no onboard water supply, and are equipped with turntable ladders, hydraulic platforms, additional firefighting equipment and emergency gear.

*Exercise 27. Study the following statements and say what type of fire truck each of them defines.*

1. This fire truck has a large telescoping boom extending out with a basket.
2. This firefighting vehicle has a large water tank to be carried to the place with limited water supply.
3. This unit carrying different rescue equipment is used to rescue people involved in accidents.
4. This vehicle assists communications and incident management.
5. This aerial appliance has sliding ladder sections pulled upward by an extension mechanism.
6. This unit takes the staff of a fire headquarters to the sight of fire.
7. This van is used in incidents with the presence of hazardous materials.

*Exercise 28. Fill the gaps with appropriate information.*

1. Firefighting engineering includes … .
2. First-aid equipment involves … and assisting appliances at hand such as … .
3. The examples of operational equipment are … .
4. Firefighting vehicles are divided into … and … .
5. Fire engines, or pumpers, have onboard … and are used …water.
6. Water tenders (tankers) also have water and are especially valuable in areas where water supply is … .
7. Fire trucks have no … and may be equipped with … .

8. The main fire trucks are two types of aerial appliances: … and … .
9. Fire truck designed for one purpose are called … ones.
10. The examples of specialized vehicles are … .

*Exercise 29. Read and translate the text about emergency medical transport – ambulance (it was the 4th report at the conference).*

**Ambulance as emergency medical vehicle**

An ambulance is a vehicle for transporting sick or injured people. The term ambulance is used to describe a vehicle used to bring medical care to patients outside of the hospital or to transport the patient to hospital for follow-up care and further testing.

There are several categories of ground ambulance services and two categories of air ambulance services under the free schedule (note that "ground" refers to both land and water transportation). All ground and air ambulance transportation services must meet all requirements regarding medical reasonableness and necessity as outlined in the applicable statute, regulations and manual provisions.

Medical necessity is established when the patient's condition is such that use of any other method of transportation contraindicated. In any case in which some means of transportation other than an ambulance could be used without endangering the individual's health, whether or not such other transportation is actually available, no payment may be made for ambulance services. In all cases, the appropriate documentation must be kept on file and, upon request, presented to the carrier/intermediary. It is important to note that the presence (or absence) of a physician's order for a transport by ambulance doesn't necessarily prove (or disprove) whether the transport was medically necessary. The ambulance service must meet all program coverage criteria in order for payment to be made.

In addition, the reason for the ambulance transport must be medically necessary. That is, the transport must be to obtain Medicare covered service, or to return from such a service.

Ambulances can be based on many types of vehicle, although emergency and disaster conditions may lead to other vehicles serving as makeshift ambulances:

1. Van – a typical ambulance, based on standard chassis, usually with a maximum road weight loaded of between 3.5 and 7.5 tones. In North America, the large box type vehicles are referred to as “mods” (modular) and the smaller van type vehicle is often called a “high-top”.


2. Car/SUV is used either as a fly-car for rapid response or for patients who can sit, these are standard car models adapted to the requirements of the service using them. Some cars are capable of taking a stretcher with a recumbent patient, but this often requires the removal of the front passenger seat, or the use of a particularly long car. This was often the case with early ambulances, which were converted (or even serving) hearses, as these were some of the few vehicles able to accept a human body in a supine position).

3. Motorcycle – in developed areas, these are used almost exclusively for rapid response in an emergency as they can travel through heavy traffic much faster than a car or van, although in the developing world, trailer or sidecar adaptations make these patient transporting units.

4. Bicycle – is also used for response, but usually in pedestrianized areas where road vehicles find access difficult.

5. All Terrain Vehicle – such as a “quad bike”, it is used for response off road, especially at events. Some ATVs are modified to carry a stretcher, and are used for tasks such as mountain rescue in inaccessible areas.

6. Golf cart – is also used for rapid response at events. Function similar to ATVs, with less rough terrain capability, but also less noise.

7. Helicopter – is used for emergency care, either in places inaccessible by road, or in any area where speed is of the essence, as they are able to travel significantly faster than a road ambulance.

