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УТВЕРЖДАЮ
Директор ИНО



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ПРОГРАММА ИТОГОВОЙ АТТЕСТАЦИИ

дополнительной профессиональной программы –
программы профессиональной переподготовки

**«ПЕРЕВОДЧИК В СФЕРЕ ПРОФЕССИОНАЛЬНОЙ КОММУНИКАЦИИ
(АНГЛИЙСКИЙ ЯЗЫК)»**

Введение

Итоговый экзамен является формой итоговой аттестации, проводится согласно графику учебного процесса после изучения всех дисциплин учебного плана дополнительной профессиональной программы профессиональной переподготовки «Переводчик в сфере профессиональной коммуникации (английский язык)». Экзамен представляет собой итоговое испытание по профессионально-ориентированным проблемам, устанавливающее соответствие подготовленности выпускников требованиям ДПП.

Экзамен позволяет выявить и оценить уровень сформированности компетенций у слушателей для решения профессиональных задач, готовность к новым видам профессиональной деятельности.

Экзамен проводится в устной форме по билетам. Каждый билет содержит:

- текст для перевода со словарем, тематика которого соответствует профессиональной деятельности слушателя;
- грамматические задания по данному тексту;
- деловое письмо для перевода с листа.

Перечень проверяемых результатов обучения

Виды деятельности	Профессиональные компетенции	Практический опыт	Умения	Знания
ВД-1, ВД-2	К 1 – способность применять методику предпереводческого анализа текста, способствующую точному восприятию исходного высказывания	- Владение методикой предпереводческого анализа текста, способствующей точному восприятию исходного высказывания.	- Проведение предпереводческого анализа текста, написанного на английском языке, в своей области знаний и смежных областях.	- Методику предпереводческого анализа текста; - иностранный язык (чтение и понимание технической литературы).
ВД-1, ВД-2	К 2 – способность применять методику подготовки к выполнению перевода	- Владение методикой подготовки к выполнению перевода, включая поиск информации в справочной, специальной	- Проведение подготовки текста в выполнении перевода, включая поиск информации в справочной,	- Методику подготовки к выполнению перевода

		литературе и компьютерных сетях.	специальной литературе и компьютерных сетях; - проведение информационно-поисковой деятельности, направленной на совершенствование профессиональных умений в области перевода	
ВД-1, ВД-2	К 3 – способность применять способы достижения эквивалентности в переводе и основные приемы перевода	- Владение основными способами достижения эквивалентности в переводе и способностью применять основные приемы перевода	- Совершать грамотный перевод эквивалентный перевод; - Переводить научную, техническую, общественно-политическую, экономическую и другую специальную литературу, патентные описания, нормативно-техническую и товаро-сопроводительную документацию, материалы переписки с зарубежными организациями, а также материалы конференций, совещаний, семинаров и т.п.	- Способы достижения эквивалентности в переводе и основные приемы перевода; - иностранный язык (чтение и понимание технической литературы).
ВД-1, ВД-2	К 4 – способность осуществлять письменный перевод с соблюдением норм лексической эквивалентности,	- Владение лексическими, грамматическими, стилистическими и синтаксическими нормами письменного	- Совершать грамотный перевод с соблюдением лексических, грамматических, синтаксических и	- Лексические, грамматические, стилистические и синтаксические нормы; - иностранный язык (чтение и

	<p>соблюдением грамматических, синтаксических и стилистических норм</p>	<p>перевода; - работать с большим объемом информации (ПС № 184н, с. 9); - применять информационные и компьютерные технологии.</p>	<p>стилистических норм; - совершать полный письменный перевод текстов, написанных на английском языке, в своей области знаний и смежных областях на русский язык со знанием терминологии; - Подготавливать аннотации и рефераты иностранной литературы и научно-технической документации.</p>	<p>понимание технической литературы); - правила деловой переписки; - правила и нормы современного русского литературного языка.</p>
<p>ВД-1, ВД-2</p>	<p>К-5 способность осуществлять устный последовательный перевод и устный перевод с листа с соблюдением норм лексической эквивалентности, соблюдением грамматических, синтаксических и стилистических норм текста перевода и темпоральных характеристик исходного текста</p>	<p>- Владение лексическими, грамматическими, стилистическими и синтаксическими нормами устного перевода</p>	<p>- Осуществлять устный последовательный перевод и устный перевод с листа с соблюдением норм лексической эквивалентности, соблюдением грамматических, синтаксических и стилистических норм текста перевода и темпоральных характеристик исходного текста – осуществлять устный двухсторонний последовательный перевод при сопровождении иностранных делегаций,</p>	<p>-Нормы лексической эквивалентности, грамматические, стилистические и синтаксические нормы; - этику делового общения.</p>

