

**МИНИСТЕРСТВО ОБРАЗОВАНИЯ И НАУКИ РЕСПУБЛИКИ КАЗАХСТАН.
КАСПИЙСКИЙ ГОСУДАРСТВЕННЫЙ УНИВЕРСИТЕТ ТЕХНОЛОГИЙ И
ИНЖИНИРИНГА ИМЕНИ Ш.ЕСЕНОВА**

ИНСТИТУТ ПЕДАГОГИЧЕСКИХ ТЕХНОЛОГИИ

КАФЕДРА «ЯЗЫКОВЫХ ДИСЦИПЛИН»

КОНИСБАЕВА С.И.

**Учебно-методическое пособие английского языка по формам деловой
коммуникации для студентов института «Морской технологии и
техники».**

**для специальности
050715 – Морская технология и техника**

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Предисловие

Данное учебно-методическое пособие предназначено для судовых механиков, морских пароходств выпускников морских учебных заведений. Оно может быть использовано для обучения языку является приобретение навыков устной и письменной речи в сфере делового общения.

Основная цель данного учебно-методического пособия – способствовать совершенствованию навыков понимания профессиональной устной речи и ведения служебной беседы и т.д, эффективному развитию навыков чтения на английском языке со словарем фирменных инструкций, телексов, деловых писем и составления на английском языке деловых писем,,,,, разные виды коммуникации и контракты, и так же помочь специалистам в изучении морской лексики и терминологии.

Учебно-методическое пособие содержит словарь, упражнения и тестовые вопросы. Основные виды упражнений – ведение переговоров, телефонных разговоров, а так же традиционные упражнения такие, как заполнение пропусков, предлогами, артиклями и переводные предложения. В них так же дается тест по видам.

Использование отдельных слов и выражений в устной речи грамматические предложения.

Учебно-методическое пособие предназначено для моряков и судовых механиков с любым стартовым уровнем знания английского языка, однако требуется знание основных правил чтения и минимальное знание лексики.

Данным пособие можно пользоваться и на более продвинутом этапе обучения.

CONTRACT ABOUT SHIP'S REPAIRS

Port of _____20____

Shipowner _____, hereinafter referred to as "the Owner" on the part and Messrs _____ hereinafter referred to as "the Contractor" on the other part have concluded the following Contract.

I. Subject of the Contract

1. The Owner has placed and the Contractor accepts an order for the repair of the m/v "_____", hereinafter referred to as "the Vessel". The Contractor undertakes to carry out this order using his own manpower, own subcontractors, materials and facilities in full compliance with the repair specification stipulated in Enclosure 1 of this Contract which is an integral part of this Contract.

II. Technical Conditions of Contract

2. Repairs of the Vessel are to be carried out in accordance with the technical documentation and with the requirements given in Enclosure №1 of this Contract.
3. Repairs of the Vessel are to be carried out in accordance with the regulations and under the supervision of surveyor(s) of the ___ Register of Shipping.

III. Pricing

4. The price of carrying out Repair to the Vessel shall be: _____ which shall be taken to be the cost of Repairing the Vessel in accordance with the Repair Specification attached to this Contract. The Repair price shall include:
 - a) costs associated with the Vessel stay in the port and repair yard, towage, dry-docking, delivery trails, including port dues and fees;
 - b) costs associated with maintaining the security of the Vessel with the provision of exporter other licences and also the cost of supervision of the overhaul and acceptance of the Vessel by the _____ Register.

The price shall be firm and not subject to modification. Where the Owner requires additional work not provided for in the Repair Specification, the cost of such additional work shall be mutually agreed and shall be made the subject of an appropriate supplement to the Contract before completion of the Repair. The supplement to the Contract shall be accompanied by a schedule of work no longer required as well as any additional work. The Contractor has right to claim additional time necessary for completion of the Repair only if the cost of the additional work exceeds 10% of the original contracts price or is the subject specified in par.3 of the Addendum to the Contract.

Exercise

Переведите эти слова и словосочетания

1. с другой стороны
2. предмет контракта
3. исполнитель обязуется выполнить этот заказ
4. в соответствии с ремонтной ведомостью
5. технические условия контракта
6. в стоимость ремонта включаются
7. расходы, связанные с пребыванием судна в порту и на верфи
8. включая портовые сборы и пошлины
9. расходы, связанные с обеспечением безопасности судна
10. стоимость изменению не подлежит.

CONTRACT ON THE SHIP'S REPAIRS

IV. Duration of Repair

5. The duration for the completion of the repair is fixed ____ running days from the date of commencement of repair work. By the above deadline all work shall have been completed in respect of repairs, testing, elimination of all defects and deficiencies discovered during the testing in equipment and components repaired by the Contractor.
6. Acceptance of the Vessel for repair shall be agreed by protocol and the date of this protocol shall be taken to be date of the commencement of the Repair work.
The owner shall undertake to deliver the Vessel to the Contractor's repair yard ____20____.
7. The completion date for the repairs of the Vessel shall be taken to be the date of signature by authorized representatives from each side of an acceptance protocol which will be accompanied by the Repair Specification of actual work completed and giving an itemized breakdown of prices.

V. Condition of Payment

8. Payment under the terms of this Contract will be made by the Owner in ____ within days following receipt by the Owner in port of the following documents:
 - a) Contractor's invoice accepted by the Owner's representative in 3 copies;
 - b) Acceptance Protocol in 3 copies;
 - c) Re-delivery protocol, signed by the Owner's and Contractor's representatives in 3 copies;
 - d) Specification of Actual Works Completed with itemized prices in 3 copies;
 - e) Contractor's Certificate of Guarantee.

VI. Penalty

9. In the event of failure to meet the deadline for completion of the overhaul as laid down in section IV of this Contract, excluding cases of force-majeure, the Contractor shall be obliged to pay to the Owner penalty amounting per each day detaining Vessel in repair in sum _____. The total amount of the penalty shall not exceed 10% of the final repair price for Vessel.

10. The penalty shall not be subject to increase or reduction through arbitration procedures.

11. Application of the penalty for delay in carrying out the repairs shall not confer upon the Contractor the right to cancel this Contract or to refuse to comply with any of its provisions. The amount of the penalty will be automatically withheld from the payment for the repair to the Vessel.

Exercise

Переведите эти слова и словосочетания

1. Срок ремонта
2. установленный срок
3. приемка судна на ремонт
4. верфь Исполнителя
5. исполнительная ремонтная ведомость
6. счет исполнителя
7. приемо-сдаточный акт
8. гарантийное обязательство исполнителя
9. обстоятельства форс-мажорного характера
10. в арбитражном порядке.

CONTRACT ON THE SHIP'S REPAIRS

VII. Supervision of Work

12. In order to deal promptly with any technical problem, to observe and monitor the progress and quality of the repair work, and also to participate in testing procedures the Owner has the right to send his Representatives to the Contractor's repair yard.

13. The Owner's representatives shall have the right to refuse acceptance of any parts, materials and work not provided in accordance with the contractual conditions or Register's regulations and requirements.

14. The Contractor shall be obliged at his own cost and without extension of delivery deadlines for the repairs to carry out request by the Owner's representatives for the elimination of any defects or deficiencies arising from poor workmanship or poor quality materials not in accordance with Contract conditions.

15. The contractor shall inform the Owner's representative in good time, but not later than one day in advance of the time fixed for commencement of final testing.

Test results and measurement data shall be recorded on test certificates, and 3 copies of which shall be supplied to the Vessel.

16. Should any difference of opinion arise between the Owner's and Contractor's representatives on technical matters a dispute protocol signed by both parties shall be drawn up for each individual case, which shall be submitted for appraisal by the Register whose decision shall be binding for both parties.

VIII. Modification of Volume of Work

17. The Owner has the right to cancel some items on the specification, also to decrease or increase the extend of work during repair. If during the repair period the Owner shall request modifications of technical conditions, such modifications, where they do not entail alterations to work already completed or an increase in cost and where the Contractor is able to complete the work within Contractor deadlines then such work shall be carried out by the Contractor without increasing the Contract price and without extending Contract deadline.