8. Fixed-wing aircraft – it can be used for either acute emergency care in remote areas (such as in Australia, with their “Flying doctors”) or for patient transport over long distances (usually a repatriation following an illness or injury in a foreign country).

9. Boats and ships. In some areas boats may serve as ambulances, especially in island areas. Some lifeboats or lifeguard vessels may also fit the description of an ambulance. There are also hospital ships, mostly in the military, which meet the definition of ambulances as they provide transport to the sick and wounded (along with treatment). These are often sent to disaster or war zones to provide care for the casualties of these events.

*Exercise 30. Translate the following words and word combinations.*

sick or injured people, follow-up care, ground and air ambulance transportation services, intermediary, makeshift ambulances, van, recumbent patient, in a supine position, rapid response in an emergency, all terrain vehicle, helicopter, fixed-wing aircraft, lifeboats, lifeguard vessels, casualties.

*Exercise 31. Say which of these statements are true and which are false.*

1. An ambulance is a vehicle for transporting sick or injured people.

2. There are several categories of ground ambulance services and three categories of air ambulance services.

3. All ground and air ambulance transportation services must meet all requirements regarding medical reasonableness and necessity as outlined in the applicable statute, regulations and manual provisions.

4. Medical necessity is established by the patient’s condition.

5. The ambulance service must meet all program coverage criteria in order to participate in the treatment.

6. There is only one type of ambulance vehicle.

7. Van is a typical ambulance.

8. Car is used for the patients who can't seat.

*Exercise 32. Answer the following questions.*

1. What types of ambulance vehicles do you know?

2. When is All Terrain Vehicle used?

3. What vehicle is used for emergency care, either in places inaccessible by road?

4. What transport is used in island areas?

5. What transport is used for rapid response at events?

6. In what cases is motorcycle used?

7. How can we call a vehicle for transporting sick or injured people?

8. What does the word "ground" refer to?

9. When is medical necessity established?

*Exercise 33. After the conference has finished let's summarize the results and find out how to make the most of a conference. Read the text and match the headings with the abstracts:*

**How to make the most of a conference**

1. Reach out to people who you know will be there and try to set up meetings. Plan to grab coffee prior to the morning keynote or meet for lunch or plan to attend a specific panel or cocktail reception together. By having a few key meetings already set up, you will feel less overwhelmed if you don't know anyone there. Plus, new friends!

2. What are your goals? Are you spreading awareness about your organization? Writing about the event for your blog? Want to focus in and learn more about a specific part of fundraising? Plan ahead and determine which events, panels and sessions are most relevant to you, and figure out which companies you'd like to learn more about or meet.

3. This one is always the hardest for me, and I don't even consider myself an introvert. Ask attendees what they thought of the most recent speaker. Be bold and ask questions during panel sessions. If you see someone hanging out alone, go up to them and say hi! Practice your elevator pitch prior to the event, read up on news prior to the event, read up on news prior to the conference, and think about what events and speakers you're looking forward to – those can all be great conversation starters.

4. Is there a cocktail reception or a trip to a local community center? Go! It may seem awkward to go to the socializing events alone, but it is a great way to meet people outside of business. And if there's nothing planned, consider organizing a beer tasting at the pub down the street from the conference center, or gathering everyone for coffee and conversation.

5. I've met people and made connections at conferences by live-tweeting events. Retweet and reply to people, and if someone cool shows up in your feed, ask if you can meet in person! Use hashtags, and attribute quotes to the speakers (with their Twitter handles if you have them). You can also use social media to send out a call prior to the event. Who of your followers will be there? What do your followers want to know about the event?

6. This may seem old school, but unless everyone has the app where you bump smart phones and share numbers, it is still the best way to gather people's contact information. Then, when you are back in the office, email and say hi. Mention something about when you met and suggest how you can work together or stay in touch in the future!