			деловых встреч, переговоров на предприятиях и в организациях своей предполагаемой профессиональной сферы и смежных областей.	
ВД-1, ВД-2	К-6 способность применять нормы этикета в различных ситуациях межкультурного общения	- Владение нормами этикета, принятыми в различных ситуациях межкультурного общения (сопровождение туристических групп, обеспечение деловых переговоров, обеспечение переговоров официальных делегаций).	- Участие в деловых переговорах, конференциях, симпозиумах, семинарах; - сопровождение туристических групп.	- Нормы этикета, принятые в различных ситуациях межкультурного общения (сопровождение туристических групп, обеспечение деловых переговоров, обеспечение переговоров официальных делегаций); правила деловой переписки; - правила и нормы современного русского литературного языка.
ВД-1, ВД-2	К-7 способность моделировать возможные ситуации общения между представителями различных культур и социумов	- Владение способностью управлять и разрешать конфликтные ситуации в сфере межкультурных коммуникаций.	- Применение тактик разрешения конфликтных ситуаций в сфере межкультурной коммуникации; - выполнение функций посредника в сфере межкультурной коммуникации; - обеспечение межкультурного общения в различных профессиональных	- Способы общения между представителями различных культур и социумов; - тактику разрешения конфликтных ситуаций в сфере.

			х сферах.	
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Примерный перечень текстов для перевода со словарем

Текст 1

Translate the text below in the major "technology of electrochemical production" from english into russian with a dictionary, edit the translated text. the time given is 1.5 hours.

Miniature electrodeposition system for isotopic thin films

We have recently encountered a need for an economical means of depositing thin metal films of minor isotopes (typical abundance – 1%) for ion beam mixing studies. The need for economy results from the price of – \$15/mg for, e.g., *ni*. standard evaporation methods for thin film deposition tend to require a rather large sample charge, and are wasteful of sample. We have developed a miniature electrodeposition system which allows controlled deposition of nickel isotopic films using a total initial isotope charge of 14 mg, with almost no waste of the expensive separated isotope.

The miniature deposition cell was a 1 cm diam hole bored into a 2 cm diam teflon rod 0.9 cm in height. a nickel foil was sealed to one end with epoxy glue; the other end was polished using 6 μm diamond grit to yield a smooth seal to the electrodeposition substrate. total liquid volume is 0.7 ml. The plating solution was prepared using a modification of the nickel sulfamate technique of verma and wilman. the solution was prepared by dissolving 20 mg of *ni* metal in an excess of concentrated *hcl* in a 1 ml flask. Once the *ni* was dissolved, the solution was gently evaporated to dryness in an oven. 0.2 g of boric acid (h_3bo_3) and 0.12 g of sulfamic acid ($h_2so_3nh_2$) were added, and the mixture dissolved in 0.5 ml of distilled water. The *ph* of the solution was adjusted to 4-5 with ammonia and the total volume was adjusted to 1 ml. Maintaining the *ph* of the solution in the 4-5 range was found to significantly affect film quantity; from a solution with *ph* – 8 and above no nickel was deposited.

The nickel single-crystal substrate was prepared by mechanical polishing to 0.25 μm diamond grit, followed by chemical etching for 30 s with 3% *hno_3* in ethanol. the cell was filled with solution, the substrate placed to cap off the open end, and the assembly held together with a clothes pin. Deposition was carried out using a controlled current supply at a current of 0.1 ma. The time required to deposit a required thickness was calculated using faraday's law. The measured and calculated thicknesses were in agreement to within 3%.

The electrodeposition approach offers a most economical and convenient means of generating isotopic thin film structures.

(by steven m.hues and peter williams, department of chemistry,

Текст 2

Translate the text below in the major "technology of electrochemical production" from english into russian with a dictionary, edit the translated text. the time given is 1.5 hours.

