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3 курс

Типовые задания для контрольной работы:

1. Match questions 1-5 with the possible answers.

Most common job interview questions and answers

Question no. 1: Can you tell me something about yourself?

Hint: This is often the very first question. It helps the HR managers to get a basic idea of your communication skills, motivation, and interests. It is also an ice breaker, and a good answer will help you to feel more relaxed in the room. The interviewers do not ask about your education, experience, personal life, or anything else in particular - you can choose the way to introduce yourself.

However, your choice reflects what matters to you. In a job interview, you should talk about your education, working experience, career goals, skills and abilities. You should talk about things that are relevant for the employer. On the other hand, you can mention one or two hobbies, or tell them something from your personal life. This shows that you have a life outside of work. Check one sample answer below.

Question no. 2: Why did you apply for this job?

Hint: Motivation is one of the deciding factors in every single job interview. Do you apply for a job just because you want to earn money, or graduated from the field? Do you apply only because you need a job, or do you really want to have this particular position? Your goal is to convince the employer that you genuinely want to work for them, and that you have a good reason for choosing their offer (and not an offer of one of their competitors).

Pre-interview research should help you to find a good answer. You should learn something about the working environment, their vision and goals, the value they bring to their customers and business partners. Try to look for something that goes beyond your personal role in the company, something you can praise, something that resonates with you.

Question no. 3: Why did you leave your last job? / Why are you planning to leave your present job?

Hint: Changing a job, or even a career, is completely normal. Nevertheless, employers want to understand why you plan to make a change, or why you were forced to make your move. They try to understand whether they can count with you in a long run, and how it will feel to work with you. Do you look for good things, or for bad things in a job? Do you demand a lot from your colleagues, or do you demand a lot from yourself?

Regardless of your past experience, you should focus on good things. Even if they fired you in your last job (for no real reason), try to speak nicely about your former colleagues and employers. Nobody wants to hire an employee who will complain about everything, a person who always looks for the worst...

Question no. 4: Can you tell me something about your education?

Hint: A degree has never made a good employee of anyone. Nonetheless, HR managers will often inquire about your education, trying to understand your attitude to learning.

You should focus on the practical skills and abilities that will help you in your new job. These matter more than the names of degrees and educational institutions—unless you graduated from Harvard or Cambridge, obviously:).

Question no. 5: Can you tell us something about your working experience?

Hint: Employers can read about your experience on your resume. Nevertheless, they want to hear what matters to you, and they want to see your attitude to work. You should pick one or two roles that are most relevant for your current job application, and then you should speak about your duties, achievements, and lessons you learned while having them.

If you had just one job in the past, and it was completely irrelevant to the one you try to get, you can at least say that the experience helped you to gain basic working habits, and simply to prepare for an employment in general.

Answers to questions

- a) I have worked only at Walmart so far. But I learned a lot there, how to approach the customers, how to work with other people. It is not such as easy job as it seems, since the workload is heavy most days. But I do not complain, just I hope to get a better job now, and learn something new again.
- **b)** As you can see on my resume, this is my first job application. But I have done some volunteering for Red Cross, and I worked a lot with my father while we were renovating the house. I believe that I know what it means to have a job, and I am eager to finally start working somewhere, after many years of studying, and preparing for employment.
- **c)** I had my job in a restaurant for four years. I enjoyed the company of my colleagues, and believe that I helped the guests to enjoy the place. But I needed a change. The duties were repetitive, and I felt I was not moving forward anymore. That's why I left, and decided to apply for your offer, as I really see a potential for learning and growing in your company.
- d) They fired me because I had a different opinion than the director of the company. Nothing wrong with him—we just had a different philosophy of leadership, and how things should be done. Maybe he was right, maybe I was—only time will tell. But I do not want to live in the past. Now I am here, looking for a new challenge, and an opportunity to help your company to prosper.
- **e)** I have studied at *ABC University*. I acquired knowledge of statistics, project management and accounting, beside many other subjects. I took part in projects and competitions we had at school. I believe that my education and internship that followed prepared me perfectly for a job in your company.
- **f)** I really like the job description and believe I can fit here, and bring some value to your team of financial analysts. On the top of that, I have the right education for this position, and I would enjoy working in an international environment.

