**Самостоятельная работа (6,7,8 семестры)**

Цель выполнения самостоятельной работы: формирование у студента опыта познавательной деятельности, закрепления и совершенствования знаний, умений и навыков.

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| **№**  **п/п** | **Название темы** | **Количество часов** |
| 1 | **Тема 1.** Сущность перевода. | **14** |
| 2 | **Тема 2.** Особенности перевода текстов, относящихся к официально-делового стиля. | **14** |
| 3 | **Тема 3.** Лексические особенности перевода деловых документов. | **16** |
| 4 | **Тема 4.** Грамматические особенности перевода деловых документов. | **16** |
| 5 | **Тема 5.** Виды трансформаций при переводе текстов официально-делового стиля. | **15** |
| 6. | **Тема 6.** Основные трудности при переводе деловых документов. | **24** |
| 7. | **Тема 7** Особенности устного перевода текстов официально-делового стиля. | **15** |
| 8. | **Тема 8.** Перевод деловых контрактов. | **24** |
| 9. | **Тема 9.** Перевод деловых писем и бизнес-корреспонденции. | **24** |
| 10. | **Тема 10.** Перевод бизнес-презентаций. | **20** |
| **Всего** |  | **182** |

**TEXT 1.**

**Small company vs large corporation**

When I worked for a large corporation I was convinced that it was the best way to get ahead in my professional career. Years later I worked for a much smaller business, and was then convinced that a smaller organization was definitely best for me. It is only now that I look back on both of those experiences and realize that there really is no definite answer.

I realized over time that there are many positives and negatives as well as many drawbacks to both. It all comes down to your personal preference and where you feel the most comfortable.

I loved the feeling of prestige when I worked for a large multinational company. It had a fantastic and respected name in the business world, and I imagined people would think to themselves, “Wow, he works for so and so… that’s amazing.” In reality, however, I found that I was just another number amongst the hundreds of people I worked with. Although the multinational offered large resources, growth opportunity, greater benefits and a chance to travel, I continuously felt like a small fish in a big pond. The opportunities were there to succeed, but how long was that going to take?

The small company on the other hand had a far friendlier feel to it. I found that my co-workers were not constantly competing with each other on a day to day basis by trying to get ahead. I enjoyed having several roles to fulfill and looked forward to the fact that each day was different than the next. Instead of feeling like the small fish in the big pond, I felt that I was the big fish in the small pond and that my contributions were greatly valued. With less hierarchy and fewer processes, I felt that less time was wasted during the day. On the negative side, this small business was unable to offer the many perks and benefits that were available when working for a larger company.

Overall, you need to find the right niche for you. If you enjoy the smaller working environment where your co-workers are family-like and your schedule is much more flexible with less hierarchy, a smaller company could very well be the vehicle that serves you best. If you enjoy great benefits, opportunities to grow and a diverse culture, a larger organization could be right for you.

**TEXT2.**

**At the company**

I work as a manager at the company. It is Russian company which works on the business travel market. Two weeks ago I was sent by the administration of our company to London where I studied the English travel companies, their traditions, their marketing and management. Now my business trip is coming to the end and I want to share with you my impressions of English business world. First of all English businessmen are well known all over the world for their honesty and decency. If an Englishman gives you his word he will keep it in any case. Besides that, nothing can prevent him from refusing the once taken decision. Of course, there are some exclusions, but they are so rare that nobody should put attention on them. During the last two weeks my working day was approximately the same. Early in the morning I took a taxi to my hosts' headquarters, which is situated in the City - the business heart of London. First of all I usually asked Ms. Lapital - my secretary if there were any letters or cables for me. Then she gave me my correspondence and fresh newspapers and I followed to my office-room. There I studied all documents that had come for my name and wrote a short report about previous business day and then faxed it to my native company in Vladivostok.

After that I went to Mr. Forsberg's office-room to get tasks for the new day and ask some questions about their company, its history, traditions, clients, and so on. After that I usually did what Mr. Forsberg asked. My usual job was meeting with potential clients, discussing their rest plans and offering the services of Mr. Forsberg's company. I usually met with 10 or 12 people a day. They were representatives of different social groups and communicating with them increased my knowledge of England and Englishmen, their psychology greatly. This business trip was a great chance for me and I hope I used this chance fully.