A. Bring business cards and follow up.

B. Know what you hope to get out of the conference.

C. Use social media.

D. Talk to people.

E. Socializing is important.

F. Schedule meetings ahead of time.

*Exercise 34. Work in pairs. Which of the tips are essential, desirable or best avoided in your culture? What other useful tips can you think of?*

# UNIT VI

# NEGOTIATIONS

## Vocabulary

**to negotiate** – вести переговоры

**negotiations** – переговоры

**negotiator** – участник переговоров

**negotiable** – договорный

**day-to-day negotiations** – ежедневные переговоры

**commercial negotiations** – коммерческие переговоры

**legal negotiations** – официальные (правовые) переговоры

**treaty** – договор, соглашение

## TEXT

## Negotiations

Daily life is full of negotiations that can drive you crazy. Over breakfast you get into an argument with your spouse about buying a new car. You think it's time, but your spouse says: "Don't be ridiculous! You know we can't afford it right now". At a morning meeting with your boss you present him with a

carefully prepared proposal for a new project, but he interrupts you after a minute and says: “We have already tried that and it didn’t work”. During your lunch hour you try to return a defective toaster-oven, but the salesperson refuses to refund your money because you don’t have the sales slip: “It is store policy”.

Negotiation is a dialog between individuals to come to a common conclusion benefiting all. Negotiation refers to the discussions among individuals evaluating the pros and cons of a situation and coming to an alternative best suited to all.

Negotiation is a collection of behaviors that involves communication, sales, marketing, psychology, sociology, assertiveness and conflict resolution. A negotiator may be a buyer or seller, a customer or supplier, a boss or employee, a business partner, a diplomat or a civil servant. On a more personal level negotiation takes place between spouse’s friends, parents or children.

Negotiation is a skill that anyone can learn and practice. The necessary skills required for successful negotiations can be listed as:

- The ability to define a range of objectives and be flexible about some of them.
- The ability to explore the possibilities of a wide range of options.
- The ability to be well prepared.
- The ability to listen to and question other parties.
- The ability to set priorities.

These are useful abilities, not only in negotiations but in daily life as well. It is useful to remember that the ability to influence and persuade is one of the most essential of all management skill – and influence and persuasion are very much the stuff of effective negotiation.

*Types of negotiations in organizations*

**Day-to-day negotiations.** Such types of negotiations are done within the organization and are related to the internal problems in the organization. It is in regards to the working relationship between the groups of employees. Usually, the manager needs to interact with the members at different levels in the organization structure. For conducting the day-to-day business, internally, the superior

needs to allot job responsibilities, maintain a flow of information, direct the record keeping and many more activities for smooth functioning. All this requires entering into negotiations with the parties internal to the organization.

Negotiation is also essential among colleagues to reduce the chances of disputes and conflicts. Any particular team member shouldn't be overburdened while the other member is relaxing. One should negotiate with his fellow workers and accept only those responsibilities he feels he is best capable of doing. The responsibility of achieving the targets shouldn't rest not only one shoulder, but equally divided among all.

**Commercial negotiations.** Such types of negotiations are conducted with external parties. The driving forces behind such negotiations are usually financial gains. They are generally done in the form of contract. Two parties sit face across the table, discuss issues between them and come to conditions acceptable to both parties. In such cases, everything should be in black and white. A contract is signed by both the parties and they both have to adhere to its terms and conditions.

**Legal negotiations.** Legal negotiation takes place between individual and the law where the individual has to abide by the rules and regulations laid by the legal system and the legal system also takes into account the needs and interest of the individual.

*Exercise 1. Answer the following questions.*

1. Where and when do we enter in negotiations in our everyday life?
2. What is negotiation?
3. What skills do we need to make our negotiations successful?
4. What are the types of negotiations?
5. What are the characteristics of day-to-day negotiations?
6. Describe a usual procedure of commercial negotiations.
7. What is special about legal negotiations?

*Exercise 2. Translate the sentences into English.*

1. Успех в любой области нашей жизни напрямую зависит от нашего умения вести переговоры.
2. Сроки и условия поставок находятся на стадии переговоров.
3. Он сейчас ведёт переговоры по заключению первой сделки с нашими новыми партнёрами.
4. После серии переговоров и подписания нового договора они перечислили первую часть долга.
5. Они заявили, что не сядут за стол переговоров, если в них будет участвовать Россия.
6. Самой большой проблемой для участников международных переговоров является незнание иностранного языка.
7. Не паникуйте! Все условия договора обсуждаемы.

*Exercise 3. Read and translate the following definitions of the term "negotiations".*

Negotiation is the process of discussing something with someone in order to reach an agreement with them, or the discussions themselves.