- g) Your store is just ten minute away from my apartment, and I shop here regularly. I like the way you approach customers, and I would be proud do be a member of your team. On the top of that, I like the vision of your company, the way this store is organized, and overall I have a good feeling about the place.
- **h)** I am Mario, 25 years old, and I have just finished my Masters in Economy. I enjoy team work, and I am looking for my first job, ideally in a big company. I want to learn, and meet likeminded people in work. In my free time I like to run, read, and meet with friends. I try to have positive outlook of life, and take everything that comes my way as an opportunity to become a better person.
- 2. Find English equivalents for the following words in the text.
- 1) оставаться, 2) трудоустройство, 3) установить/ добиться доверия, 4) убедить, 5)вдаваться в подробности, 6) донести сообщение/суть, 7) воспользоваться возможностью, 8) требование, 9) влияние, 10) заимствовать технику (выполнения чего-л.), 11) скорость, темп, 12) пугающий/ устрашающий, 13) точка зрения, 14) состав зрителей, 15) (практическое) знание, 16) место (проведения мероприятия).
- 3. Fill in the gaps with the necessary prepositions.
- 1. You should communicate information clearly ... your audience.
- 2. You should restrict your presentation ... 3 sections only.
- 3. You should follow the guidelines if you want to get a message across effectively ... the audience.
- 4. The way you speak and look has a huge impact ... your presentation.
- 5. Speak ... a slower pace.
- 6. In case your speech is too fast, slow it ..., this way you will end ... speaking ... the right pace.
- 7. Relevant and clear messages sound more interesting ... your audience.
- 8. ... first make eye contact ... your audience.
- 9. It's important that you fully engage ... your audience.
- 10. People might react ... you the way you haven't expected.
- 11. The presenter had better equip oneself ... the confidence.

Типовые вопросы к зачету:

Answer the following questions.

- 1. What is communication?
- 2. Why is it difficult sometimes to communicate with other people?
- 3. What are the main tips for effective communication?
- 4. What good interpersonal skills are helpful for communication?
- 5. What is the area where you can gather information of the audience and how they may react to you?
- 6. What presentation skill includes speaking at a slower pace; increasing the expression in your voice and sound more interesting to your audience; making eye contact with your audience?

3 курс

Типовые задания для контрольной работы:

- 1. Fill the sentences below with an appropriate form of the word in brackets.
- 1. The organization is committed to AIDS ... and education. (prevent)
- 2. This part of the country is mainly (agriculture)

- 3. John was ... in persuading the producers to put money into the film. (influence)
- 4. Many countries have now ... the UN Convention on the Rights of the Child. (ratification)
- 5. ..., there is a pressure on the council to make a decision as soon as possible. (increase)
- 6. The minister has announced that there will be no change in ... policy (govern).
- 7. I've ... finished that book you lent me. (near)
- 8. Music companies have profited from the ... of CDs over vinyl records. (dominant)
- 9. Round-the-clock police ... is given to all senior politicians. (protect)
- 10. ... cooperation is a very important issue in the Balkans. (region)
- 2. Make the following sentences complete by translating the words and phrases in brackets.
- 1. The term (правовая система) may be used to refer to an operational set of legal rules, procedures and institutions.
- 2. The intention to create (право отношения) is one of the essential elements of a contract.
- 3. In a (уголовное дело), the police will have their own barrister, who is known as the Crown Prosecutor.
- 4. After you have signed the contract you are legally (обязаны) to buy the property you cannot pull out of the agreement.
- 5. One party in the case claims that the other should do some act or (уплатить денежное возмещение).
- 6. The term (общее право) may refer to the English legal system developed in, applicable to and common to England.
- 7. In the (континентально-европейское право) system "the rule of law" means obedience to the existing law.
- 8. The doctrine of precedent governs this (прецедентное право) system.
- 9. The courts of (право справедливости) were otherwise known as Courts of Chancery and began to be developed from around the 14th century.

