

Зразок модульної контрольної роботи

**НАЦІОНАЛЬНИЙ АВІАЦІЙНИЙ УНІВЕРСИТЕТ
НАВЧАЛЬНО-НАУКОВИЙ ГУМАНІТАРНИЙ ІНСТИТУТ
КАФЕДРА ІНОЗЕМНИХ МОВ І ПРИКЛАДНОЇ ЛІНГВІСТИКИ**

ЗАТВЕРДЖУЮ

Завідувач кафедри іноземних мов
і прикладної лінгвістики

_____ О.Г. Шостак

« ____ » _____ 2016 р.

**МОДУЛЬНА КОНТРОЛЬНА РОБОТА
з дисципліни «Ділова іноземна мова»**

Розробник:
доцент Рибалко М.-М.О.

МОДУЛЬНА КОНТРОЛЬНА РОБОТА №1

з дисципліни «Ділова іноземна мова»
Спеціальність: 124 «Системний аналіз»

I. Translate the following text in writing.

In business organization structure means the relationship between positions and people who hold the positions. Organization structure is very important because it provides an efficient work system as well as a system of communication. Historically, line structure is the oldest type of organization structure. The main idea of it is direct vertical relationship between the positions and tasks of each level, and the positions and tasks above and below each level. For example, a sales manager may be in a line position between a vice-president of marketing and a salesman. Thus, a vice-president of marketing has direct authority over a salesman. This chain of command simplifies the problems of giving and taking orders.

When a business grows in size and becomes more complex, there is a need for specialists. In such a case administrators may organize staff departments and add staff specialists to do specific work. These people are usually busy with services; they are not tied in with the company product. The activities of the staff departments include an accounting, personnel, credit, and advertising. Generally, they do not give orders to other departments.

II. Give Ukrainian equivalents to the following terms.

Job vacancies, commute, salary, prospects, promotion, retire, pension, ambitious, to advertise, resume, employee, personnel office, job satisfaction, references, experience

III. Think of concise illustrations to explain the meaning of the following collocations:

network of contacts, lay off staff, carve a niche for oneself, get one's priorities right.

IV. Give extended answer to the following questions.

What are the peculiarities of hiring techniques in Ukraine?

Which skills are in demand in the modern job market?