Negotiation is a method by which people settle differences. It is a process by which compromise or agreement is reached while avoiding argument and dispute.

Bargaining process between two or more parties (each with each own aims, needs, and viewpoints) seeking to discover a common ground and reach an agreement to settle a matter of mutual concern or resolve a conflict.

*Exercise 4. Define the common ground of all definitions. Give your own definition of the term "negotiation(s)".*

*Exercise 5. Read and translate an example of a treaty.*

## Treaty between the United States of America and the Union of Soviet Socialist Republics on the reduction and limitation of strategic offensive arms (abstract)

### Article XI

1. For the purpose of ensuring verification of compliance with the provisions of this Treaty, each Party shall have the right to conduct inspections and continuous monitoring activities and shall conduct exhibitions pursuant to this Article and the Inspection Protocol. Inspections, continuous monitoring activities, and exhibitions shall be conducted in accordance with the procedures provided for in the Inspection Protocol and the Conversion or Elimination Protocol.

2. Each Party shall have the right to conduct baseline data inspections at facilities to confirm the accuracy of data on the numbers and types of items specified for such facilities in the initial exchange of data provided in accordance with paragraph 1 of the section I of the Notification Protocol.

3. Each Party shall have the right to conduct data update inspections at facilities to confirm the accuracy of data on the numbers and types of items specified for such facilities in the notifications and regular exchanges of updated provided in accordance with paragraphs 2 and 3 of Section I of the Notification Protocol.

4. Each Party shall have the right to conduct new facility inspections to confirm the accuracy of data on the numbers and types of items specified in the notifications of new facilities provided in accordance with paragraph 3 of Section I of the Notification Protocol.

5. Each Party shall have the right to conduct suspect-site inspections to confirm that covert assembly of ICBMs is not occurring.

6. Each Party shall have the right to conduct reentry vehicle inspections of deployed ICBMs and SLBMs to confirm that such ballistic missiles contain no more reentry vehicles than the number of warheads attributed to them.

7. Each Party shall have the right to conduct post-exercise dispersal inspections of deployed mobile launchers of ICBMs and their associated missiles to confirm that the number of mobile launchers of ICBMs and their associated missiles that are located at the inspected ICBM base and those that have not re-

turned to it after completion of the dispersal does not exceed the number specified for that ICBM base.

8. Each Party shall conduct or shall have the right to conduct conversion or elimination inspections to confirm the conversion or elimination of strategic offensive arms.

9. Each Party shall have the right to conduct close-out inspections to confirm that the elimination of facilities has been completed.

10. Each Party shall have the right to conduct formerly declared facility inspections to confirm that facilities, notification of the elimination of which has been provided in accordance with paragraph 3 of Section I of the Notification Protocol, are not being used for purposes inconsistent with this Treaty.

*Exercise 6. Translate the following questions into English and answer them.*

1. Какие виды инспекций могут проводиться Сторонами в соответствии с положениями настоящего договора?

2. Каковы цели проведения инспекций?

3. Какими документами регламентируется процедура проведения инспекций?

4. Какие цели преследуют Стороны, проводя инспекции в отношении исходных данных?

*Exercise 7. Decipher the abbreviations.*

ICBMs, SLBMs.

*Exercise 8. Answer the question: what features of the Treaty translation did you notice?*

*Exercise 9. Render the following text in English:*

**Деловые переговоры**

Деловые переговоры – это вид делового общения, целью которого является поиск решения (выработка решения) проблемы, приемлемого для всех сторон.

Деловые переговоры различаются по нескольким параметрам: официальные – неофициальные; внешние – внутренние.

Переговорный процесс состоит из трёх этапов:

1. Подготовка к переговорам, в ходе которой необходимо: определить собственные интересы; сформулировать предполагаемую цель – результат переговоров; определиться с территорией, на которой будут проходить переговоры; собрать информацию о противоположной стороне.

2. Ведение переговоров. Искусство делового общения требует использования определённых стратегий взаимодействия с партнёрами по переговорам. Поведение в процессе переговоров можно построить по следующей схеме: мотивация собеседника, получение информации, передача информации, побуждение к принятию решения, собственно принятие решения.