3. Translate the text.

A lawyer is a person learned in law. A lawyer, also known as an attorney, a counselor, a solicitor, a barrister or an advocate, is an individual licensed by the state to engage in the practice of law and advise clients on legal matters. Lawyers act as both advocates and advisors on behalf of their clients. The role of the lawyer varies significantly across legal jurisdictions, and therefore can be treated in only the most general terms. Lawyers' roles vary greatly, depending upon their practice environment and field of specialization. In most countries there is only one legal profession. This means that all the lawyers have roughly the same professional education leading to the same legal qualifications, and they are permitted to do all the legal work. In England the system is different.

Here the profession is divided into two types of lawyers, called solicitors and barristers. Solicitors and barristers are both qualified lawyers, but they have different legal training; they take different examinations to qualify; and once they have qualified, they usually do different types of legal work. 25 Many solicitors deal with a range of legal work: preparing cases to be tried in the civil or criminal courts; giving legal advice in the field of business and drawing up contracts; making all the legal arrangements for the buying and selling of land or houses; assisting employees and employers; making wills. Barristers are mainly "courtroom lawyers" who actually conduct cases in court. Unlike solicitors, they have rights of audience (rights to appear) in any court of the land, and so barristers are those lawyers who appear in the more difficult cases in the higher courts. The educational requirements to becoming a lawyer vary greatly from country to country. In some countries, law is taught by a faculty of law, which is a department of a university's general undergraduate college.

Law students in those countries pursue a Bachelor (LLB) or a Master (LLM) of Laws degree. In some countries it is common or even required for students to earn another bachelor's degree at the same time. Besides it is often followed by a series of advanced examinations,

apprenticeships, and additional coursework at special government institutes. In other countries, particularly the United States, law is primarily taught at law schools. Most law schools are part of universities but a few are independent institutions. Law schools in the United States (and some in Canada and elsewhere) award graduating students a J.D. (Juris Doctor/Doctor of Jurisprudence) as the practitioner's law degree (a professional degree).

However, like other professional doctorates, the J.D. is not the exact equivalent of the Doctor of Philosophy (Ph.D.), a university degree of the highest level, since it does not require the submission of a full dissertation based on original research. The methods and quality of legal education vary widely. Some countries require extensive clinical training in the form of apprenticeships or special clinical courses. Many others have only lectures on highly abstract legal doctrines, which force young lawyers to figure out how to actually think and write like a lawyer at their first apprenticeship (or job). In most common law countries lawyers have many options over the course of their careers. Besides private practice, they can always aspire to becoming a prosecutor, government counsel, corporate in-house counsel, judge, arbitrator, law professor, or politician. In most civil law countries, lawyers generally structure their legal education around their chosen specialty; the boundaries between different types of lawyers are carefully defined and hard to cross. After one earns a law degree, career mobility may be severely constrained.

- 4. Give English equivalents for the following words.
- 1) консультировать клиентов по вопросам права 2) выполнять все виды юридической работы 3) солиситоры и барристеры 4) сдавать квалификационные экзамены 5) право преподается на юридическом факультете 6) университетский колледж, готовящий бакалавров 7) степень магистра 8) добиваться получения степени бакалавра 9) присвоить ученую степень доктора юриспруденции (США) 10) защита диссертации 11) научно-исследовательская работа 12) учебная практика 13) ученичество, место начального практического обучения 14) штатный юрисконсульт компании 15) страны общего права (англо-саксонской системы права) 16) страны романо-германской (континентальной) системы права.