18. Where necessary, for additional payment at the Owner's request, the Contractor may carry out additional work not exceeding 10% of the Contract price, only after a considering of such work has been made in the possibility investigated of effecting its completion within contractual deadline. Such work shall be made the subject of an appropriate addendum to the Contract prior to the expire of the Contract deadlines.

Should the volume of additional work exceed 10%, then the corresponding contractual deadlines, prices and conditions shall be mutually agreed by the Owner and Contractor and shall be made the subject of an addendum to the Contract prior to the expire of the Contract deadline,

IX. Testing

19. In order to verify the quality of workmanship of newly installed equipment, materials and systems and also in order to receive the necessary Register documents, the Contractor shall at his own manpower and materials, and in the presence of the Owner's and Register representatives, carry out test and checking operations in accordance with mutually agreed program.

20. If during test and checking operations any defects are discovered, the Contractor shall without extension of agreed deadline and at his own cost make good such defects and shall, where necessary, carry out repeat tests at his own cost.

21. In the event of disputes between the Contractor and Owner on technical ground. Such disputes shall be decided by Register.

Exercise

Переведите эти слова и словосочетания

1. для своевременного решения технических вопросов
2. проводимые испытания

3. правила и требования Регистра
4. некачественное выполнение работы
5. заблаговременно
6. протокол испытаний
7. потребовать внести изменения
8. по требованию Заказчика
9. без продления оговоренного в контракте срока
10. повторения испытания.

CONTRACTOR THE SHIP'S REPAIRS

X. Acceptance

22. On Completion of acceptance testing and when all defects in repaired or newly installed equipment have been duly made good, the Owner's and Contractor's representatives shall draw up the redelivery protocol.
23. The redelivery protocol shall be made in 6 copies, 3 copies for each party.

XI. Guarantee

24. The guarantee period for the completed repairs shall be 6 month from the date of signature of the redelivery protocol.
25. The Contractor shall be responsible throughout the guarantee period for the quality of repair and the materials using in the repairs.
26. If any defects (malfunctions, deficiencies, etc.) are revealed that operation conditions are normal and causes of them are poor workmanship and quality of materials used, the Contractor is to eliminate himself the said defects on his own account or to indemnity Owners expences arised due that reason up Contractor's cost or rectifying the defects.
27. According to the regulations of the shipyard, ship's galley using is prohibited. Any dropping of ship – flowings as well as removing of this flowings from ship is prohibited during all period of repairing.

XII. Abitration

28. All disputes and discords which may arise on the matter and/or in connection with this Contract are to be filed and settled by Arbitration in London and English Law shall govern these conditions.

Exercise

Переведите эти слова и словосочетания

1. Завершение приемо-сдаточных испытаний
2. устранение выявленных дефектов
3. быть сделанным в шести экземплярах
4. дата подписания приемо-сдаточного акта

5. за свой счет
6. возместить
7. камбуз
8. акватория верфи
9. споры
10. английское законодательство

CONTRACT ON THE SHIP'S REPAIRS

XIII. General Conditions

29. The Contractor does not have the right to hand the execution of this Contract to a third party without written consent to that effect from the Owner. Failure to comply with this condition shall confer upon the Owner the right to cancel the Contract with all costs being attributed to the Contractor.

30. The Contractor may hire subcontractors in the execution of this Contract. However, sole responsibility for the quality of the work carried out by such subcontractors and equipment supplied by them, in addition to observance of all other Contract Conditions, shall be borne by the Contractor.

31. On signing this Contract, all previous correspondence and negotiations on the matter shall supersede.

32. In the event of discrepancies between the Contract and the Enclosure to the Contract, the text of the Contract shall take precedence.

33. All modifications and additions to the Contract shall be valid only provided that they are drawn up in writing and signed by duly authorized persons from both parties.

34. All duties, taxes and other costs associated with the conclusion and execution of this Contract incurred in the Contractor's country shall be borne by the Contractor, and in the Owner's country, by the Owner.

35. The Contract is made in 2 copies in Russian and English, one copy for each party, and both have equal validity.

36. Penalty _____ for each day to be paid for delay in repair over agreed in the "Work specification". The day of delay to be counted from the _____ day after completion of contracted period and total penalty amount shall not exceed 10% of final repair price.

37. The Contractor's responsibility for the vessel during the repair and the guarantee period for any losses or damages to the Vessel, her equipment, stores, personnel or crew and cargo arising from any negligence or default of the Contractor shall be limited to a maximum of _____ per occurrence.

The Owner _____ The Contractor _____

Exercise

Переведите эти слова и словосочетания

1. третьи лица
2. аннулировать контракт

3. привлечь субпоставщиков
4. после подписания контракта
5. расхождения
6. изменения и дополнения к контракту
7. уполномоченные лица
8. одинаковая сила (юридическая)
9. повреждения судна.

ДОПОЛНЕНИЯ К ДОГОВОРУ О РЕМОНТЕ СУДНА №...

Place: _____

Blasco, Odessa, hereinafter referred to as "The Owner", on the one part, and _____, on other part, hereinafter referred to as "the Contractor", have agreed on the following Addendum to Contract for shiprepair No... dated _____ th, 200_ as follows:

1. Scope of Addendum

The Contractor and the Owner have agreed to cancel/increase the work on the Vessel in the quantity and the amount indicated in Appendix No1 of this Addendum on the amount of _____.

2. Price

The cost of the repairs to the vessel is thereby reduced/increased by _____ and the new price becomes _____.

3. In connection with the _____ the duration of work to be reduced/increased from _____ days to _____ days.

4. Enclosures No 1,2... forms an of integral part of this Contract. In all other respects are not provided in this Addendum the Conditions of Contract No_____ to be applied.

This Addendum is made in 2 copies in English/Russian and both are of the equal validity.

Enclosure:

Appendix No 1 on _____ page(s)

Appendix No 1 on _____ page(s)

For the Owner _____

For the Contractor _____

Date _____ th, 200_.

ПРОТОКОЛ ПЕРЕДАЧИ СУДНА В РЕМОНТ

Place _____ Date _____

We, the undersigned, being the representatives of BLASCO, the Master and Chief Engineer of the Vessel " _____ " hereinafter referred to as "the Owner", on the Shipyard _____ hereinafter referred to as "the Contractor", on the part, have drawn up this Protocol to certify that in accordance with Contractor No_____ the

Owner delivers and the Contractor accepts the Vessel for repair on this date _____th, 200__.

For the Owner:

For the Contractor:

Ship's Master _____

Ship's Chief Engineer _____

ПРОТОКОЛ ПРИЕМКИ СУДНА ИЗ РЕМОНТА

Place _____ Date _____

For repair work carried out in accordance with Contract No... dated _____th, 200__.

We, the undersigned, being the representatives BIASCO, the Master and Chief Engineer of the Vessel " _____" hereinafter to as "the Owner", on the Shipyard _____ hereinafter referred to as "the Contractor", on the part, have drawn up this Protocol to certify that in accordance with the Specification of Actual Work, being Addendum No... of this Protocol, all of the work provided for by Contractor No... _____ and Addenda Nos _____ has been accepted by the Owner _____ th, 200__.

Addendum No1 Specification of Actual Work

Addendum No 2 Guarantee Specification

For the Owner:

For the Contractor:

Ship's Master _____

Ship's Chief Engineer _____

Переведите эти слова и словосочетания

1. предмет дополнения
2. уменьшаться
3. увеличиваться
4. стоимость ремонта
5. неотъемлемая часть
6. заказчик
7. исполнитель
8. нижеподписавшиеся
9. в соответствии с договором
10. исполнительная ведомость ремонта

I. Письмо капитана с доставке документов, подтверждающих судовые расходы

Dear Sirs,

In compliance with my Owner's instructions and in order to achieve the payment of all accounts within the shortest limits of time and also for our files you

are kindly requested to hand me over the vouchers covering all expenses sustained by my vessel in your port for the acceptance prior to the ship's sailing.

A copy of each such document should be attached for my perusal as well. Should your goodselves be unable for any reason fully to comply with the above please inform me in writing what the additional expenses and amounts are.

Thanking you in advance.

Yours faithfully,

Master of the m/v " _____ "

II. О найме тальманов для счета груза

Dear Sirs,

In compliance with the established custom in your port I would kindly request you to employ for our account tallymen of local Company to keep the tally.

