**Практичні завдання**

1.Match the number with the name of the part of the letter.

2.Read the following letters. Letter A) is an application letter for a job and Letter B) is a letter to a friend. Then answer the following questions:

– What is the purpose of writing these two letters?

– What is the difference between the application letter and a letter to a friend?

(Compare their structure, content, words and expressions used in each of them)

3.Match the forms of address 1–4 to the people a–d.

1 Dear Sir or Madam

2 Dear Mr Smith

3 Dear Ms / Mrs / Miss Biggs

4 Dear Pierre

a. a man whose surname you know

b. someone you know quite well

c. a person whose name you do not know

d. a woman whose surname you know

4. Read the covering letter below and answer these questions.

a. What job do you think the writer is applying for?

b. What kind of organization does he want to work for?

c. How well does he ‘sell’ himself?

5. The letter is divided into four paragraphs. In which paragraph (1–4) does he:

a. state his enthusiasm and interest?

 b. say when he could be interviewed?

c. show that he knows something about the organization he wants to work for?

d. say how he heard about the job and state his interest in it?

e. describe his practical work experience?

f. include details of experience or relevant skills?

6 You write a letter to a firm and you address it: a) to a concrete person in a firm b) rather to a firm than to an individual Write your salutation and a complimentary close for each of these cases.

7 Rewrite the letter arranging all its parts in a logical order.

8 The sentences given below have been left out of the following letter. Rewrite the letter putting the sentences back in appropriate places.

9 From the previous exercises write out at least two sentences that help to express the following ideas: – я хотів би прийти на співбесіду; - я маю відповідну кваліфікацію; -я хочу одержати посаду.

 10 Fill in the gaps in the letter using the words from the list below.

 11 Rewrite the letter correcting mistakes that have been done in all parts of the letter. It can be both mistakes in style, grammar and in punctuation.

12. Here is a letter of application for a job written by your friend. He asked you to correct some mistakes that he had done. There are no grammar mistakes, but there are mistakes of other kinds: the punctuation is wrong; the style is too informal; some of the information is irrelevant; conventions are broken, e. g. of address, salutation, position of sender’s name.

There are similar mistakes on the envelope. Correct them.

In pairs, study it carefully and discuss the mistakes. Then write the letter ofapplication for a job. Include where you saw the advertisement, and say briefly why you are interested in the job and what your qualifications are. Conclude by asking for

further details and/or an application form.

13. Read the following advertisement and then the sample answer below. Discuss with a partner what the main problem with the answer is. Then work together and rewrite it in a more appropriate way.

14.You help your friend to write an application letterfor a job. You have already written a rough copy of the letter and now you have to write a final variant. So read the rough copy of an application letter. Rewrite it, reorganizing the notes into the right order. Correct the mistakes in the letter. Add the information you think can be necessary here and exclude all unnecessary things.

15. You see the following job advertisement in a local newspaper. You are quite interested but would like some extra information. Read carefully the advertisement and the notes which you have made below. Then write your letter:

a) saying why you think you would be particularly suitable for this job;

b) asking for extra information as suggested by the handwritten notes below.

16. You have found a position of a guide with English-speaking tourists. Some days ago you have written the begining and the end of the letter. And now you decide to write an appropriate body of the letter.

17. You are looking for a job of a computer designer in one of the European companies. You have to complete the following application for a job using the cue words provided.

18. Choose one of the advertisements and try to write your own application letter.

19. You have seen the following advertisement in the newspaper. Write your application letter expressing your desire to take one of the position.

20. You have a resume that shows your rich experience and high qualification as an interpreter. Some days ago you saw an advertisement that offered a position of an interpreter in Intourist.

21. You work for the computer maintenance company Fisher’s Computer services. You recently had a planning meeting for managers to prepare for the launch of your new maintenance service contracts. Read the action plan and write an e-mail (90–110 words) to all site managers. Include the following points.

1. The subject of the message

2. Details about what is going to happen in the next four months

3. Invitation to ask you any questions [88]

22. In each sentence, cross out the two incorrect options in italics.

1. What would happen if I don’t / didn’t / wouldn’t reach my sales

targets?

2. Will / Would / Didyou change your position if we meet again

next month?

3. If we will make / made / make you an exclusive agent, we expect

you to cover all advertising costs.

4. We won’t be able to use the new software unless / if / provided

you train our staff.