Типовые вопросы к зачету:

Answer the following questions.

- 1. What kind of society do we live in?
- 2. What is the society governed by?
- 3. What is the difference between laws and rules of morality?
- 4. Why do rules of morality and custom play an important role in our life?
- 5. Why are laws designed to control our behaviour?
- 6. What are the goals of law?
- 7. When do people turn to the law?
- 8. Why do we need law?

3 курс

Типовые задания для контрольной работы:

- 1. Make the following sentences complete by translating the words and phrases in brackets.
- 1. The term (правовая система) may be used to refer to an operational set of legal rules, procedures and institutions.
- 2. The intention to create (право отношения) is one of the essential elements of a contract.
- 3. In a (уголовное дело), the police will have their own barrister, who is known as the Crown Prosecutor.

- 4. After you have signed the contract you are legally (обязаны) to buy the property you cannot pull out of the agreement.
- 5. One party in the case claims that the other should do some act or (уплатить денежное возмещение).
- 6. The term (общее право) may refer to the English legal system developed in, applicable to and common to England.
- 7. In the (континентально-европейское право) system "the rule of law" means obedience to the existing law.
- 8. The doctrine of precedent governs this (прецедентное право) system.
- 9. The courts of (право справедливости) were otherwise known as Courts of Chancery and began to be developed from around the 14th century.

2. Translate the text.

Civil Law and Public Law

In civil law systems, there is a fundamental distinction drawn between private law and public law which is much more firmly rooted, and more sharply drawn, than in common law systems. In conceptual terms, both common law and civil law systems recognise that private law governs relations between private citizens and corporations, and public law concerns a dispute in which the State is a party. However, the distinction in civil law systems has far greater practical implications since there are two different hierarchies of courts dealing with each of these types of law. The main categories of English civil law are:

Contracts: binding agreements between people (or companies);

Torts: wrongs committed by one individual against another individual's person, property or reputation;

Trusts: arrangements whereby a person administers property for another person's benefit rather than his own;

Probate: arrangements for dealing with property after the owner's death;

Family law: family-related issues and domestic relations;

Land law: the legal rules governing land use and protection.

Areas of public law are constitutional law, administrative law and criminal law. Constitutional law deals with the relationship between the state and individual, and the relationships between different branches of the state, such as the executive, the legislative and the judiciary. In most legal systems, these relationships are specified within a written constitutional document, administrative agencies. These laws are enforced by the executive branch of a government rather than the judicial or legislative branches (if they are different in that particular jurisdiction). This body of law regulates international trade, manufacturing, pollution, taxation, and the like. This is sometimes seen as a subcategory of civil law and sometimes seen as public law as it deals with regulation and public institutions. Criminal law involves the state imposing sanctions for crimes committed by individuals so that society can achieve justice and a peaceable social order. This differs from civil law in that civil actions are disputes between two parties that are not of significant public concern.

- 3. Find English equivalents for the following words in the text.
- 1) регулировать отношения между, 2) частное лицо, 3) деликт, гражданское правонарушение, 4) доверительная собственность, 5) наследственное право, 6) конституционное право, 7) административное право, 8) уголовное право, 9) организационные меры, 10) налагать санкции, 11) прочно укоренившийся, 12) иметь отношение, заниматься, 13) иерархия.

Типовые вопросы к зачету:

Answer the following questions.

- 1. How is civil law separated from public law?
- 2. What are the main categories of English civil law?
- 3. Why does public law deal with a crime committed against an individual?
- 4. How is public law divided?
- 5. Which category of law deals with marriage and other relations within a family?
- 6. Why does the distinction in civil law systems have more practical importance?