III. О заказе сверхурочной работы

Dear Sirs,

Please make arrangements with the stevedoring Company for overtime works from _____ till midnight _____ th and _____ th inst. in holds Nos _____

Extra cost of stevedores and extra expenses to be for ship's account (to be equally shared between the Consigness and Shipowner).

Yours faithfully, _____

IV. Об ускорении выгрузки (погрузки)

Dear Sirs,

I wish to bring to your attention the fact that the rate at which cargo is being discharged (loaded) is very slow and my vessel is already on demurrage.

Please make necessary arrangements for a quicker discharging (loading) and inform all concerned.

Yours faithfully, _____

V. Об истечении стальнойного времени

Dear Sirs,

This is bring to your notice that laydays for loading (discharging) my vessel expired yesterday, the _____ th, _____ 200__, and from that time the ship has been on demurrage.

Please make necessary arrangements for a quicker loading (discharging).

Yours faithfully, _____

VI. О выходе судна на демередж

Dear Sirs,

Further to my letter of the _____th inst., I herewith inform you that laydays for loading (discharging) the cargo under Charter Party dated the _____th, _____200____, have expired today and that my ship is now on demurrage for which you and all concerned will be held liable.

Yours faithfully, _____

VII. Письмо – доверенность агенту, уполномочивающее его подписать коносамент

Dear Sirs,

You, as my agent, are hereby authorized to enter into and do all things necessary for the proper execution and signing, on my behalf, of all Bills of Lading for the carriage of goods for this voyage. All Bills of Lading are to be signed in accordance with the Mate's receipt(s) and all terms and conditions of, and exceptions to, the governing Charter Party are to apply and be fully incorporated therein.

Yours faithfully, _____

Exercise

Переведите эти слова и словосочетания

1. в соответствии
2. в кратчайшие сроки
3. дополнительные расходы
4. нанять за свой счет
5. счет груза
6. договориться
7. грузополучатель
8. выгрузка груза
9. погрузка груза
10. необходимые меры
11. стальнойное время на погрузку
12. стальнойное время истекло вчера
13. мое судно на демередже
14. нести ответственность
15. быть уполномоченным.

I. О плохой упаковке поданного к погрузке груза

Dear Sirs,

Please note that the covers of packed steel sheets loaded in No____ lower hold aft part are rusted and most of the bands broken. The Mate's receipt for this particular lot will be claused accordingly. The cover of steel package No _____ is very badly damaged and the contents exposed.

Kindly have the cover renewed and inform the authorities concerned.

Yours faithfully, _____

II. Акт о неприятии груза в связи с подачей его в нетранспортабельной таре

Date _____

Port _____

Certificate _____

This is to certify that the m/v “_____” belonging to the Black Sea Shipping Company has arrived on _____ in the port of _____ for loading of _____ (cargo) in the quantity of _____ tons belonging to _____ (name of cargo owner or shipper) _____. In fact, breaking “The Rules of Sea Carriage of Cargo” in force, the shipper produced the cargo in untransportable tare (packing, wrapping) with unclear, wrong marking and did not ensure its normal condition on Master’s Request in time providing duly loading, therefore the cargo could not be considered as produced.

Master of m/v “_____”

Ship’s agent _____

Representatives of shipper _____

III. О повреждении груза докерами

Dear Sirs,

I have to draw your attention to the fact that owing to the negligent and careless handing of cargo by stevedores much damage has been caused to the goods. Due to improper slinging several boxes dropped from the slings and were totally broken.

As a result of inadmissible use of books a number of bags of cargo were badly torn and considerable leakage and loss ensued.

In the circumstances I have to make an official statement to the effect that my m/v “_____” has brought the cargo in good order and condition and that I shall bear no responsibility for any claims in connection with the above mentioned damage which was caused to the goods in the course of such inefficient discharging.

At the same time I hold the Stevedoring Company _____ responsible for the damage caused and for all the consequences which may arise therefrom, of which kindly request you to advise the said Stevedoring Company, Consignees and all concerned.

Yours faithfully, _____

IV. О повреждении груза из-за небрежной выгрузки

Dear Sirs,

I have to draw your attention to the fact that as a result of negligent and careless handling of the cargo by stevedores some damage was caused to the cargo during discharging.

Contrary to the correct practice of discharging cargo from corners of a hold, bags had been stowed on slings, in corners and then dragged along the floor all the way through until lifted. Most bags turned out to be considerably torn and dirtied, their contents partly spilled.

In view of the above I have to attribute all losses incurred hereupon to the stevedoring company of which please take due note.

Yours faithfully, _____

V. О хищении груза докерами

Dear Sirs,

On inspecting hold No ____ today it was noticed that one case under No ____ had been broached and part of the contents missing.

This is apparently a case of pilferage by stevedores as before the commencement of discharging the contents of all the hold had been submitted to the Damage Surveyor (Inspector) and the Chief Stevedore for inspection and the goods had been found to be in proper condition and in intact packing.

Under the circumstances I have to request you to investigate this matter and to compensate the owners for the loss incurred.

Yours faithfully, _____

VI. О повреждениях, нанесенных судну во время перегрузочных операций

Dear Sirs,

The following damage has been caused to my ship by the stevedores (crane operators) for which I hold them fully responsible.

1. Hold No2. Lower hold after part ladder platform damaged, three ladder rungs bend.
2. Hold No3. Lower hold 2 pipe guards damaged.
3. Hold No4. Hand railings bent 2 metres.
4. On the main deck, railings in way of hold No 1 damaged for a length of about 3 metres. Kindly have the damage repaired before the completion of discharging (loading).

Yours faithfully, _____

VII. О фумигации груза в трюмах

Dear Sirs,

As you probably know, the consignees have refused to take the delivery of the cargo without it being fumigated. In this connection I would kindly request you to make necessary arrangements for fumigating holds No ____ in which the cargo of wheat has been stowed and inform us in due time of the date fixed for fumigation.

Yours faithfully, _____

Exercise

Переведите эти слова и словосочетания

1. покрытие пакетированных стальных листов
2. информировать заинтересованных лиц
3. Черноморское морское пароходство
4. судовой агент
5. грузовладелец
6. правила морской перевозки
7. неправильная маркировка
8. привести груз в надлежащее состояние
9. своевременная погрузка
10. возлагать ответственность
11. вследствие
12. грузополучатель
13. убытки
14. хищение
15. расследовать
16. в данных обстоятельствах
17. организовать фумигацию трюмов.

I. О недостатке груза и организации его пересчета

Dear Sirs,

Please be advised that completion of discharging the m/v “ _____ ” the shortage of _____ sets of _____ under B/L No _____ has been found.

This is to declare that the cargo _____ was delivered in full compliance with the quantity shown in the B/L and the shortage took place owing to the miscalculation of you tallymen.

Under present circumstances please arrange rechecking of the said cargo inside the warehouse (lighter) and also during the delivery of it to the consignees.

Please inform me and the shipowner of the result of rechecking and accordingly rectify the outturn-report.

Yours faithfully, _____

II. Об окончании устранения поломок, произведенных при выгрузке

Dear Sirs,

Please be informed that the damage caused to my ship during discharging has been repaired and I have no claims to the port authorities (Stevedoring Co.).

Yours faithfully, _____

III. Об условиях работы тальманов

Dear Sirs,

In accordance with the agreement of the tally service I request you to execute the following procedure:

1. Port and agency tallymen should check the data of tallysheet after each sling and sign the tallysheets after 10 slings. Discrepancies if any, in quantity of cargo packages in each sling, which may arise between the tallymen should be settled before the delivery of cargo to Port warehouses.
2. At the end of each shift the first copy of Port and Agency tallysheets should be handed to the ship.
3. The Tallymen of the agency should immediately notify the Watch/Cargo Officer about any discrepancies between the marks on packages and the marks indicated in Hatch Lists. Such cargo packages should not be delivered to the Port warehouses without the Master's permission.
4. The Tallymen of the agency should immediately notify the Watch/Cargo Officer about mixing of cargo packages. Any excess of cargo packages under the corresponding B/L proves the mixing of packages. This excess, also, should not be discharged from the ship to the Port warehouses without the Master's permission.