Bacteria

Bacteria are free-living unicellular organisms. They have a single chromosome, which is not enclosed in a nucleus (they are prokaryotes), and compared to eukaryotes they are simple in their physical organization. Bacteria have many features that make them suitable objects for the study of fundamental biological processes. For example, they are grown easily and rapidly and, compared to cells in multicellular organisms, they are relatively simple in their needs. The bacterium that has served the field of molecular genetics best is *Escherichia coli*, though other bacterial species have also been important. The principal features of these bacteria that make them useful are their lack of pathogenicity (disease-causing potential), simplicity of growth, and short life cycle (20-25 minutes under optimal laboratory conditions).

Bacteria can be grown in a variety of media and by several techniques. Careful control of growth conditions, such as media composition, pH, and aeration, is necessary to achieve bacterial populations with reproducible characteristics.

A population growing in a liquid medium is called a bacterial culture. A culture is initiated by placing a small amount of bacteria – an inoculum – into sterile medium in a flask or tube. If the liquid is a complex extract of biological material, it is called a broth. An example is tryptone broth, which is the milk protein casein hydrolyzed by the digestive enzyme trypsin to yield a mixture of amino acids and small peptides.

Another common broth is prepared from an extract of beef. If the growth medium is a well-defined mixture containing no organic compounds other than a carbon source (such as a sugar), it is called a minimal medium. The best source of carbon is glucose; in minimal media containing glucose, bacteria grow more rapidly than in a minimal medium with any other carbon-containing compound.

If a bacterium can grow in a minimal medium – that is, if it can synthesize *all* necessary organic substances, such as amino acids, vitamins, and lipids – the bacterium is said to be a prototroph. If any organic substances other than a carbon source must be added for growth to occur, the bacterium is termed an auxotroph.

(from "Microbial genetics" by David Freifelder,
university of California, San Diego, Jones and
Bartlett Publishers, Inc., Boston, USA, 2007)

Текст 3

Translate the text below in the major "technology of electrochemical production" from english into russian with a dictionary, edit the translated text. the time given is 1.5 hours.

Overall financial structure

The various ways of raising money fall into two categories:

- those that increased the total size of the business (i.e. raising more share capital; additional borrowing);
- those that only increased the amount of money in the business (i.e. selling off assets; reducing stock levels).

Financial structure is concerned with the first category – the question of the size of the business in money terms – and refers specifically to the different ways that a firm can raise money. It may be thought of as a wall consisting of several different types of brick: borrowed capital or debt (current liabilities, medium and long-term loans) and equity capital (retained profits, issued share capital).

There is one main issue where a policy decision is needed and that is the question of the relative size of the 'debt' part of the structure and the relative size of the 'equity' part; in financial terms the relationship between debt and equity is called 'gearing' (in America it is known as 'leverage'). There are many definitions of gearing, and many ways to measure it.

Each type of finance has its advantages and disadvantages, but to follow either the debt or the equity path depends first and foremost on the overall financial structure the business is prepared to accept. Briefly the alternatives are:

- We will borrow as much as we can lay our hands on.
- We will always try to get by with as little borrowing as possible.
- Our aim is to have a gearing ratio of 1 to 1 (i.e. equal amounts of debt and equity).
- We will raise finance when we need it whichever way is cheapest.

The problem for organizations is this: in any new venture there is an ordinary commercial risk that the idea may be a failure. If the project has been financed out of borrowings then there is, in addition, a financial risk. the more a firm borrows, the higher the financial risk, but equally the greater the possible profit.

(from "management" by oldcorn, roger: macmillan business masters, 2006, pp.155-156)

Текст 4

Translate the text below in the major "technology of electrochemical production" from english into russian with a dictionary, edit the translated text. the time given is 1.5 hours.

Program Counter And Stack

The 16-bit single-chip digital signal processors contain a 16-bit program counter (pc) and a hardware stack of eight locations for pc storage. The program counter addresses internal and external program memory in fetching instructions. The stack is used during interrupts and subroutines.