Now I know a lot about Western business world, about travel business and this knowledge will, of course, help my in my future career.

**TEXT3.**

**Paperwork**

I work for the company which produces cell phones. I work in the head office of the company, which is situated in the city. The factory is behind the town border.

I work in my own room. There is a lot of equipment in the office. I have a desk, of course, and a computer. I need a diary to note my meetings and other affairs. There is also a phone on my desk. At the wall there is a notice board, there I can hang a calendar and some notes. There are also shelves on the wall, where some files stand. Near the desk there is drawers, where I keep my papers. And I have a wastepaper basket to throw out trash.

I work at the computer most of the time. My duties are to type letters, reports and some other documents, also I send a lot of e-mails. I make invoices, papers which show products sold and the money to pay, and send them to the customers. I do a lot of paperwork, for example I do filing reports and compile filing cabinet.

My work involves making appointments and arranging meetings for my boss and some other managers and typing agenda for the meetings. Sometimes I attend those meetings and take minutes.

Like most people, who work in office, I have some problems. Sometimes I cannot print or make copies, because the printer or copier is broken. Sometimes we have run out of paper or the computer is down, it disturbs all the work in the office. One of my colleagues is off, he is ill, and we have got loads of work to do.

**TEXT4.**

**Cooperation**

Dear Rachel,

I want to tell you about our ideas on the project. On Monday, the 20th of October we had meeting with my colleagues and we have spoken about our future plans. It is a good idea to prepare a video-conference at the end of November or at the beginning of December. It would be very convenient for all teachers. We have good relationships with Tomsk State University, I mean the Institute of Distant Education and it could provide us good connections.

Our teacher offer to make a video-conference according to the following topics: Let us introduce our self, about school traditions; about Russian and English youth, its subcultures and personal attitudeto the history of the cities Bristol and Tomsk; For teachers: to make a video-conference about teaching English as a second language. The following questions could be discussed: Information Technologies at studying foreign languages (Internet, e-mail-games at lessons, tests), Partnership between school and Tomsk polytechnic University (preparation for the exams in English, City and Guilds-programmes).

A new direction in the partnership could be a project “Intercultural communication between two countries - Russia and Britain.

Best wishes,

ValentinaFilatova

Head of foreign language

School 56

Ul.Smirnova 28

Tomsk

Russia

**TEXT5.**

**Employment**

Getting a job is a very hard period in the life of most people. Companies choose an employee from hundreds of candidates according to special rules, that's why there're special 'typical' factors, influencing on employer's choice. Among such factors are: age, sex, experience, family background and marital status, personality and references. If you're to go to an interview tomorrow, sleep well before it and don't forget your CV at home - is the basic rule. Moreover, there're some recommendations, which can help you, for example, to read annual report, or company newspaper of the company to show your understanding of the corporate strategy on the interview. What's more, you should choose corresponding dress code for the interview.

Even such advices are to help you make a good impression; some companies don't want to hire a man, who follows every advice. To illustrate this, I can quote ArtemiyLebedev, the most famous Russian web-designer: "If you enclose a standard stupid resume, written by the rules of American bureaucracy, we would delete it immediately after receiving. If your CV is composed according to all rules, we wouldn't choose you, as we might think, that your profession is to acquire a job". After getting a job, you may have some unexpected troubles with boss, too: e.g. if you dye your hair or wear something not appropriate. The best solution of such situation is to ask a trade union for advice, which can always help you in your fight with an employer.

Of course, if you affect company discipline not coming in time or working badly, your dismissal wouldn't be unfair. To conclude, I can say that it is sometimes hard not only to get a job, but also to work in the staff, and if you don't want to be laid off, you should follow company rules, it is a must.

**TEXT6.**

**Leadership And Motivation (1)**

“I start with the premise that the function of leadership is to produce more leaders, not more followers.” Ralph Nader.

There are at least two major influences that affect how individuals perform in their environment.

These influences include: i) the type of leadership that exists, and ii) personal motivation. While neither is scientific in nature, there is significant research that identifies some theories and general conclusions about why people perform, how they perform, and why some people display different behaviours that puts them in positions of leadership.

Motivation is a goal-oriented characteristic that helps a person achieve his objectives. It pushes an individual to work hard at achieving his or her goals. An executive must have the right leadership traits to influence motivation. However, there is no specific blueprint for motivation. As a leader, one should keep an open perspective on human nature. Knowing different needs of subordinates will certainly make the decision-making process easier.