Yours faithfully, _____

IV. О правлении аутторн – рипорта в пароходстве по телексу

Dear Sirs,

Please be advised that full discharging of cargo on my ship was completed on ____200____. The date of issuing of the Outturn Report will be completed on ____200____. I request you on the same day on ____200____, to inform ____ Shipping Company by telex of the data of the Outturn Report or its non-readiness.

Total quantity of cargo packages according to the Manifest is _____.

Total quantity of cargo packages, discharged from my ship as per tallysheets is _____.

Thus the total quantity of cargo packages noted in shortages with due regard for overlanded (excess) cargo packages should not be more than ____ cargo packages.

Please inform me about the results of discharging after the receipt by you of the Outturn Report.

Yours faithfully, _____

V. Заявление о морском протесте

Port of _____

To Notary/Consul

“ _____ ” _____ 200 _____

I (name and surname) _____ Master of the (ship's type and name) _____ of _____ Register Official No _____ and _____ Gross Register Tons, which sailed from _____ on the _____200_____ bound for _____ and arrived at _____(port)_____ on the _____day of

_____ and fearing that notwithstanding all measures of good seamanship taken by me and my crew some loss or damage might be caused to the said ship or her appurtenance of cargo or some other property on board by reason of _____.

I hereby note my protest against any claims by all persons or person whom it shall or may concern, and declare that all and every damage and loss sustained by the said ship and/or cargo, or some other property on board in consequence of the accident aforesaid, are and shall be borne by those who, according to the laws and customs of the sea shall bear the consequences thereof, the same having occurred as above-stated not by or through the want of care of myself or my crew.

I reserves the right to extend the same at time and placed convient,

Master of the “_____”

Signed _____

Witnesses:

1. _____ Second Mate
2. _____ First Assistant Engineer
3. _____ Able Seaman

Exercise

Переведите эти слова и словосочетания

1. ставить в известность
2. заявлять
3. в соответствии с количеством, указанным в коносаменте
4. исправить аутторн-рипорт
5. повреждения, нанесенные моему судну, устранены
6. в соответствии с соглашением о тальманском обслуживании
7. тальманские расписки
8. общая недостача
9. дополнить протест в удобное время.

I. Заявка на снабжение судна водой

Dear Sirs,

Please, arrange for about 100 tons of fresh water to be supplied to my ship on Monday next from 08.00 a.m.

Yours faithfully, _____

Заявка на снабжение судна бункерным топливом

Dear Sirs,

Please, make arrange for supplying my vessel with 500 tons of Thin Fuel Oil 180 CST and 100 tons Marine Diesel Oil (Gasoil) to be delivered during the ___th inst.

Yours faithfully, _____

II. Заявка на подачу мусорной баржи

Dear Sirs,

Please, kindly order an ash boat to take refused and rubbish from our ship at the time convenient.

Yours faithfully, _____

III. Заявка на катер для перевозки экипажа на берег

Dear Sirs,

Please, hire a motor-launch for twenty persons to carry our ship's crew from the roadstead to the port custom pier and back twice a day on the 25th and 26th inst. The motor-launch is to come alongside our vessel at 09.00 a.m. and 14.00 p.m. and to take crew ashore and leave the customs pier at 13.30 p.m. and 18.30 p.m. to take them back.

Yours faithfully, _____

V. Заявка на водолазный осмотр судна

Dear Sirs,

Please send a diver to examine the rudder, the screw and the underwater part of my ship's hull.

Yours faithfully, _____

VI. Заявка на карету скорой помощи

Dear Sirs,

We would kindly request you to make arrangements for an ambulance boat and a motor-car to carry a sick sailor of ours to the local hospital tomorrow at about 10 a.m. Our ship's doctor will accompany him.

Yours faithfully, _____

VII. Заявка на поставку необходимых карт

Dear Sirs,

We would kindly request you to order for our ship Admiralty Charts of the port of _____ Nos _____ and _____ and Admiralty List of Radio Signals all six volumes.

Yours faithfully, _____

VIII. Заявка на организацию ремонтных работ

Dear Sirs,

I would kindly request you to send a specialist aboard my vessel for repairing the _____.

Yours faithfully, _____

IX. Письмо агенту с просьбой получить разрешение портовых властей на ремонт главного двигателя

Dear Sirs,

I would kindly request you to obtain the permission from the Port Authorities for immobilization of our vessel for 3 days in connection with urgent overhauling of and repairs to the main engine.

Yours faithfully, _____

X. Заявка о направлении на судно сюрвейера

Dear Sirs,

Please, arrange for a Surveyor to visit my ship on Monday ____ 200__ at ____ carry out an appropriate survey and estimate the extent and amount of the damage caused in connection with a collision (accident) occurred.

Yours faithfully, _____

XI. Заявка на лечение члена экипажа

Dear Sirs,

Please, arrange for the undermentioned crew member for medical treatment, all expenses of which (including transportation charges) are to be debited to the shipowner's account.

Patient's Name _____, rank _____, age _____, sickness (diagnosis) ____.

Yours faithfully, _____

XII. Письмо в случае разлива нефти при бункеровке

Dear Sirs,

This is to bring to your notice than the pollution was caused by the lack of care in the refueling (bunkering) operation on the part of your personnel.

Yours faithfully, _____

XIII. Письмо в случае попытки обвинить судно в загрязнении моря нефтью

Dear Sirs,

In reply to your accusation of water pollution we would like to state that our ship is in no way responsible for the above. The pollution has been probably caused recently by the discharge of ballast into the sea by some vessels.

Yours faithfully, _____

XIV. Письмо с протестом против задержания (ареста) судна в связи со столкновением или аварией

Dear Sirs,

We kindly ask you to inform the Harbour Master and all concerned that by the present I positively protest against the detention of my ship in connection with the collision (accident) as my vessel is a state-owned ship and consequently has a privilege of immunity, being exempt from lines.

Yours faithfully, _____

XIV. Письмо-протест капитана органу власти в иностранном порту против задержания судна за несоответствие международным конвенциям

Dear Mr. _____

As it comes from your order (act, document) the m/v “_____” which is under my command has been detained in the port of _____ and found allegedly incompliant with the requirements of the “Memorandum of Understanding on Port State Control 1982”.

Under the circumstances I have to make an official statement that living and working conditions are ensured on board my ship. These conditions are in conformity with the Russian legislation, the terms of collective bargain, the provisions of international agreement to which Russia is party.

The inspection has not detected any deficiencies which are clearly hazardous to safety, health or environment, so the detention of my ship is quite groundless. Moreover, I would like to draw your attention to the fact that according to the universally recognized norm of international laws multilateral treaties are obligatory to be observed and followed by their parties only, while Russia is not party to the “Memorandum of Understanding on Port State Control 1982”.

In view of the above I, the Master of the m/v “_____” consider the detention of my ship in the Port of inspection _____ as illegal so I am lodging this protest demanding to disaffirm your decision.

I have to consider you fully responsible for the losses caused or which will be caused afterwards by the detention of the ship in the port.

With all due respects to you,

Master of the m/v “_____”

XVI. Приказ о назначении ответственного лица за нефтяные операции на судне

I, _____ Master of m/v “_____”, designate my _____, Mr. _____ as a person in charge of oil transfer operations on this vessel.

_____, Master

The designated person in charge of the oil transfer operations has a _____ license issued by the government of _____. The license number is _____

Master of the m/v “ _____ ” _____

I. Письмо капитану и владельцам судна, с которым произошло столкновение

To the Master and Owners of m/v “ _____ ”

Gentlemen,

On behalf of my owners and their underwriters I give you formal notice holding you and your owners solely responsible for all the loss or damages sustained by us in consequence of the collision between my ship and your m/v “ _____ ” which occurred on 200____ at ____ hours.

I also give you notice that a survey will be held on board my vessel on _____200____at ____hours, you are invited to send a representative.

Signed _____

Master of m/v “ _____ ”

II. Письмо капитану судна, с которым произошло столкновение

To the Master of m/v “ _____ ”

Dear Sir,

Please note that on the ____200____at ____hours your ship the m/v “ _____ ” collided with my ship the m/v “ _____ ” and caused damage.