3. Анализ результатов переговоров предполагает обсуждение следующих моментов: что способствовало успеху в общении, причины возникших трудностей, пути их преодоления, замечания по подготовке к переговорам, неожиданности, поведение партнёров, удачные стратегии.

*Exercise 10. Try to join up the sentence halves below to make phrases which can be used during negotiations.*

**Starting negotiations**

1. Well, it’s been nice to catch up but we should …
2. According to our …
3. The…
4. Did you get my email with our…

A. … quotation?

B. … reason why we invited you here today is to discuss… .

C. … discussion, … .

D. … get started.

**Requests/suggestions**

1. Could you …
2. Would it be …

3. How …
4. Could you move …
5. Another …

A. … possible for you to …?
B. … accept …?
C. … option is to … .
D. … more on that?
E. … about?

**Positive reactions (accepting, thanking, etc.)**

1. I'd be …
2. I …
3. I …
4. Hopefully our next meeting will be …
5. Well, that was …
6. Let's try to find …

A. … more productive.
B. … understand your position on this.
C. … willing to consider that.
D. … appreciate that.
E. … a ballpark figure.
F. … a middle way.

**Negative reactions (rejecting, insisting, etc.)**

1. That wouldn't go down …
2. That doesn't …
3. Well, I'm afraid I don't …
4. We would find it …
5. So, we seem to have come to …
6. That seems …
7. Unfortunately, we would find that …
8. I was still hoping for something …
9. Well, I think we've already been …

A. … flexible.

B. … better.

C. … too low.

D. … difficult to agree to.

E. … a stalemate.

F. … know what to suggest.

G. … difficult to agree to.

H. … sound acceptable.

I. … well at head officer.

*Exercise 11. Read an example of business negotiations and comment on the reasons of its failure. What aspect was especially important in this case?*

A marketing manager for a large U.S. technology company was visiting one of Germany's biggest corporations. He wanted to sell them on using his new product in their system. Since product and application were quite new, no market pricing was established yet, so the vendor was hoping to get a premium for their technological leadership.

The presentation went well, and the decision maker on the German side seems interested. He asked for the price. "We think that this product will be well received. We'll be able to sell it to you at 12 dollars", the American responded. For a long moment, the German remained silent. "Well, if pushed hard, we will actually be able to go as low as 10 dollars with this product". The German still didn't say a word. Twenty-five painful seconds later, the American couldn't take it any longer: "Long-term, we are confident that we will be able to push the price down to 7 dollars". The German now looked puzzled but pleased.

This is not a fictious story – it happened some years ago. The American company eventually won the business, but at a price around 2–3 dollars lower than what would have been achievable. Volumes being sizeable, the negative profit impact amounted to more than $1 million! The funny thing was that the marketing manager, proficient in his field but lacking international experience, probably thought he got tricked into lowering his price by a smart negotiator,

while the German may still be wondering how he got such a great deal without ever asking for it.

*Exercise 12. Give your comments on the following quotations*.

- "He who fails to plan, plans to fail". – Winston Churchill.
- "Never forget the power of silence, that massively disconcerting pause which goes on and on and may last induce an opponent to babble and backtrack nervously". – Lance Morrow.
- "The single and most dangerous word to be spoken in business is NO. The second most dangerous word is YES. It is possible to avoid saying either". – Lois Wyse.

# ЗАКЛЮЧЕНИЕ

«Транспортные средства специального назначения» – одна из перспективных специальностей ОмГТУ. По окончании университета студенты смогут осуществлять проектирование, моделирование, исследование, испытание, контроль технического состояния, производство, эксплуатацию, обслуживание, диагностику, восстановление, ремонт автотранспортных средств, специальных колёсных и гусеничных машин; вести техническую и конструкторскую документацию; работать на предприятиях оборонно-промышленного комплекса, машиностроительных предприятиях, научно-исследовательских институтах, связанных с разработкой и проектированием специального машиностроительного оборудования.

Для развития умений и навыков профессионального общения обучающихся по данному направлению на иностранном языке создано это пособие. Специальная лексика и терминология хорошо отражают содержание будущей специальности. Данные в учебном пособии упражнения способствуют развитию умения поддерживать письменные и устные речевые контакты в ситуациях делового профессионального общения на иностранном языке.

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