Приложение 1. Проверка домашнего задания студентов: примерные диалоги.

**Диалог 1.**

**Jack:** Hi. Can you tell me a little bit about your job?

**Peter:** Certainly. What would you like to know?  
**Jack:** First of all, what do you work as?

**Peter:** I work as a computer technician.  
**Jack:** What do your responsibilities include?

**Peter:** I'm responsible for systems administration.  
**Jack:** What else does your job involve?

**Peter:** Well, I have to develop in-house programs for special company tasks.  
**Jack:** Do you ever attend meetings?

**Peter:** Yes, I attend organizational meetings at the end of the month.  
**Jack:** Thanks for all the information. It sounds like you have an interesting job.

**Peter:** Yes, it's very interesting, but stressful, too!

**Диалог 2.**

**Alice:** I telephoned you yesterday afternoon but you didn't answer. Where were you?  
**Jack:** I was photocopying in another room when you called. I couldn't get to the phone in time.

**Alice:** I was looking for Tom and couldn't find him. Do you know where he was?  
**Jack:** I think Tom was coming back from a meeting.

**Alice:** Oh, I see. What did you do yesterday?  
**Jack:** I worked on the report and was just finishing when you telephoned. What did you do?

**Alice:** Well, at 9 I had a meeting with Mr. Brown. After that, I worked on the bookkeeping.  
**Jack:** Sounds like a boring day!

**Alice:** Yes, I don't really like doing the bookkeeping. But it needs to be done.   
**Jack:** I agree with you on that, no bookkeeping - no business!

**Alice:** Tell me about the report. What do you think of it?  
**Jack:** I think the report is a good. Tom believes it's good, too.

**Alice:** I know that every report you write is excellent.  
**Jack:** Thank you, you are always a good friend!

**Диалог 3.**

**David:** I've got a new office now…   
**Maria:** That's great! Congratulations.

**David:** Are there any tables in your office?   
**Maria:** Yes, I've got a table in front of the sofa.

**David:** Is there a computer in your office?   
**Maria:** Oh yes, I keep a laptop on my desk next to the phone.

**David:** Are there any flowers or plants in your office?  
**Maria:** Yes, there are a few plants near the window.

**David:** Where's your sofa?  
**Maria:** The sofa is in front of the window, between the two armchairs.

**David:** Thanks a lot for your help. This gives me a good idea of how to arrange my office.  
**Maria:** My pleasure. Good luck with your decorating!

**Диалог 4. Placing an Order**  
*on the telephone*

**Jane Tegal:** Hello, this is Jane Tegal from Excellerator Co. calling. May I speak to Mr. Mitchell?  
**Arthur Mitchell:** Hello Ms Tegal, this is Arthur Mitchell.

**Jane Tegal:** Hello, I'd like to place an order for a number of your Millennium desk units.  
**Arthur Mitchell:** Certainly. How many are you interested in ordering?

**Jane Tegal:** I'd like 75 units by the end of the month. Could I get an estimate before place an order?  
**Arthur Mitchell:** Certainly, I'll have it for you by the end of the day.

**Jane Tegal:** What does the estimate include?  
**Arthur Mitchell:** Estimates include merchandise, packaging and shipping, duty if required, any taxes and insurance.

**Jane Tegal:** Do you ship door-to-door?   
**Arthur Mitchell:** Certainly, all shipments are door-to-door. Delivery dates depend on your location, but we can usually deliver within 14 business days.

**Jane Tegal:** Thank you for your help.  
**Arthur Mitchell:** My pleasure. You can expect an e-mail by 5 this afternoon.

**Диалог 5. Looking for a Bookkeeper**

**Bruce:** Have you finished the balance sheets yet?  
**Alice:** I've been working on them since 10 this morning. I'm almost done.

**Bruce:** No need to rush. I don't need them until tomorrow morning.  
**Alice:** Janet told me we're looking for a new bookkeeper. Is that true?

**Bruce:** Yes, We've been looking, but no luck yet.  
**Alice:** I know someone who'd be perfect.

**Bruce:** Oh really, does she have any experience?  
**Alice:** Of course, she's been working for Smith and Co. since 2004.

**Bruce:** Great. Ask her to come in for an interview.   
**Alice:** Sounds good. She's not too happy in her current position. I'm sure she'll be interested in interviewing for the job.

**Bruce:** Thanks.