The collision took place solely due to neglect and fault on the part of your ship. I therefore hold you fully and entirely responsible for the damage and consequences arising from the above – mentioned collision.

Kindly acknowledge the receipt of this letter.

Your faithfully, _____

Master of the m/v “ _____ ”

III. Письмо в ответ на письмо капитана иностранного судна об ответственности за столкновение

To the Master of m/v “ _____ ”

Dear Sir,

Acknowledging the receipt of your letter of _____200____I deny any liability on the part of my ship into collision with your ship the m/v “ _____ ” inasmuch as the collision took place solely due to neglect and fault on the part of your ship.

At the same time I must hold you and your owners ____ responsibly for the damages caused to my ship.

I also give you notice that a survey will be held onboard my vessel tomorrow on “ _____ ” _____ 200____at ____hours.

Yours faithfully, _____

IV. Письмо капитану иностранного судна после осмотра сюрвейера

To the Master of the m/v “ _____ ”

Further to my letter of “ _____ ” _____ 200 _____ I enclose herewith a copy of the Surveyor Report in connection with the damage caused by your vessel to my ship.

From the above – mentioned Report you will see that the Surveyor on a through survey and a careful consideration of all the circumstances, estimates the amount of damage at \$ 3000.00.

I hope that you will consider our claim and amount of damage estimated by the Surveyor as quite reasonable and justified, and I suggest we should settle this matter amicably by paying the respective sum of \$ 3000 to our Agent here, Messers. _____

I should be very glad to have your reply to this by return.

Yours faithfully, _____

Master of the m/v “ _____ ”

V. Письмо капитану иностранного судна о передаче спора в морскую арбитражную комиссию (мак)

To the Master and/or Owners of the m/v “ _____ ”

Dear Sirs,

In reply to your letter of the _____th inst. from which we learnt that you are not willing to admit our claim for the damage at \$3000, as estimated by the Official Surveyor, we think it expedient and refer our dispute to the arbitration in Moscow by the Maritime Arbitration Agreement Commission.

Enclosed please find copies of the Arbitration Agreement for cases of Collision one of which we would ask you to sign and return.

Yours faithfully, _____

VI . Письмо агенту с требованием добиться задержания (ареста) иностранного судна, виновного в столкновении

Dear Sirs,

Further to my radiogram I wish you to make an official protest on my behalf and inform the Harbour Master that in consequence of the collision I hold the Master and Owners of the French m/v “ _____ ” responsible for the damage caused to my vessel m/v “ _____ ” on the “ _____ ” 200 _____.

In accordance with law I, therefore, request the Harbour Master of your port to detain that ship unless her Owners are willing to give the respective Bank’s Letter of Guarantee in favour of th Black Sea Shipping Co., Odessa, for the amount sufficient to cover the damage caused and expenses incurred.

Yours faithfully, _____

VII. Письмо агенту о навале судна на причал с просьбой пригласить сюрвейера

Dear Sirs,

Please be advised that today on the ____200____ while the m/v “ ____ ” was shifted from berth No ____ owing to a sudden squall of force up to 9 the ship suddenly was bled and dashed against berth No____ and damaged the same in spite of all measures taken to avoid the impact. As a result of this impact some damage was caused both to the pier and to the ship.

In connection with this accident I would kindly ask you to invite an Official Surveyor to my ship, tomorrow at 10.00 a.m. to carry out an appropriate survey and estimate the extent and amount of the damage caused.

Under the circumstances I consider this accident as ensued from force majeure and I intend to note a Sea Protest.

Yours faithfully, _____

VIII. Письмо, подтверждающее окончание устранения нанесенных повреждений

To the owners of the m/v “ _____ ”

Port of _____

I, undersigned, Master of the m/v “ _____ ”, by the present state that the damage caused by the m/v “ _____ ” on the 200____ has been completely repaired to my entire satisfaction and that I have no claims of whatsoever in respect to the quality of repairs.

Signed _____

Master of the m/v “ _____ ”

Exercise

Переведите эти слова и словосочетания

1. все повреждения и убытки
2. прошу принять к сведению
3. прошу подтвердить получение этого письма
4. из-за пренебрежения и ошибок вашего судна
5. внимательное рассмотрение всех обстоятельств
6. прилагать копии бланков арбитражного соглашения
7. арестовать судно
8. пригласить официального сюрвейера
9. установить размер повреждений.

**STATEMENT OF TERMINATION OF SALVAGE ASSISTANCE
RENDERED TO THE VESSEL IN DISTRESS**

type and name of ship _____ owned by (State, Ministry, Company or private firm) _____.

1. Geographical location of accident at sea and of the place where assistance has been rendered (ocean, sea, latitude, longitude, port etc.) _____
2. Time of accident (date, hour, minutes) by the disabled ship's Log Book _____.
3. Time of arrival of salvors (date, hour, minutes) _____
4. Time when the disabled vessel consented to accept salvage assistance or when the Salvage Agreement has been signed (date, hour, minutes)
5. Time and place of termination of salvage operations _____.
6. Time of termination of towage of the disabled vessel, and place where the wrecked vessel has been taken (bay, roads, port, berth) _____
7. Condition of the wrecked vessel as the beginning of salvage operation _____
8. Main data of the wrecked vessel: displacement ____, length ____, beam ____, freeboard depth ____, mean draft ____, type and name ____, type and number of main engines ____, kind of fuel _____.
9. Condition of the wrecked vessel at the time of termination of operation _____.
10. Vessels which took part in the operation.

No	Classification and name of ship	Duration (days)	Remarks

11. Technical means and appliance used

No	Description & days	Quantity	Duration (days)	Remarks

12. Names of Divers who participated in salvaging

No	Description & days	Quantity	Duration (days)	Remarks

13. Boatswains' crews taking part in salvaging

No	Tariff category	Quantity	Duration (days)	Remarks

14. Materials and stores consumed (others then owned by the wrecked vessel.)

No	Description of material	Unit of measurement	Quantity	Remarks

15. Fuel and lubricants consumed (other than owned by the wrecked vessels)

No	Description of material	Unit of measurement	Quantity	Remarks

16. Description and quantity of cargo damaged and jettisoned during salvage operations

No	Description of material	Unit of measurement	Quantity	Remarks

17. Brief summary of work performed _____.

18. Date and placed of signing the Statement _____.

Master of the Salvor _____.

Master of the Wrecked Vessel _____.

Exercise

Переведите эти слова и словосочетания

1. долгота
2. вахтенный журнал судна
3. проведение спасательных работ
4. буксировка терпевшего бедствие судна
5. рейд
6. род топлива
7. участвовавшие в работах технические
8. водолазы
9. боцманские команды
10. горючесмазочные материалы
11. каргоплан

I. Аварийная подписка

Whereas the Ship or Vessel called the _____ (name of the Ship or vessel) whereof _____ (name of the Master) is Master, on a voyage of the _____ (date of the voyage) from _____ (port of the shipment) to _____ (port of destination), as is alleged by the

Carrier sustained damage or loss and incurred expenditure which may be allowed as General Average, We, the Undersigned Consignees of Goods (or their Agents on their behalf) HERBY UNDERTAKE in respect of the Goods as per Bills of Lading enumerated hereunder:

1. to declare the value of Goods;
2. to pay General Average Contribution due according to the Average Statement.

No. of Bills of Landing	Description of cargo	Number of packages	Weight	Value	Note

City of “_____” day of ____200____

Signature of Consignees _____

Legal Address of Consignees _____

II. Квитанция о получении от грузополучателей обеспечения

Vessel _____ (type and name)

Voyage from _____ (port of departure) to _____ (port of destination) Nature and date of Accident (short description of Accident and its date). This Receipt is issued to _____ (name and address of General Average Contributor or Depositor) in witness that the G.A. cash payment in advance, deposit _____ (delete unnecessary) in the amount of _____ has been received from _____ (from him or them) being _____ per cent of the amount _____ provisionally adopted as the net arrived value of the following goods on the last day of discharge at the port of destination _____ (description and quantity of goods and marks) under the Bill of Lading No _____ dated _____ (date of issue of B/L).

The said amount _____ shall be held as security on the part of the owners of the above mentioned cargo for the payment of General Average and/or Salvage and/or additional extraordinary expenses.

