# Лексика

1. **Выберите слово, близкое по значению к данному. Номера соответствий внесите в лист ответов.**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. *type* | a) level | b) kind | c) course |
| 2*. studing* | a) admission | b) science | c) training |
| 3*. undergraduate* | a) student | b) majority | c) graduate |
| 4*. applied* | a) available | b) provided | c) practical |
| 5*. previous* | a) main | b) higher | c) early |

# Выберите правильный вариант местоимения. Внесите букву, обозначающую правильный вариант, в лист ответов.

1. A bonsai is a very small tree… is grown in a small container.
	1. which b) who c) whose
2. A kimono is a piece of clothing… is worn at special ceremonies.
	1. that b) where c) whose
3. A samurai was a warrior… role was to defend the shogun.
	1. whose b) that c) which
4. Sumo is a martial art… dates back 2,000years.
	1. whose b) where c) which
5. Abunkaru is a Japanese puppet … is about one meter tall.
	1. where b) which c) whose

# 3. Выберите английское слово соответствующее по значению русскому. Номера соответствий внесите в лист ответов.

1. щедрый a) polite
2. вежливый b) strict
3. строгий c) tactful
4. тактичный d) good-tempered
5. добрый e) generous

# Грамматика

**4. Выберите подходящую степень сравнения прилагательного. Внесите букву, обозначающую правильный вариант, в лист ответов.**

1. Seminars are usually…… than lectures.
	1. more sweeter b) most sweet c) sweeter d) sweetest
2. They have three sons and two daughters. Betty is…… of their children.
	1. most young b) the younger c) the youngest d) younger
3. I can't hear you. Please speak ….. .
	1. louder b) loudest c) more loud d) the most loud
4. As we didn't have much money, we stayed at …… hotel that we could find.
	1. a less expensive b) a more expensive c) the least expensive d) the most expensive
5. They say that it's…… storm in ten years.
	1. by far worse b) most worst c) the worse d) the worst

# 5. Заполните пропуски в предложении, выбрав соответствующую форму глагола. Внесите букву, обозначающую правильный вариант, в лист ответов.

|  |  |  |
| --- | --- | --- |
| 21. I …… sailing, what’s it like? | a) have never been | b) was never |
| 22. It was late. Most of the shops | a) had closed | b) closed |
| 23. It …… when I got up this morning. | a) was raining | b) rained |
| 24. Janet ….. a new job in September. | a) is starting | b) starts |
| 25. Nelly …….a great time in New York at the moment. |
|  | a) has | b) is having |
| 26. She was cooking dinner when we | a) had arrive | b) arrived |

1. She …… back from a Mediterranean cruise.

а) has just come b) came

1. My husband free for most of the afternoon.
	1. is b) is being
2. The children were tired because they…… in the pool the whole afternoon.
	1. were swimming b) had been swimming
3. They to spend six weeks in the USA.
	1. are going b) shall
4. We can use the car, I …… it. a) will repair b) have repaired
5. We were tired because we …… to a party the night before.
	1. were b) hadbeen

# 6. Выберите правильный вариант союза времени. Внесите букву, обозначающую правильный вариант, в лист ответов.

1. He will get wet …. he goes swimming .
	1. when b) till
2. We will meet the team …… they arrive at the station.
	1. before b) when
3. We were on our way to Ashville …… our car broke down.
	1. when b) while
4. … I go to school, I take my little brother to preschool.
	1. after b) before
5. The police will catch the criminal …. he makes a mistake.
	1. until b) when
6. They are going on holiday … they finish their exams.
	1. after b) until

# 7. Выберите правильный вариант неличной формы глагола. Внесите букву, обозначающую правильный вариант, в лист ответов.

1. I’m thinking of … to Spain.
	1. to go b) go c) going
2. Have you decided where … you holiday?
	1. spend b) spending c) to spend
3. I’ll always remember … her for the first time.
	1. to meet b) meeting c) meet
4. Why have you stopped? Go on… .
	1. sing b) singing c) to sing
5. Sue was the first…
	1. to arrive b) arrive c) arriving

# Чтение

1. **Прочитайте текст и определите верны ли приведенные ниже утверждения (а - верно; b - не верно; c - информация в тексте отсутствует). Внесите букву, обозначающую правильный вариант, в лист ответов.**