Both an employee as well as manager must possess leadership and motivational traits. An effective leader must have a thorough knowledge of motivational factors for others. He must understand the basic needs of employees, peers and his superiors. Leadership is used as a means of motivating others.

**TEXT7.**

**Leadership And Motivation (2)**

Given below are important guidelines that outline the basic view of motivation:

- Harmonize and match the subordinate needs with the organizational needs. As a leader, the executive must ensure that the business has the same morals and ethics that he seeks in his employees. He should make sure that his subordinates are encouraged and trained in a manner that meets the needs of the business.

- Appreciation and rewards are key motivators that influence a person to achieve a desired goal. Rewarding good/ exceptional behavior with a small token of appreciation, certificate or letter can be a great motivator. If a certificate is awarded to a person, it should mention the particular act or the quality for which the individual is being rewarded.

- Being a role model is also a key motivator that influences people in reaching their goals. A leader should set a good example to ensure his people to grow and achieve their goals effectively.

- Encouraging individuals to get involved in planning and important issues resolution procedure not only motivates them, but also teaches the intricacies of these key decision-making factors. Moreover, it will help everyone to get better understanding of their role in the organization. The communication will be unambiguous and will certainly attract acknowledgement and appreciation from the leader.

- Developing moral and team spirit certainly has a key impact on the well-being of an organization. The metal or emotional state of a person constitutes his or her moral fabric. A leader’s actions and decisions affect the morale of his subordinates. Hence, he should always be aware of his decisions and activities. Team spirit is the soul of the organization. The leader should always make sure his subordinates enjoy performing their duties as a team and make themselves a part of the organization’s plans.

**TEXT8.**

**Tasks for secretaries/administrators**

A secretary or administrator provides both clerical and administrative support to professionals, either as part of a team or individually. The role plays a vital part in the administration and smooth-running of businesses throughout industry.

Secretaries/administrators are involved with the coordination and implementation of office procedures and frequently have responsibility for specific projects and tasks and, in some cases, oversee and supervise the work of junior staff.

The role varies greatly depending on the sector, the size of the employer and levels of responsibility. Most work involves both written and oral communication, word processing and typing, and requires relevant skills such as IT, organisational and presentation skills, as well as the ability to multi-task and work well under pressure. In some cases, secretaries/administrators are required to have high-level qualifications and/or previous experience in specialist sectors, such as law, for example.

Common tasks for the majority of secretaries/administrators include word processing, audio and copy typing, letter writing, dealing with telephone and email enquiries, creating and maintaining filing systems, keeping diaries, arranging meetings and appointments and organising travel for staff.

Depending on the sector, the role may also include many of the following:

using a variety of software packages, such as Microsoft Word, Outlook, Powerpoint, Excel, Access, etc., to produce correspondence and documents and maintain presentations, records, spreadsheets and databases; devising and maintaining office systems; booking rooms and conference facilities; using content management systems to maintain and update websites and internal databases; attending meetings, taking minutes and keeping notes; managing and maintaining budgets, as well as invoicing;liaising with staff in other departments and with external contacts; ordering and maintaining stationery and equipment; sorting and distributing incoming post and organising and sending outgoing post; liaising with colleagues and external contacts to book travel and accommodation; organising and storing paperwork, documents and computer-based information; photocopying and printing various documents, sometimes on behalf of other colleagues.

**TEXT9.**

**Job Description**

The office job of a secretary is to perform routine clerical and administrative functions that are focused on supporting one individual or a small group of similar individuals (e.g. sales personal, faculty, etc.). This office job requires a more in depth skill level than would be required by a strictly clerical position. Interpersonal skills are a plus. Tasks include word processing, drafting correspondence, appointment scheduling, organizing work schedules, setting up filing systems (paper and electronic), telephone answering, call screening, visitor greeting, and supervising of lower level clerical staff.

Note: Legal, medical, and executive secretaries have special training that is required by the profession in which they work.

*Secretary in a Small Office*

In a small office the scope of responsibilities of a secretary are expanded beyond the limited number of people that would be supported in a medium or large office. Since the volume of work does not exist in a small office, the secretary may also perform the tasks of a clerk, data entry operator and/or receptionist. Because of the skill level required for this position, finding a suitable part-time employee may prove difficult.