If, on completion of the General Average Adjustment, it may appear that a partial refund of the amount so deposited is due to the depositor then such be made to the legal holder of this Receipt.

Exercise

Найдите правильные переводы

A

1. destination
2. accident
3. goods
4. discharge
5. amount
6. expenses

B

- a) сумма
- b) возврат
- c) выгрузка
- d) место назначения
- e) происшествие
- f) квитанция

7. refund
8. receipt

- g) затраты
h) товары

The words that we use talking about the state of the sea
Выражения для описания состояния моря

Wave	Волна
Calm (glassy)	Зеркально-гладкая поверхность
Calm (rippled)	Слабое волнение, рябь, 1 балл
Smooth (waveless)	Умеренное волнение, 2 балла, 0,2-0,3 м
Slight	Значительное волнение, 3 балла, 0,5-1,25 м
Moderate	Значительное волнение, 4 балла, 1,25-2,5 м
Rough	Сильное волнение 5 баллов, 2,5-4,0 м
Very rough	Сильное волнение 6 баллов, 4-6 м
High	Очень сильное волнение 7 баллов, 6-9 м
Very high	Очень сильное волнение 8 баллов, 9-12 м
Phenomenal	Исключительное волнение 9 баллов, более 12 м
Sea less than 5 fts	Волнение менее 5 футов
Heavy sea	Сильное волнение
Surge	Крутое волнение
Wavelent	Небольшая волна
Hollow sea	Высокие крутые волны
Surging sea (angry)	Бурное море
Ground sea	Прибой

Severe thunderstorm - This type of thunderstorm is defined by the Bureau of Meteorology as one which produced:

- hail, diameter of 2 cm or more (\$2 coin size); or
- wind gusts of 90 km/h or greater; or
- flash floods; or
- tornadoes, or any combination of these.

Lightning and Thunder – Lightning is the discharge produced when voltage differences between ground and atmospheric electrical charge are large enough (several hundred million volts) to overcome the insulating effect of the air. Strokes can occur within the cloud, between clouds, or between clouds and the ground. Thunder is the sound produced by the explosive expansion of air heated by the lightning stroke to temperatures as high as 30,000 °C.

Hail – Hailstones can form in a thunderstorm with a strong updraught when frozen raindrops, “suspended” in the updraught, grow rapidly by “sweeping up” small cloud droplets which freeze on contact. Hailstones larger than cricket balls have been records in Australia (e.g. Sydney, April 1999).

Wind Gusts – In a mature thunderstorm, the falling rain and hail grad the surrounding air downwards in addition, evaporation from the raindrops cools the nearby air, accelerating the downwards rush. This strong downdraught spreads out upon reaching the ground, producing a cool, gusty wind that can cause damage.

Flash Floods – The updraught of a mature thunderstorm produced raindrops by the condensation of moist air that cools as it rises. When the raindrops become too large to be supported they fall, but the intense updraught of a severe storm can suspend huge amounts of rain before releasing a deluge. Such rain can reach intensities of more than 200 mm/h, provided the environment is humid enough to feed the storm with enough moisture. Flash floods often result when the storm moves slowly, so that a small area receives most of the rain, but the drainage and run-off characteristics on the ground can also determine the area of greatest impact.

Tornadoes – These rarest and most violent of thunderstorm phenomena are rapidly rotating columns of air that descend in the well-known funnel shape from the base of a storm cloud. A tornado vortex, which can range in width from a few metres to hundred of metres, usually whirls clockwise and contains very damaging winds that may reach more than 450 km/h. Photo 8 shows tornado tree damage, while 9 & 10 are tornadoes at Tarlee, SA, & Northam, WA respectively.

Exercise

Напишите транскрипции слова

Emergency appliances **Аварийное имущество**

Emergency screw cramp	Аварийная струбица
Emergency wedges	Аварийные клинья
Emergency pine bars	Аварийные сосновые брусья
Emergency pine planks	Аварийные сосновые доски
Emergency pine plugs	Аварийные сосновые пробки
Emergency radio beacon	Аварийный радиобуй
Butterfly nut	Барашковая гайка
Hooked bolt	Болт крючковый
Bulge	Бухтина
Early – strength cement	Быстротвердеющий цемент
Dent, set in	Вмятина
Drain pipe	Водоотливная труба
Corrugation	Гофр
Snatch – block	Канифас-блок
Control layard	Контрольный штерт
Thimble	Коуш
Leach rope	Ликтрос пластыря
Emergency thunderstorm mat	Мат шпигованный аварийный
Soft collision mat	Мягкий пластырь
Inflatable collision mat	Надувной мат
Salvage pump	Насос водоотливной
Guy	Оттяжка
Collision mat	Пластырь
Collision mat rigid, thrummed	Пластырь шпигованный
Hogging line	Подкильный конец
Clamp bolt	Прижимной болт
Emergency plug	Пробка аварийная

Hole	Пробоина
Puncture	Прокол
Joining (connecting shackle)	Соединительная скоба
Deflection Tackle	Стрелка прогиба Тали
Turn buckle	Талреп
Crack	Трещина
Packing pad	Уплотнительная подушка
Tightening arrangement	Уплотнительное устройство
Telescope stop, extensible spreader	Упор раздвижной
Tackle	Тали

Exercise

Напишите транскрипции слова

Fire equipment **Пожарное оборудование**

Automatic sprinkler system	Автоматическая спринклерная система
Asbestos aluminized suit	Асбестовый металлизированный костюм
Water – spraying fire-extinguishing system	Водораспылительная система пожаротушения
Hose reel	Вьюшка для шланга
High expansion foam generator	Генератор высокократной пены
Flexible foam nozzle	Гибкий пеногенератор
Smoke detector	Дымовой извещатель
Breathing apparatus	Дыхательный аппарат
Fire extinguisher recharges	Заряды для огнетушителей
Shut-off valve	Клапан запорный
Shovel	Лопата пожарная
Extinguisher	Огнетушитель
Foam air - mechanical	Пена воздушно-механическая
Foam high expansion	Пена высокократная
Foam nozzle	Пенный ствол
Foam generator	Пеногенератор
Foam mixer	Пеносмеситель
Portable air-foam nozzle	Переносной воздушно-пенный ствол
Fire main pipeline	Пожарная магистраль
Fire bucket (scoop, sand)	Пожарное ведро (совок, песок)
Fire hook (cramber, axe)	Пожарный багор (лом, топор)
Fire detector (pump)	Пожарный извещатель (насос)
Fire hydrant (nozzle, hose)	Пожарный рожок (ствол, шланг)
CO2 room	Помещение углекислотного тушения
Dry powder fire-extinguisher	Порошковый огнетушитель

Suction connection (strainer)	Приемный патрубок (сетка)
Fire-fighting foam	Пенообразующая жидкость
Liquid	Пусковой баллон
Starting cylinder	Расширительный клапан
Expansion valve	Ручной пожарный извещатель
Manual operated fire call point	Система пенотушения
Foam fire-extinguishing system	Система пожарной сигнализаций
Fire alarm system	Система тушения галлоидированным
Halogenated hydrocarbon system	Углеводородами Система тушения галоном
Halon 1301 fire-extinguishing system	Соединительная гайка
Hose connection (coupling)	Стандартный пеногенератор
Standard foam nozzle	Станция пенотушения
Foam extinction station	Станция пожаротушения порошком
Carbon dioxide extinction station	Станция углекислотного тушения
Fire (hose) nozzle	Ствол пожарный
Heat detector	Тепловой извещатель
Carbon dioxide (CO ₂)	Углекислота (CO ₂)
Carbon dioxide cylinder	Углекислотный баллон
Carbon dioxide fire-extinguisher	Углекислотный огнетушитель
Centrifugal pump	Центробежный насос
Hose rack	Шкаф для шланга
Fire hose	Шланг пожарный
Fire-fighting outfit board	Щит пожарного инвентаря

Тестовые вопросы

\$\$\$. Поставьте нужные слова. Telephone is the quickest way of.....