5. We will offer more favourable terms if not / as long as / unless

you order a larger amount

Topik

The reform of the financial sector covers 52 different areas, from liberalizing capital flows, improving the protection of creditor and consumer rights, ensuring sustainable development of cashless payments, financial technologies, and the insurance market to providing tax incentives for the development of the financial sector and enhancing its infrastructure.

The fundamental principles below underlie the reform: approximating regulation of the Ukrainian financial market to EU rules and standards; liberalizing financial markets and joining the EU's internal market of financial services; balancing economic interests by creating a market-driven competitive environment; independence and performance of regulators, risk-based supervision; transparency and high standards of disclosure by financial sector participants and regulators; responsibility and trust between financial sector participants and regulators; integrity of the financial system, comprehensive protection of creditor, consumer, and investor rights.

The reform concerns all segments of the financial sector — banking, non-bank financial institutions, capital markets.

To make the reform effective, thorough changes are required:

financial sector regulators — reinforcing the institutional capacity of regulatory bodies and the Individual Deposit Insurance Fund and creating conditions required for effective supervision and impact, increasing the robustness of the country's financial system, growing its credit and investment potential;

financial sector participants (of different forms of ownership) — getting rid of "ballast" and troubled institutions, improving financial robustness and solvency of participants, restoring and strengthening trust in market players, encouraging development, transparency, and competition in all segments, providing for the equality of financial sector participants.

What has the reform changed already?

Key results of three years of reforms in the financial sector: galloping inflation curbed. Now it is controlled and proceeds according to NBU forecasts; transparency of the banking system improved (disclosure of ultimate beneficial owners); the banking sector develops steadily and generates profits; currency regulation significantly mitigated (by adopting the Law On Foreign Currencies and Foreign Exchange Transactions); conditions created for FinTech development; a system launched for remote customer identification to simplify remote access to financial services (Bank ID); creditor rights protection enhanced (by adopting the Law On Creditor Rights Protection); transparency provided for the creation of supervisory boards of state-owned banks (introduction of corporate governance in progress, the Independent Directors School created); NBU loan register launched; modernization, consolidation, and development of the stock exchange, settlement, and clearing infrastructure of capital markets secured; NBU internally transformed; electronic document flows introduced for banks (the Paperless project).

TESTS

1. We haven’t managed to meet... three years.

a) since; b) for; c) after; d) last.

2. Nothing is wrong,...?

a) can it; b) is it; c) isn’t it; d) can’t be.

3. A meeting of the society will be ... on Tuesday evening at 6 o’clock.

a) made; b) taken; c) held; d) placed.

4. May I apologize ... being so late?

a) myself for; b) for; c) -; d) myself.

5. All the furniture in this room ... antique.

a) are; b) are made of; c) have; d) is.

6. ... traffic in the city center.

a) There’s always many; b) It is always heavy; c) There’s always heavy; d) It is always much.

7. You’ll find the travel agency ... the end of the street.

a) by; b) in; c) on; d) at.

8. She ... the piano since she was ten.

a) has been playing; b) is playing; c) has played; d) had played.

9. Doing these exercises may be good ... me, but I hate every minute of it.

a) to; b) for; c) on; d) at.

10. She heard Miss Drake … that Ann was really happy.

a) tell; b) to tell; c) say; d) to say.

 11. You have bought a FIAT. You ... a BMW.

a) should have bought; b) would have bought; c) had better buy; d) would rather have bought.

12. Poor Jack — he lost his homework, and he ... do it again,

a) needs; b) ought; c) shall; d) has to.

13. The food at the party was horrible, I’ve never eaten ... awful food!

a) such a; b) such; c) such an d) so.

14. “I’m not very hungry”. — “…”

a) Neither do I; b) I am; c) So am I; d) Nor I am.

15. The... from London to Bristol takes two hours by car.

a) travel; b) journey; c) voyage; d) driving.

16. Open the window, ... you?

a) must; b) need; c) will; d) do.

17. You must try not to ... so many mistakes.

a) do; b) tell; c) make; d) perform.

18. Helen asked me if... the film called “Star wars”.

a) have I seen; b) have you seen; c) had I seen; d) I had seen.

19. I promise that I... to work on time every morning in future,

a) get; b) am getting; c) will get; d) would get.

20. I’m not going to tell you the reason ... my decision,

a) to; b) with; c) on; d) for.