Задания на 16 учебную неделю
по дисциплине
«Иностранный язык в профессиональных коммуникациях»
для группы ИСУ-20 (маг)
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<u>**Специальная лексика**</u>

Задание: Прочитайте и устно переведите текст. Письменно ответьте на вопросы. Составьте и напишите аннотацию к данному тексту (не более 7 предложений!!!)

Business Processes

What Is a Business Process?

A process is a series of tasks that are completed in order to accomplish a goal. A business process, therefore, is a process that is focused on achieving a goal for a business. If you have worked in a business setting, you have participated in a business process. Anything from a simple process for making a sandwich at Subway to building a space shuttle utilizes one or more business processes.

Processes are something that businesses go through every day in order to accomplish their mission. The better their processes, the more effective the business. Some businesses see their processes as a strategy for achieving competitive advantage. A process that achieves its goal in a unique way can set a company apart.

Documenting a Process

Every day, each of us will conduct many processes without even thinking about them: getting ready for work, using an ATM, reading our e-mail, etc. But as processes grow more complex, they need to be documented. For businesses, it is essential to do this, because it allows them to ensure control over how activities are undertaken in their organization. It also allows for standardization: McDonald's has the same process for building a Big Mac in all of its restaurants.

The simplest way to document a process is to simply create a list. The list shows each step in the process; each step can be checked off upon completion.

Managing Business Process Documentation

As organizations begin to document their processes, it becomes an administrative task to keep track of them. As processes change and improve, it is important to know which processes are the most recent. It is also important to manage the process so that it can be easily updated! The requirement to manage process documentation has been one of the driving forces behind the creation of the document management system.

ERP Systems

An enterprise resource planning (ERP) system is a software application with a centralized database that can be used to run an entire company. An ERP system not only centralizes an organization's data, but the processes it enforces are the

processes the organization adopts. When an ERP vendor designs a module, it has to implement the rules for the associated business processes. A selling point of an ERP system is that it has best practices built right into it. In other words, when an organization implements an ERP, it also gets improved best practices.

Business Process Management

Organizations that are serious about improving their business processes will also create structures to manage those processes. Business process management (BPM) can be thought of as an intentional effort to plan, document, implement, and distribute an organization's business processes with the support of information technology. BPM is more than just automating some simple steps. While automation can make a business more efficient, it cannot be used to provide a competitive advantage. BPM, on the other hand, can be an integral part of creating that advantage.

Not all of an organization's processes should be managed this way. An organization should look for processes that are essential to the functioning of the business and those that may be used to bring a competitive advantage. The best processes to look at are those that include employees from multiple departments, those that require decision-making that cannot be easily automated, and processes that change based on circumstances.

Business Process Reengineering

As organizations look to manage their processes to gain a competitive advantage, they also need to understand that their existing ways of doing things may not be the most effective or efficient. Business process reengineering is not just taking an existing process and automating it. BPR is fully understanding the goals of a process and then dramatically redesigning it from the ground up to achieve dramatic improvements in productivity and quality.

Unfortunately, business process reengineering got a bad name in many organizations. This was because it was used as an excuse for cost cutting that really had nothing to do with BPR. For example, many companies simply used it as an excuse for laying off part of their workforce. Today, however, many of the principles of BPR have been integrated into businesses and are considered part of good business-process management.

Questions

1. What does the term business process mean?
2. What are the examples of business process from a job you have had or an organization you have observed?
3. What is the value in documenting a business process?
4. What is an ERP system?
5. What is business process reengineering?
6. Why did BPR get a bad name?
7. What is business process management? What role does it play in allowing a company to differentiate itself?

Грамматика

Задание: Самостоятельно найдите необходимый материал и повторите грамматическую тему «Условные предложения» в английском языке. Все три типа!!! Письменно выполните упражнение.

MIXED CONDITIONALS

Fill in the gaps with the appropriate verb in brackets.

1.- Julio ……………. (feel) very well in the morning if he slept eight hours .

2.- The man ……………. (not die) if the ambulance had come early.

3.- Elisa ……………… (leave) the office sooner if she worked harder.

4.- Kevin …………… (not be) upset if his father gave him permission.

5.- I ……………….(not wear) glasses if I weren't short-sighted.

6.- If you …………… (enter) the competition, you may have won.

7.- They …………… (not get) lost if they had a map of that area.

8.- She ………………… (recognize) Mario if he hadn't talked to her.

9.- Sonia wouldn't have seen that film if he………… (not recommend) it to her.

10.- Henry won't enjoy himself if his girlfriend ………… (not come) with him.

11.- Victor would come immediately if you ……………… (call) him.

12.- My aunt …………. (take) me to the Museum next Saturday if I asked her.

13.- If Mary doesn't get a ticket, she ………… (not be able) to go to the concert.

14.- They won't understand the lesson unless they ………… (concentrate)

15.- If ……………… (not go) shopping together, they wouldn't have bought the same coat.

16.- Helen would be a famous actress if her parents ………….. (be) actors.

17.- She …………….(play) the violin if she had taken lessons.

18.- He will be a doctor if he ………………… (study) Medicine.

19.- Mr Brunt ………… (die) if he doesn't take some pills every day.

20.- You ………… (not be) so scared if you didn't read such ghosts stories.

21.- If Bernard slept in that hotel, he ………….. (pay) a lot of money.

22.- You ………… (not spend) so much if you didn't go out every night.

23.- Leonard won't make so many mistakes if he ………… (pay) more attention.