

*Оформление титульного листа контрольной работы*  
**ПЕНЗЕНСКИЙ ГОСУДАРСТВЕННЫЙ УНИВЕРСИТЕТ**

**Кафедра "Иностранные языки"**

Факультет \_\_\_\_\_

Направление подготовки \_\_\_\_\_

**КОНТРОЛЬНАЯ РАБОТА**

**по дисциплине "Иностранный язык в профессиональной коммуникации"**

Студент \_\_\_\_\_

ФИО

Курс \_\_\_\_\_ № группы \_\_\_\_\_

Преподаватель \_\_\_\_\_

ФИО

Пенза, 2024

## Методические рекомендации по выполнению контрольных заданий и оформлению контрольных работ:

1. Все задания контрольной работы выполняются поочередно, в той последовательности, в которой они представлены в работе.
2. Письменные контрольные задания оформляются в отдельной тетради. На обложке тетради проставляется фамилия студента, номер контрольной работы.
3. Контрольная работа должна быть выполнена чернилами, аккуратно, четким почерком. В тетради для замечаний, объяснений и методических указаний преподавателя необходимо оставить широкие поля.
4. В конце работы должна быть поставлена подпись студента и дата выполнения задания.
5. Материал контрольных заданий следует располагать по следующему образцу:

левая страница	правая страница
Поля Английский текст	Русский текст Поля

6. Для проверки и рецензирования выполненную контрольную работу необходимо направить в университет в установленные сроки.
7. Если контрольная работа выполнена без соблюдения указаний и не полностью, она возвращается студенту без проверки.

### 1. Прочитайте текст и письменно переведите его на русский язык.

#### HOW TO GET PUBLISHED IN MAGAZINES

Whether you're a full-time freelance writer or an aspiring essayist hoping to get published for the first time, the process of publishing articles can be arduous and labor-intensive. It takes more than a great story and distinct writing style to get your article published. Once you finish writing, the work has only just begun. So you wrote a great magazine article. Now what? For many freelancers, the publication process can seem confusing and complex.

Choose a topic you're passionate about. Before you can see your byline in a magazine publication or website, you'll need to come up with a great article idea. Don't be afraid to write a personal story. Oftentimes, personal stories offer the best opportunity for new writers to showcase their unique perspective, writing skills, and writing style. On the other hand, if you're passionate about writing articles that require research and in-depth analysis, you should consider story ideas that allow you to do that. What's important is that you're enthusiastic about your idea. That will make the creative work that much easier.

You should set aside a fair amount of time for research before you start writing. Even if your subject area doesn't require extensive investigation or outside source material for the writing portion, you should familiarize yourself with the type of work generally accepted by the publications to which you intend to submit. If you're planning on submitting to online publications, go to the outlet's homepage and look through their published articles. If they have already published work or journal articles that are similar to yours, you may need to figure out a new angle. Then, you can start writing your article.

Selectively choosing the right journals, magazines, or online publications to submit to can save you a lot of time and effort. Determine the best type of magazine for your work. Your niche might be a literary magazine or a consumer magazine. Perhaps your work is appropriate for a trade publication or academic journal. Submitting a hard news article to a journal that mostly publishes short stories and personal essays, for instance, will likely not be worth your time. If you're trying to get published online, go to the publication's website and look at their editorial policy, as well as stories that they've published in the last year.

Submit your article. Each one has its own submission guidelines, so be sure to carefully read the instructions before submitting. If you're submitting by email, the journal might have specific requirements about what to put in the subject line and which editor or associate editor to submit to.

After you submit, don't be afraid to follow up if you haven't heard back in a week or two. These publications likely receive a lot of submissions, and it's easy for an email to get buried - especially if this is the first article you've submitted to them.

**2. Найдите и выпишите из текста все атрибутивные словосочетания типа «существительное + существительное», переведите их на русский язык и письменно укажите способ перевода.**

**Model.** *degree course* – курс, который заканчивается присвоением степени (придаточным предложением)

**3. Выпишите предложения с подчеркнутыми словами. Переведите предложения на русский язык и письменно определите форму и функцию подчеркнутых слов.**

**Model.** *Young people in formal education usually take a gap year when they are about 18 years old, before going to university.* (Gerund Indefinite Active, обстоятельство времени).

