

Economy and Economics

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How long will we study English at the University?

3 years or 6 semesters

What are the requirements?

- 1) To write 1 control work in each semester
– totally 6 control works**
- 2) To get a credit in semesters 1,3,5**
- 3) To get a credit with a mark in semester 4**
- 4) To pass an exam in semester 6**

What are our plans for the first semester of 2015-2016 academic year

1) Revising grammar

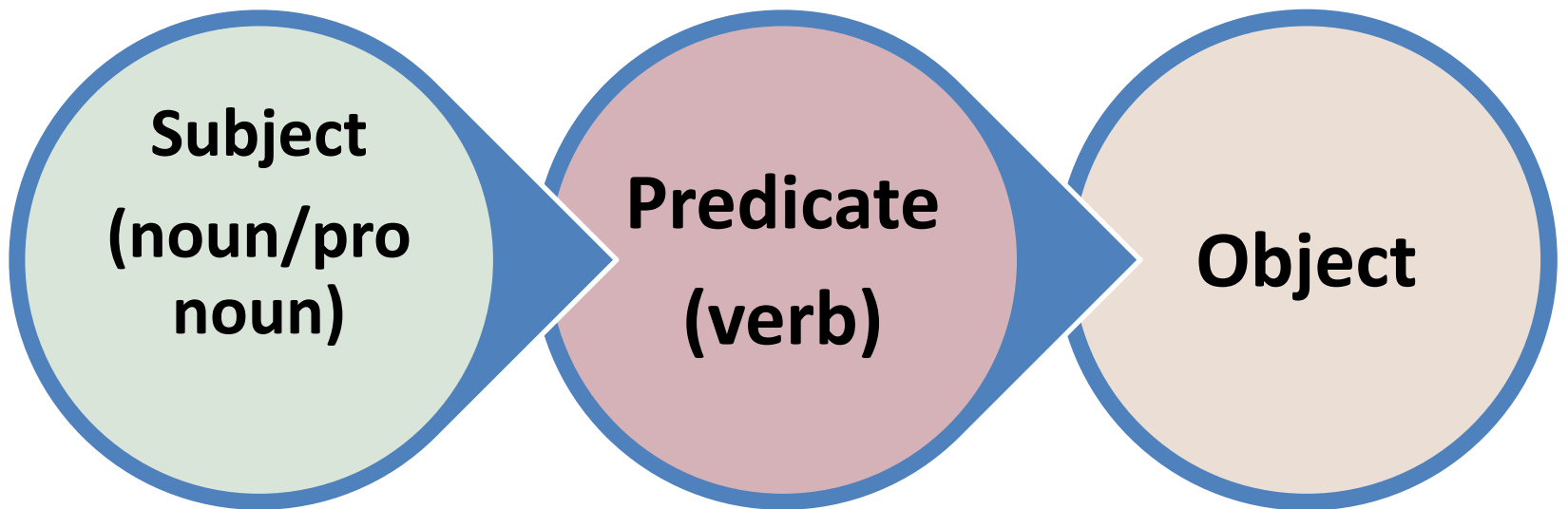
- ❖ Tenses
- ❖ Word building
- ❖ Attributive constructions
- ❖ Numerals

2) Learning vocabulary on economy and economics

3) Business correspondence

- ❖ Structure of a business letter
- ❖ Types of business letters

Sentence Structure



Grammar Tenses

Present

Present Simple	Present Continuous	Present Perfect	Present Perfect Continuous
V / Vs (es) don't + V doesn't + V Do... + V...? Does ... + V ...?	Be + Ving am + Ving are + Ving is + Ving am not + Ving aren't + Ving isn't + Ving	have + PII has + PII haven't + PII hasn't + PII	have+ been + Ving has + been + Ving haven't been + Ving hasn't been + Ving

Examples

- 1) Lives of great people **teach** us many valuable lessons.
- 2) She often **promises** to phone me but she never does.
- 3) The candidate **doesn't meet** all the requirements.
- 4) We **are writing** to suggest that all cars should be banned.
- 5) She **is listening** to the latest news now.
- 6) I **have read** your advertisement in International Business Magazine.
- 7) Bill **has been searching** for his organizer all morning.

Grammar Tenses

Past

Past Simple	Past Continuous	Past Perfect	Past Perfect Continuous
V + ed / 2 nd form of the irregular verb	be + Ving	had + PII	had been + PII
didn't + V	was + Ving	hadn't + PII	hadn't been + PII
Did ... + V ...?	were + Ving		
	wasn't + Ving		
	weren't + Ving		

Examples

- 1) They **made** a lot of useful business contacts during their visit to Pakistan.
- 2) He **was working** at the report all day long yesterday.
- 3) **Did** you **meet** anybody interesting at the reception?
- 4) Kate **was** upset as she **hadn't prepared** for the interview.
- 5) I **had been thinking** of changing my job for some time before I finally **decided**.
- 6) He **called** the office at eleven to speak to the manager.
- 7) Hardly **had** I **entered** the room when the phone **rang**.