*Secretary in a Medium Office*

The responsibilities of a secretary in a medium office are usually well defined. There will be some flexibility between the number of people serviced and the tasks performed. For example, the secretary may cover for the receptionist during lunch or vacations. A limited number of clerical tasks may be assigned too.

*Secretary in a Large Office*

The office job of a secretary in a large office is very well defined. Human resources may have several levels of secretarial duties identified that are based upon the experience required for the specific position. The lower levels include a limited number of clerical duties, while the higher levels focus on the organizational, communicational and interpersonal skills of the position.

**TEXT 10.**

**Complaint letter**

Dear Sir/Madam,

I am writing today to complain of the poor service I received from your company on June 12, 2008. I was visited by a representative of That Awful Company, Mr. Madman, at my home on that day.

Mr. Madman was one hour late for his appointment and offered nothing by way of apology when he arrived at noon. Your representative did not remove his muddy shoes upon entering my house, and consequently left a trail of dirt in the hallway. Mr. Madman then proceeded to present a range of products to me that I had specifically told his assistant by telephone I was not interested in. I repeatedly tried to ask your representative about the products that were of interest to me, but he refused to deal with my questions. We ended our meeting after 25 minutes without either of us having accomplished anything.

I am most annoyed that I wasted a morning (and half a day's vacation) waiting for Mr. Madman to show up. My impression of That Awful Company has been tarnished, and I am now concerned about how my existing business is being managed by your firm. Furthermore, Mr. Madman's inability to remove his muddy shoes has meant that I have had to engage the services, and incur the expense, of a professional carpet cleaner.

I trust this is not the way That Awful Company wishes to conduct business with valued customers—I have been with you since the company was founded and have never encountered such treatment before. I would welcome the opportunity to discuss matters further and to learn of how you propose to prevent a similar situation from recurring. I look forward to hearing from you.

Yours faithfully,

V. Angry

**TEXT 11.**

**Cover letter**

Dear Mr./Ms. Last Name:

I am interested in the assistant position advertised in XXX. I am currently employed as Legislative Director for Assemblywoman XXXX, Chairperson of the NYS Assembly XXX. I accepted this position because of the emphasis on the writing and research skills which are applicable to your requirements for an author’s assistant. My experience in the NYS Assembly has afforded me the opportunity to become familiar with the consolidated and unconsolidated laws of the State of New York. I also have extensive experience in legal and policy research.

In my position as Legislative Director for Ms. XXX, I prepare her personal legislation which deals with issues relative to her position as Senior Member of the NYS Assembly Standing Committee on XXXX. In as much as she is Chairperson of the XXX Committee I am, of course, heavily involved in the current welfare and Medicaid reform movement.

In response to your search for an assistant, I believe my experience in the Legislature, and my research and writing skills qualify me for consideration. If you would like, I can provide you with current samples of my work.

To further acquaint you with the specifics of my background I am enclosing my resume. I hope you will consider me for this position. I look forward to meeting with you and discussing my qualifications in more detail.

Sincerely,

Signature (hard copy letter)

FirstNameLastName

**TEXT 12.**

**Price Change Notice**

Symphony of Sound

12 Main Street, Arrington, Tennessee, 37014

Tel: (615) 395-8765

November 21st, 20--

Alicia Hathoway

14 Sparks Rd

Arrington, Tennessee, 37014

Dear Ms. Hathoway:

Forthcoming Price Change

Season tickets for this year's symphony are going on sale next month and we wanted you to be among the first to know.

As you probably know, rental prices have skyrocketed throughout Tennessee this year. Due to our increase in rent at the Arrington Forum, we are finding it necessary to raise the price of our season tickets from $228 to $275. Single viewing tickets will also be subject to a price increase.

We hope that you will consider purchasing season tickets for next year despite this change. The Arrington Symphony has been together for 23 years, and relies on season-ticket holders to fill 25% of the seating at each event. Without your support the Arrington Symphony could be forced into retirement before its 25th anniversary.

To purchase tickets for the 20-- season, please visit our website at www.arringtonsymphony.net, or call the ticket agent representative at (615) 395-8750.

We look forward to having you in our audience again next year.

Yours truly,

Colin Fairchild

Promotional Director