- A) communication
- B) meet
- C) contract
- D) delegation
- E) book

\$\$\$. Поставьте правильный перевод **сообщение**

- A) connecting
- B) letter
- C) facsimiles
- D) copies
- E) message

\$\$\$. Дайте правильный вариант **судоходство**

- A) a brat
- B) a plane
- C) machinery-tools
- D) shipping
- E) trading

\$\$\$. Дайте правильный ответ **господин**

- A) Miss
- B) Mrs.
- C) Mss
- D) Mis
- E) Mr.

\$\$\$. Дайте правильный вариант **«Приветствие»**

- A) Hello
- B) Thank
- C) For a walk
- D) Telephone conversation

\$\$\$. Какое слово подходит к деловым письмам:

- A) play
- B) lesson
- C) machinery-tools
- D) university
- E) the inside address

\$\$\$. Что обозначает эти сокращенные буквы **PLC**

- A) Публичная демократическая компания
- B) Публичная ограниченная фирма
- C) Публичная открытая компания
- D) Публичное закрытое товарищество
- E) Публичная ограниченная компания

\$\$\$. Найдите правильный перевод **принимать на борт**

- A) aback

- B) abeam
- C) across
- D) to take abroad
- E) aft

\$\$\$. Найдите правильный перевод: **перевозить на пароме**

- A) to put across
- B) adjust
- C) adrift
- D) to advise
- E) ahead

\$\$\$. Найдите правильный перевод **якорь**

- A) anchor
- B) along
- C) taxi
- D) alongside
- E) allergic

\$\$\$. Слово **подпись**

- A) a handed
- B) giving smith
- C) by hand
- D) taking hand
- E) a signature

\$\$\$. Слово **письмо- благодарность**

- A) letter apology
- B) letter invitation
- C) letter congratulation
- D) letter information
- E) letter of gratitude

\$\$\$. Деловых письмах дата печатается.....

- A) слева
- B) вниз
- C) внутри
- D) справа
- E) вверх

\$\$\$. Как сокращается **Postscript**

- A) P.T.
- B) P.R.
- C) P.S.
- D) P.P.
- E) P.I.

\$\$\$. Дайте перевод слово **Сопроводительное письмо**

- A) contract
- B) letters of Confirmation
- C) covering letters
- D) order

E) letters of apology

\$\$\$ **Переводите слово гидравлический**

A) motor

B) an engine

C) a car

D) hydraulic

E) an enemy

\$\$\$ **accurate data**

A) аккуратная дата

B) точное время

C) аккуратные данные

D) точные данные

E) ложные данные

\$\$\$ **prospect**

A) площадь

B) перспектива

C) проспект

D) план

E) задача

\$\$\$ **principal**

A) принципиальный

B) главный

C) основной

D) принцип

E) ведущий

\$\$\$ **обмен, биржа, валюта**

A) good's

B) commodity

C) producer

D) currensy

E) exchange

\$\$\$ **Товарная биржа**

A) exchange currency

B) stock exchange

C) building exchange

D) commodity exchange

E) estate exchange

\$\$\$ **Акционерная компания**

A) joint stock company

B) joint efforts

C) action company

D) stoke company

E) joint responsibility

\$\$\$ **Найдите синоним слово sensible**

A) cruel

- B) sociable
- C) human
- D) friendly
- E) kind

\$\$\$. Очевидный, явный, ясный

- A) apparent
- B) bright
- C) evident
- D) vague
- E) obvious

\$\$\$. for the implementation

- A) Для развития
- B) Для реализации
- C) Для ускорения
- D) Для осуществленная
- E) Для продвижения

\$\$\$. Let me pass, don't standmy way

- A) at
- B) in
- C) on
- D) about
- E) out

\$\$\$. Don't forget to post that letter.

- A) I posted it
- B) I've already posted it
- C) I post it
- D) I am posted it
- E) I were posting it

\$\$\$. Tomill this year

- A) wasn't
- B) isn't
- C) hadn't
- D) hasn't been
- E) didn't be

\$\$\$. Переведите: рабочие время

- A) hold-up time
- B) on time
- C) on stream time
- D) overload time
- E) travel time

\$\$\$. Translate terrain

- A) расстояние
- B) местность
- C) измерение
- D) бурение

Е) инструмент

\$\$\$. Переведите: to tap

А) скачивать

В) отдавать

С) выкачивать

Д) добывать

Е) закачивать

\$\$\$. Переведите: anchor

А) бурилка

В) нефть

С) анкер, якорь

Д) газ

Е) баллон

\$\$\$. Переводите: the tour boat

А) буксирный пароход

В) танкер

С) тягач

Д) нефтяная вышка

Е) скватина

\$\$\$. There was silence after she.....

А) goes

В) was going

С) has gone

Д) had gone

Е) went

\$\$\$. I met my.....friend yesterday

А) good

В) better

С) best

Д) most better

Е) betters

\$\$\$. Translate drill crew

А) моторная страна

В) буровая бригада

С) вышка

Д) морское судно

Е) отмель

\$\$\$. Translate pontoon

А) шар

В) понтон

С) тягач

Д) набросок

Е) палуба

\$\$\$. Translate морской промысел

А) producing area

- B) offshore setes
- C) well-stocked
- D) confronted
- E) Commitment

\$\$\$ Translate uncommercial field

- A) синтетическое месторождение
- B) неразведанные месторождения
- C) непромелненные месторождения
- D) газонефтеное месторождение
- E) морское месторождение

\$\$\$ The telegrams..... sent this week

- A) have
- B) have been
- C) was
- D) will be
- E) was being

\$\$\$ С точки зрения

- A) from the sight of
- B) to the sight of
- C) on the sight of
- D) at the sight of
- E) in the sight of

\$\$\$ Inpervision

- A) супервидение
- B) подготовка
- C) мнение
- D) руководство
- E) служащий

\$\$\$ С точки зрения

- A) from the sight of
- B) to the sight of
- C) on the sight of
- D) at the sight of
- E) in the sight of

\$\$\$ This house.....built ten years ago

- A) is
- B) was
- C) been
- D) were
- E) had

\$\$\$ My parentsnever..... abroad

- A) has been
- B) had been
- C) have been
- D) would been

E) was

\$\$\$ Everybody.....English exam this month

A) would pass

B) was passing

C) will be passing

D) passed

E) has passed

\$\$\$ I don't know.....

A) where is you umbrella

B) where yours umbrella is

C) your umbrella where is

D) your umbrella is where

E) umbrella where is your

\$\$\$ We are going for a walk whoto go with us

A) is waiting

B) does want

C) wanted

D) wants

E) did want

\$\$\$ Приложенная к письму карточка была утеряна.

A) the card taken to the letter

B) putting into the letter card

C) adding card to the letter

D) the card attached at the letter

E) the card attached to the letter

\$\$\$ to make one's.....

A) road

B) path

C) way

D) track

E) highway

\$\$\$ to make one's ...

a) Road

b) Path

c) Way

d) Track

e) Highway

\$\$\$ ухватиться за что-либо

a) To have hold of smth

b) To lose hold of smth

c) To catch hold of smth

d) To make hold of smth

e) To give hold of smth

\$\$\$ your attitude ... your studies is not serious enough

a) With

- b) Towards
- c) On
- d) At
- e) From

\$\$\$ you will not recognize his mother. She ...so much

- a) Has been old
- b) Has older
- c) Aged
- d) Has aged
- e) Age old

\$\$\$ тонкие черты лица

- a) Mild face
- b) Thin face
- c) Delicate colours
- d) Delicate features
- e) Delicate position

\$\$\$ to tell smb the shortest way

- a) Рассказать кому-то про короткий день
- b) Показать кому-то кратчайший путь
- c) Сказать вкратце
- d) Показать дорогу
- e) Идти по кратчайшему пути

\$\$\$ age begins to tell on him

- a) Годы начинают сказываться на нем
- b) Годы начинают говорить свое
- c) Она помолодела
- d) Годы начинают действовать на нем
- e) Годы начинают говорить ему