*How to Manage Conflict at Work*

* 1. Effectively managing conflict is arguably the hardest thing a manager has to do. While now and then you’ll come across a manager who enjoys conflict, really*relishes*confrontation and dispute, the vast majority of people would much prefer not to deal with it, if given a choice. Unfortunately, as a manager, if you’re going to do your job, you have no choice.
	2. Looking back now over my own career I can recall conflicts with the many people I managed over just about everything: salaries, promotions, recognition, evaluations, other team members, being managed too much, not being managed enough, projects that were too tough, projects that were too boring… and once in a while someone who was just for no discernible reason downright insubordinate. I never liked conflict. But I realized early on that if I expected to be paid a reasonable amount of money for management, trying my best to deal with conflict fairly and directly was a crucial part of the job.
	3. In that spirit, following are a few things I learned about it:

Accept the inevitability of conflict in management. As mentioned above, just recognize that addressing it is part of the job. Don’t waste energy ruminating about it, and don’t feel bad you feel bad about it. Just accept it for what it is. It comes with the managerial territory.

Don’t be a conflict-avoider.Difficult interpersonal workplace problems won’t disappear by ignoring them; they’ll only get worse. Chronic conflict-avoiders will end up losing the respect of their employees – and their own management.

Stay calm**.** Even when provoked, keep a close hold on your temper; stay as calm as you possibly can. There are some memorable lines from the famous R. Kipling poem*If*:

*If you can keep your head when all about you Are losing theirs and blaming it on you*

*If you can trust yourself when all men doubt you But make allowance for their doubting too…* And after several verses the poem concludes:

*Yours is the Earth and everything that’s in it And – which is more – you’ll be a man, my son.*

Kipling wrote this in 1895. Though it wasn’t written forbusiness, I always felt there was management relevance in the message.

* 1. Maintain the moral high ground**.**A close cousin to the point directly above. *You’re*management. *You’re*the voice of reason. Don’t lose control or pull rank or cede the moral high ground – calm control is a much more advantageous position to manage and negotiate from.

Partner with HR**.** When I was in management, my colleagues in Human Resources were of inestimable value to me on many occasions**.** I never hesitated to call on them when I faced difficult employee conflicts. They were unfailingly an objective third party, a sounding board, a valuable source of reasonable counsel. My philosophy was always: *In delicate situations, get all the help you can*.

Document meticulously**.** When serious conflict occurs, as a manager you’ll need accurate records of it. During employee performance appraisals, you’ll need clear documentation to avoid discussions dissolving into “he said/she said” disputes. And when it’s necessary to terminate someone, you of course need detailed documentation (again, a time to work closely with HR) or you may well have legal exposure.

* 1. Don’t think in terms of “winning,” so much as constructively resolving**.**No point winning the battle but losing the war. Management’s role is not to “defeat the enemy”, but to elicit optimal performance from the area you’re managing. Accordingly, best not to leave bodies in your wake but to get conflicts resolved fairly, expeditiously, and move forward as constructively as you can. Get closure and move ahead… the sooner, the better.

I don’t want to give the illusion any of this is easy. It isn’t. It never is. But if you can develop a consistent, rational approach to managing conflict, it can make your difficult job a lot less stressful than it would be without it.

1. The majority of managers relish conflicts.
2. Conflicts at work are not connected with personal emotions of employees.
3. Dealing with conflicts at work is a manager’s responsibility.
4. Conflict-avoiders can lose respect from employees.
5. R. Kipling wrote a poem for managers to know how to deal with conflicts.
6. HR specialists are very helpful when a manager resolves employee conflicts.
7. For all kinds of conflict a manager has to keep record of them.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Номер задания*** | ***Вариант ответа*** | ***Номер задания*** | ***Вариант ответа*** |
| ***1*** |  | ***26*** |  |
| ***2*** |  | ***27*** |  |
| ***3*** |  | ***28*** |  |
| ***4*** |  | ***29*** |  |
| ***5*** |  | ***30*** |  |
| ***6*** |  | ***31*** |  |
| ***7*** |  | ***32*** |  |
| ***8*** |  | ***33*** |  |
| ***9*** |  | ***34*** |  |
| ***10*** |  | ***35*** |  |
| ***11*** |  | ***36*** |  |
| ***12*** |  | ***37*** |  |
| ***13*** |  | ***38*** |  |
| ***14*** |  | ***39*** |  |
| ***15*** |  | ***40*** |  |
| ***16*** |  | ***41*** |  |
| ***17*** |  | ***42*** |  |
| ***18*** |  | ***43*** |  |
| ***19*** |  | ***44*** |  |
| ***20*** |  | ***45*** |  |
| ***21*** |  | ***46*** |  |
| ***22*** |  | ***47*** |  |
| ***23*** |  | ***48*** |  |
| ***24*** |  | ***49*** |  |
| ***25*** |  | ***50*** |  |