Молодые люди, получающие формальное образование, обычно берут годичный перерыв, когда им исполняется 18 лет, перед поступлением в университет.

**4. Перепишите предложения, используя конструкцию “have something done” в нужной временной форме. Переведите предложения на русский язык**

**Model:** She didn't cut her hair herself. (Она не стригла свои волосы сама.) – She had her hair cut. (Она подстриглась.)

1. Tim didn't clean the windows himself. (....)
2. Fred hasn't washed his car himself. (....)
3. I won't check my blood pressure myself. (....)
4. They will not mend the roof of the house themselves. (....)
5. I didn't remove this coffee stain from the suit myself. (....)

**5. Перепишите предложения, заполнив пропуски глаголами в скобках в форме инфинитива или герундия.**

1. Please don't hesitate (call) if you have any problems.
2. Tom desperately tried (swim) to the shore but the current was too strong.
3. Did you happen (notice) whether there was a cash machine there?
4. You really can't help (feel) sorry for the poor guy.
5. How on earth do they justify (keep) three cats in such a small flat?
6. The doctor recommended (avoid) strenuous activity for the first few weeks.

**6. Заполните резюме для поступления в магистратуру за рубежом, следуя его схеме и используя интернет-источники.**

<http://www.ninasolomatina.com/wp-content/uploads/2016/06/CV-GUIDE.pdf>  
<http://www.ninasolomatina.com/cv-miniguide/>  
<http://www.directtalk.ru/article/kak-sostavit-silnoe-rezyume-dlya-magisterskoi-programmy-za-rubezhom>

**Example of Resume**

John H. Mill  
25 Park Avenue, Ap. 60  
New York, N.Y. 11389  
Tel. (312) 476-7754

OBJECTIVE	A position as a bookkeeper
SUMMARY	12 years of experience in all routine work in this field. Perfect knowledge of computers and statistics.
RESPONSIBILITIES	Compiled financial reports, balance sheets and production planning forecast.
EXPERIENCE	
2018-2024	FRISCO DOCKS, Inc. San Francisco, California. Deputy Chief of Planning, Commerce Dpt. In charge of account books, statements, new ideas in planning.

2008-2018

SAKHA Co, Ltd.  
New York.  
Accountant. Prepared accounts and balance  
sheets.

EDUCATION  
(2004-2008)

LONDON SCHOOL OF ECONOMICS  
London, Great Britain, Bachelor (Ec.).

PERSONAL

Arrived in the United States in January, 2008.  
Married, one child.

REFERENCES

Available upon request.

### **Литература и интернет-ресурсы:**

1. MyGrammarLab Advanced C1/C2. Pearson Education Limited. Edinburgh Gate. Harlow. Essex CM20 2JE. England and Associated Companies throughout the world. [www.pearsonelt.com](http://www.pearsonelt.com)
2. <https://learnenglishteens.britishcouncil.org/ar/uk-now/read-uk/gap-year>
3. <http://dreamreader.net/lesson/the-golden-gate-bridge/>
4. <https://englishfun.ru/grammatika/causative-form>
5. [https://www.academia.edu/9156283/Learn to Translate by Translating from English into Russian](https://www.academia.edu/9156283/Learn_to_Translate_by_Translating_from_English_into_Russian)
6. <http://window.edu.ru/catalog/pdf2txt/839/68839/43047>
7. <https://topuch.ru/uchebnoe-posobie-e-izdanie-stereotipnoe-minsk-novoe-znani-200/index11.html>
8. <http://www.ninasolomatina.com/wp-content/uploads/2016/06/CV-GUIDE.pdf>
9. <http://www.ninasolomatina.com/cv-miniguide/>
10. <http://www.directtalk.ru/article/kak-sostavit-silnoe-rezyume-dlya-magisterskoi-programmy-za-rubezhom>