4 курс

Типовые задания для контрольной работы:

1. Translate the text.

When the world was at a very primitive stage of development there were no laws to regulate life of people. If a man chose to kill his wife or if a woman succeeded in killing her husband that was their own business and no one interfered officially. But things never stay the same. The life has changed. We live in a complicated world. Scientific and social developments increase the tempo of our daily living activities, make them more involved. Now we need rules and regulations which govern our every social move and action. We have made laws of community living. Though laws are based on the reasonable needs at the community we often don't notice them. If our neighbor plays loud music late at night, we probably try to discuss the matter with him rather than consulting the police, the lawyer or the courts. When we buy a TV set, or a train ticket or loan money to somebody a lawyer may tell us it represents a contract with legal obligations. But to most of us it is just a ticket that gets us on a train or a TV set to watch. 20 Only when a neighbor refuses to behave reasonably or when we are injured in a train accident, the money wasn't repaid, the TV set fails to work and the owner of the shop didn't return money or replace it, we do start thinking about the legal implications of everyday activities. You may wish to take legal action to recover your loss. You may sue against Bert who didn't pay his debt. Thus you become a plaintiff and Bert is a defendant. At the trial you testified under oath about the loan. Bert, in his turn, claimed that it was a gift to him, which was not to be returned. The court after listening to the testimony of both sides and considering the law decided that it was a loan and directed that judgment should be entered in favor of you against Bert. Some transactions in modern society are so complex that few of us would risk making them without first seeking legal advice. For example, buying or selling a house, setting up a business, or deciding whom to give our property to when we die. On the whole it seems that people all over the world are becoming more and more accustomed to using legal means to regulate their relations with each other. Multinational companies employ lawyers to ensure that their contracts are valid whenever they do business.

- 2. Express agreement / disagreement with the statements using the following speech models. Model: a) I think it is true. The text tells us that ...
- b) To my mind, it is false because ...
- 1. We usually think about the legal implications of everyday activities.
- 2. Few of us would risk making transactions without first seeking legal advice.
- 3. People all over the world are becoming more and more accustomed to using legal means to regulate their relations with each other.
- 4. Even though the TV set fails to work and the owner of the shop didn't return your money or replace the TV set, we don't start thinking of taking legal advice.
- 5. When you buy a train ticket a lawyer may tell you it represents a contract with legal obligations.
- 6. You may not sue against the person who didn't pay his debt.
- 7. The defendant accuses a plaintiff.

- 8. The court may listen to the testimony of one party.
- 9. All transactions in modern society are very complex.
- 10. Nobody should have basic knowledge of law.
- 3. Answer the following questions.
- 1. Were there any laws when the world was at a very primitive stage of development?
- 2. Why do we need rules and regulations nowadays?
- 3. Do we notice laws? Why?
- 4. When do we start thinking about the legal implications of our everyday activities?
- 5. In what case may we sue against Bert?
- 6. Where do we testify under oath?
- 7. Did Bert win or lose the case?
- 8. In what cases do people seek legal advice?
- 9. Why do companies employ lawyers?

4. Match the words and their meanings.

arms control	a place where military equipment such as weapons are stored for a short period of time
arms race	a policy of preventing any increase in the number of chemical weapons that countries have
bomb disposal	competition between countries to increase the number or power of their weapons of war
dump	an agreement between countries not to test nuclear weapons
non-proliferation	agreements between countries to reduce or limit the number of weapons in the world
peace dividend	the job of dealing with bombs that have not exploded and making certain that they are safe
peace movement	money that a government saves by reducing the amount spent on weapons and armed forces
test ban	a group or organization whose aim is to bring an end to war, especially by getting rid of nuclear weapons

Типовые вопросы к зачету с оценкой:

Answer the following questions.

- 1. What is the legislative body in the USA? What does it consist of?
- 2. What are the steps in the legislative process?
- 3. What are the sources of bills?
- 4. Who can introduce the legislation?
- 5. What options has the President upon receiving a bill?
- 6. What is the legislative body in the UK? What does it consist of?
- 7. What are the steps in the legislative process?
- 8. What are the sources of bills? Who can introduce the legislation?