\$\$\$ she has never really...her sister

- a) Got by
- b) Got on with
- c) Got over
- d) Got about
- e) Got out

\$\$\$ очевидный, явный, ясный

- a) Apparent
- b) Bright
- c) Evident
- d) Vague
- e) Obvious

\$\$\$ find synonym of the word sensible

- a) Cruel
- b) Sociable
- c) Human
- d) Friendly

e)Kind

\$\$\$ find synonym of the word rude

a)Severe

b)Calm

c)Kind-hearted

d)Rough

e)Greedy

\$\$\$ to spend in vain

a)To fail

b)To waste

c)To hurry

d)To allow

e)Busy

\$\$\$ additional

a)Extra

b)Vacant

c)Free

d)Spare

e)Busy

\$\$\$ let me pass, don't stand....my way

a)At

b)In

c)on

d>About

e)Out

\$\$\$ delicate question

a)Волнующий вопрос

b)Легкий вопрос

c)Странный вопрос

d)Щекотливый вопрос

e)Интересный вопрос

\$\$\$ troops

a)Групп

b)Армия

c)Войска

d)Корпус

e)Команда

\$\$\$ полномочий

a)Executive

b)Authority

c)Interest

d)Investors

e)Management

\$\$\$ to enjoy the rights

a)Наслаждаться правами

- b) Радоваться
- c) Пользоваться правами
- d) Следовать
- e) Наслаждаться законом

\$\$\$ for the implementation

- a) Для развития
- b) Для реализации
- c) Для ускорения
- d) Для осуществления
- e) Для продвижения

\$\$\$ выделить кредит

- a) Extend grant
- b) Conduct issue
- c) Give a loan
- d) To focus
- e) To extend

\$\$\$ get one's cards

- a) Получить карточку
- b) Быть уволенным
- c) Получить деньги
- d) Получить кредитную карточку
- e) Быть принятым на работу

\$\$\$ district

- a) Country
- b) Neighborhood
- c) Flat
- d) Building
- e) Apartment

\$\$\$ let up

- a) Enjoy
- b) Go
- c) Relax
- d) Work
- e) Live

\$\$\$ dressing-gown

- a) Dress
- b) Shoes
- c) Pants
- d) Bathrobe
- e) Slacks

\$\$\$ twin-town

- a) Brother-town
- b) Sister-city
- c) Two-town

d) Uncle-city

e) subway

\$\$\$ Jenny kept on ... although her husband asked her to stop.

a) to talk

b) talking

c) talked

d) talk

e) talks

\$\$\$ They ... for hours when they suddenly realized it was midnight.

a) are studying

b) were studying

c) have been studying

d) have studied

e) had been studying

\$\$\$ My aunt... South America yet.

a) hadn't been to

b) wasn't in

c) hasn't been to

d) doesn't go

e) hasn't been in

\$\$\$ You ... a lovely song when I entered the room. What was it?

a) sang

b) had sung

c) was singing

d) were singing

e) have sang

\$\$\$ I wonder who

a) her helped to solve the problem

b) did help her to solve the problem

c) helped her to solve the problem

d) to solve the problem did help her

e) help to solve the problem her

\$\$\$ At half past four I ... on the lights.

a) put

d) was putting

b) has put

e) puts

c) having put

\$\$\$ While the water ..., Mrs Parker ... sweeping the floor.

a) was heating/began

b) has heat/ was beginning

c) heats/begins

d) had been heating/ began

e) heat/ has begun

\$\$\$ Don't ring her up at 12 o'clock.

She ... her composition then.

- a) write
- b) writes
- c) was writing
- d) is writing
- e) will be writing

\$\$\$.. At this time next week they ... in the train on their way to Moscow.

- a) Sit c) was sitting e) are sitting
- b) Sat d) will be sitting

\$\$\$.. Don't forget to post that letter.

- a) I posted it
- b) I've already posted it
- c) I post it
- d) I am post
- e) I were posting it

\$\$\$.. It'll be good to see him again. How long... ?

- a) he is away
- b) he was away
- c) he has be away
- d) has been he away
- e) has he been away

\$\$\$.. don't know this man. I... before.

- a) have never met him
- b) never have met him
- c) never met him
- d) never meet him
- e) has never met him

\$\$\$.. The actors ...yesterday and ...rehearsals early this morning.

- a) arrive/started
- b) arrives/has started
- c) have arrived/started
- d) are arriving/starting
- e) arrived/have started

\$\$\$.. Unfortunately when I arrived Ann,just, so we only had time for a few words.

- a) left
- b) leaves
- c) has left
- d) had left
- e) was leaving

\$\$\$.. When I last saw her she ... along the road to the station.

- a) hurries
- b) hurried
- c) was hurrying
- d) is hurrying

e) will hurry

\$\$\$. When Margaret finished her homework she ... on the radio.

a)turned

b) had turned

c) has turned

d) turning

e) was turning

\$\$\$. By the time you finish cooking they ... their work.

a) will do

b) are doing

c) will have done

d)do

e) have done

\$\$\$. You see, I ... this kind of thing for the last thirty years.

a) I have do

b) I am doing

c) have been doing

d) I was doing

e)doing

\$\$\$. My article ...yesterday.

a) publish

b) publishes

c) is published

d) was published

e) is publishing

\$\$\$. Ann's mother asked her if

a) she is tired

b) she had tired

c) she was tired

d) she has been tired

e) she tired

\$\$\$. Peter asked who ...

a) did take his book

b) is taken his book

c) has taken his book

d) is taking his book

e) had taken his book

\$\$\$. The teacher asked Bob

a)when did he learn to swim

b)when is he learnt to swim

c)when he learned to swim

d) when learned he to swim

e) when he had learned to swim

\$\$\$. Ted asked Ron:"Where do your parents live?"

a)Ted asked Ron where his parents live.

- b) Ted asked Ron where his parents living.
- c) Ted asked Ron where his parents lived.
- d) Ted asked Ron where his parents had lived.
- e) Ted asked Ron where do his parents live.

\$\$\$. Он сказал, что Джек *говорил* ей, что он *пишет* пьесу.

- a) has told/writes
- b) told/is writing
- c) had told/was writing
- d) tells/wrote
- e) is telling/writing

\$\$\$. She said she ... at this school for twenty years.

- a) teaches
- b) taught
- c) is teaching
- d) was teaching
- e) had been teaching

\$\$\$. Поставьте нужные слова. Telephone is the quickest way of.....

- A) communication
- B) meet
- C) contract
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- A) Miss
- B) Mrs.
- C) Mss
- D) Mis
- E) Mr.

\$\$\$. Дайте правильный вариант «Приветствие»

- A) Hello
- B) Thank
- C) For a walk
- D) Look here

E) Telephone conversation

\$\$\$. Какое слово подходит к деловым письмам:

- A) Play
- B) lesson
- C) machinery-tools
- D) university
- E) the inside address

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- E) allergic

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- B) an engine
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- B) точное время
- C) аккуратные данные
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- B) перспектива
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- D) принцип
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- B) commodity
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E) exchange

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- B) отдавать
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- B) нефть
- C) анкер, якорь
- D) газ
- E) баллон

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- A) буксирный пароход
- B) танкер
- C) тягач
- D) нефтяная вышка
- E) скватина

\$\$\$. There was silence after she.....

- A) goes
- B) was going
- C) has gone
- D) had gone
- E) went

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- C) best
- D) most better

E) better

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C) on the sight of

D) at the sight of

E) in the sight of

\$\$\$ supervision

A) супервидение

B) подготовка

C) мнение

D) руководство

E) служащий

\$\$\$ С точки зрения

A) from the sight of

- B) to the sight of
- C) on the sight of
- D) at the sight of
- E) in the sight of

\$\$\$ This house.....built ten years ago

- A) is
- B) was
- C) been
- D) were
- E) had

\$\$\$ My parentsnever..... abroad

- A) has been
- B) had been
- C) have been
- D) would been
- E) was

\$\$\$ Everybody.....English exam this month

- A) would pass
- B) was passing
- C) will be passing
- D) passed
- E) has passed

\$\$\$ I don't know.....

- A) where is you umbrella
- B) where yours umbrella is
- C) your umbrella where is
- D) your umbrella is where
- E) umbrella where is your

\$\$\$ We are going for a walk whoto go with us

- A) is waiting
- B) does want
- C) wanted
- D) wants
- E) did want

\$\$\$ Приложенная к письму карточка была утеряна.

- A) the card taken to the letter
- B) putting into the letter card
- C) adding card to the letter
- D) the card attached at the letter
- E) the card attached to the letter

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