

**Міністерство освіти і науки України**  
**Київський національний торговельно-економічний університет**  
**Вінницький торговельно-економічний інститут**

Кафедра	іноземної філології та перекладу
Освітній ступінь	бакалавр
Спеціальність	072 «Фінанси, банківська справа та страхування»
Семестр	5
Навчальна дисципліна	Іноземна мова спеціальності
Форма навчання	заочно-скорочена

**Екзаменаційний білет № 1**

**I. Insert the correct word given below into the gaps. Translate the text into Ukrainian** (*всі правильно заповнені пропуски оцінюються в 10 балів, адекватний переклад оцінюється в 10 балів; максимально 20 балів*).

*win-win both winners agreement skillful locked bargain concessions raise caution*

In a successful negotiation, everyone should leave the negotiating table happy with the outcome: there shouldn't be 1).... and losers. The negotiators should try to reach a 2).... solution: an agreement of equal benefit to 3).... sides. This can be achieved in a number of ways.

The 4).... negotiator is the person who moves ahead in the business world. He or she has a skill that today is used in everything from getting a 5).... to delegating an unwanted assignment to reaching a manufacturing 6).... worth billions.

In Getting to Yes, Roger Fisher and William Ury 7).... that negotiation is not a matter of making 8).... or butting heads. They call for principled negotiations — deciding issues on their merits. When you 9).... over positions, you get 10).... in and get sidetracked from meeting both parties' concerns. Agreement is less likely.

**II. Choose the right answer** (*кожна правильна відповідь оцінюється в 2 бали; максимально 30 балів*).

- The process element of negotiation refers to how the parties negotiate, that is the context, the parties the tactics and the sequence of \_\_\_\_\_.
  - stages;
  - stage;
  - staging;
  - .
- I think it would be a good idea to ... in your letter that you have worked in that type of business previously:
  - show;
  - mention;
  - describe;
  - demonstrate.
- You need to improve the ... of this letter because one or two things are in the wrong place:
  - layout;
  - description;
  - picture;
  - indication.
- The behavior element of negotiations refers to the relationships among the \_\_\_\_\_, the communication and the style they adopt.
  - party;
  - parties;
  - partying;
  - participation.
- Shortly after he was dismissed from the firm he decided to ..... himself up in his own business.

- a) put ;
  - b) set ;
  - c) place ;
  - d) hold.
6. The salutation "...” is the way to open a letter to a married woman
- a) Dear Madam;
  - b) Dear Mr Smith;
  - c) Dear Ms Smith;
  - d) Dear Mrs Smith.
7. A written letter in which someone reports a bad experience or situation is called ... .
- a) inquiry letter;
  - b) complaint letter;
  - c) order letter;
  - d) adjustment letter.
8. I wish to express my ... with the catering arrangements your company provided for our annual dinner.
- a) Blame;
  - b) Grief;
  - c) Dissatisfaction;
  - d) Hatred.
9. A contract, represented by a policy, in which an individual or entity receives financial protection or reimbursement against losses from an insurance company.
- a) Insurance;
  - b) Agreement;
  - c) Deal;
  - d) Avoidance.
10. I heard of a new company today with which we should co-operate and ..... business with.
- a) make ;
  - b) create ;
  - c) have ;
  - d) do.
11. A procedure in which a dispute is submitted, by agreement of the parties, to one or more arbitrators who make a binding decision on the dispute.
- a) arbitration;
  - b) arbitrator;
  - c) arbitrage;
  - d) arbitrary.
12. Places where you communicate using the Internet that these guidelines might apply are:
- a) List Servs;
  - b) Bulletin boards;
  - c) News groups;
  - d) All of the above.
13. \_\_\_\_\_ means: with shipping costs from the store or warehouse to be paid by the buyer or consignee.
- a) ex-stock;
  - b) ex-mill;
  - c) ex-works;
  - d) ex-store.
14. Chain letters sent via e-mail should be:
- a) Forwarded to as many people as possible if they contain information about computer viruses;
  - b) Discarded the way you do paper junk mail;
  - c) Forwarded to just your friends;
  - d) Checked for authenticity and then forwarded.
15. Your first personal greeting to your reader is ... :
- a) obligation;
  - b) initiation;
  - c) publication;
  - d) salutation.

**III. Use the correct form of the words in the boxes to complete the sentences** (*правильна відповідь оцінюється в 4 бали; максимально 20 балів*).

*assume guess suppose estimate calculate predict*

1. Since I hadn't studied for the test, I had to ... most of the answers.
2. We were.... to play football today, but we cancelled it.
3. It's almost impossible to.... what the future holds.
4. I... I'll be late for work, since there's so much traffic.
5. We had... the value of the house to be around 60,000 dollars, but we hadn't.... the cost of the renovation.

**IV. You work a part-time job in a company and the company posted an advert seeking a person for a full-time position. Write a letter to your manager requesting to apply for the advertised position.**

**In the letter, you should:**

- **Why you want to apply**
- **What your future goals are**
- **Why it would be beneficial for the company.** (*максимально – 30 балів*).

Завідувач кафедри



проф. Н.Б. Іваницька