Grammar tenses

Future

Future Simple	Future Continuous	Future Perfect	Future Perfect Continuous
will + V	will + be + Ving	will have + PII	will have been + Ving
will not + V (won't + V)	will not + be + Ving (won't + be + Ving)	will not have + PII (won't been + PII)	will not have been + Ving (won't have been + Ving)
Will ... V...?			

Example

- 1) If you learn another language, you **will get** a better job.
- 2) By the end of the year he **will have been working** in this firm for 3 years.
- 3) Tomorrow I **will be interviewing** candidates from 10 to 11 a.m.
- 4) They **won't have moved** to their new flat by December.
- 5) **Will you be passing** the post office when you are out?
- 6) Many natural resources **will have disappeared** by the end of the century.
- 7) After you take medicine, you **will feel** better.

Word building

Produce – produc**er** – produc**tion** - produc**tive**

Consume – consum**er** – consum**ption**

Profit – profit**able**

Economy – econom**ist** – econom**ic** – econom**ical** –
econom**ize** – econom**ics**

Agee – agreem**ent** – **dis**agreement

Value – valu**able** - value**less**

Attributive constructions

Noun + noun

**Information technology; accountancy department;
business competitor; development program; price
reduction**

Noun + noun + noun

**Business development plan; computer production
increase; cost reduction strategy**

Numerals

121,478

1, 387, 009

2.6 – two point six

0.12 – naught point twelve

13% - thirteen percent

Structure of a Business Letter

- 1) Letterhead / заголовок
- 2) Reference / ссылка
- 3) Date / дата
- 4) Inside address / внутренний адрес
- 5) Attention line
- 6) Salutation / приветствие
- 7) Subject of the letter / указание на тему письма
- 8) Body of the letter / текст письма
- 9) Complimentary closing / заключительная фраза
- 10) Signature / подпись
- 11) Reference initials / инициалы
- 12) Enclosure (“enc”, “encl”) / приложение
- 13) Copies circulated (“cc”) / пометка о раздаче копий

Letterhead

**Silver Imports, Ltd.
609 San Anselmo Avenue
San Anselmo, California 949860**

Our Ref. _____

Your Ref . _____

September 15, 2015

Inside Address

**RBM Manufacturing Company, Inc.
4022 Ninth Avenue
New York, New York 10055**

**Mr. James Scott
Chief Accountant
Leighton Engineering Co. Ltd.
12 Bracken Hill
Manchester M60 8AS
Great Britain**

Salutation

**Dear Mr. Jackson / Уважаемый господин
Джексон !**

Dear Mrs. Green / Уважаемая госпожа Грин!

Dear Ms. King / Уважаемая госпожа Кинг!

Dear Sir / Уважаемый господин!

Dear Sirs / Уважаемые господа!

Dear Madam / Уважаемая госпожа!

Subject of the letter

Dear Mr. Jackson

INTERNATIONAL CONFERENCE– 24 December 2015

Dear Sirs

Your order no. 6544 of 18 August 2015

Complimentary Closing

Name and address	Salutation	Complimentary closing
<p>Southern Airways Ltd. 250 Oxford Street London W1 7TM</p>	<p>Dear Sirs / Dear Sir</p>	<p>Yours faithfully (Yours truly) / С уважением</p>
<p>Ms. G. Fox British Films Ltd. 3 Wardour St London W1 5JN</p>	<p>Dear Ms. Fox</p>	<p>Sincerely yours / С уважением</p>

Enclosure

Sincerely yours

Signature

**Sheila Robinson (Mrs.)
Marketing Manager**

Enc.: 2 invitations

“CC”

cc Mrs. Susan Jones, Accountant
Mr. David Brown, Company Secretary
Mr. Norman Taylor, General Manager

The Body of the Letter

Dear Sirs

We understand from several of our connections in Bolton that you are the British agents for Weatherproof Ltd. of Liverpool.

Will you please send up price-lists and catalogues for all products manufactured by this company, together with details of trade discounts and terms of payment.

We look forward to hearing from you soon.

Yours faithfully

GRADEN AND JONES LTD.

Types of Business Letters

- 1) **The Enquiry Letters** / *письма-запросы*
- 2) **Replies to enquiry letters (Inquiry Replies)** / *ответы на запросы*
- 3) **Offer letters** / *письма-предложения*
- 4) **Orders and execution of orders** / *письма-заказы*
- 5) **The Confirmation of Orders** / *письма, подтверждающие заказ*
- 6) **Refusals** / *письма, аннулирующие заказ*
- 7) **Packing and Dispatch** / *упаковка и отправка*
- 8) **Banking Correspondence** / *банковская корреспонденция*
- 9) **Complaints** / *письма-жалобы, рекламации*
- 10) **Letters of Advertisement** / *рекламные письма*
- 11) **Invitations** / *письма-приглашения*

Thank you for your attention!