The program counter addresses program memory, either on-chip or off-chip, via the program address bus (PAB). Through the PAB, an instruction is fetched from program memory and loaded into the instruction register (IP). When the IP is loaded, the pc is ready to start the next instruction fetch cycle. The pc may address any on-chip ram blocks configured as program memory, or the on-chip ROM provided on the processor. The pc also addresses off-chip program memory through the external address bus a15-a0 and the external data bus d15-d0.

This processor also has a feature that allows the execution of the next single instruction N+1 times. N is defined by loading an 8-bit counter RPTC (repeat counter). If this repeat feature is used, the instruction is executed, and the RPTC is decremented until the RPTC goes to zero. This feature is useful with many instructions, such as norm (normalize contents of accumulator), MACD (multiply and accumulate with data move), and SUBC (conditional subtract). When used with some multicycle instructions, such as MACD, the repeat features can result in these instructions effectively executing in a single cycle.

The stack is 16 bits wide and eight levels deep. The pc stack is accessible through the use of the push and pop instructions. Whenever the contents of the pc are pushed onto the top of the stack, the previous contents of each level are pushed down, and the bottom (eighth) location of the stack is lost. Therefore, data will be lost if more than eight successive pushes occur before a pop. The reverse happens on pop operations. Any pop after seven sequential pops yields the value at the bottom stack level. All of the stack levels then contain the same value. Two additional instructions, PSHD and POPD, push a data memory value onto the stack or pop a value from the stack to data memory. These instructions allow a stack to be built in data memory for the nesting of subroutines/interrupts beyond four/eight levels.

(from "user's guide" by Texas instruments incorporated, USA, Jan. 2003)

Текст 5

Translate the text below in the major "technology of electrochemical production" from english into russian with a dictionary, edit the translated text. the time given is 1.5 hours.

ESSENTIALS OF THE GENETICS

An important concept of modern biology is that living systems persist over long periods of time through heredity but also change by evolution. Heredity is the process by which all living things produce offspring like themselves. This capacity for self-reproduction involves the transmission from parent to offspring of information that specifies a particular pattern of growth and organization. Genetics is the science of heredity; it is concerned with the physical and chemical properties of the heredity material, how this material is transmitted from one generation to the next, and how the information it contains is expressed during the development of an individual.

Organisms resemble one another because they have received hereditary information from a common ancestor. Since species continue to exist through many generations, the hereditary material must be inherently stable. However, within most species, immense hereditary diversity is present; for example, although most humans have the same overall appearance, even persons as closely related as sisters or brothers usually look quite different. Hereditary variability is an essential factor in evolution, which is the cumulative change in the genetic characteristics of populations of organisms through time. Evolution is the most important generalization in biology; it is the process that enables us to understand the origin of the enormous number of species of living things and the relation between them. Evolution provides a logical basis for understanding how the complex organisms existing today were derived through continuous lines of descent, with modification, from the first primitive organisms.

Genetic analysis is an abstract and logical method by which the genetic factors determining certain properties of living cells can be located with respect to one another and by which changes in these properties can be expressed in quantitative terms. Furthermore, it provides information about functional relations between genes and their products. Genetic analysis has been a driving force in the development of molecular genetics. Alone it cannot prove anything about molecular mechanisms, because the conclusions it leads to are independent of the molecular basis of biological phenomena. However, genetic analyses have been the major source of intuition about molecular mechanisms and have forced one to consider phenomena that might otherwise be ignored. Genetics-based arguments can suggest a particular mechanism so emphatically, and the mechanism suggested has so often turned out to be the correct one, that molecular biologists often view alternative and conflicting ideas as not even worthy of consideration.

*(from "Microbial Genetics" by David Freifelder,
University of California, San Diego, Jones
and Bartlett Publishers, Inc., Boston, USA, 2007)*

Текст 5

Translate the text below in the major "technology of electrochemical production" from english into russian with a dictionary, edit the translated text. the time given is 1.5 hours.

COMMUNICATIONS SYSTEMS

Computer-mediated communication (CMC) can be either synchronous, where the users can communicate with each other at the same time in real-time i.e. Immediately, enabling interactive communication; or it can be asynchronous, where messages are sent to a user who receives them and replies at a different time. Some messages are text only, some are audio only and others are multimedia (include text, graphics, audio, animation and video data).

A pager is a small radio receiver which beeps to alert the wearer of messages or telephone calls. It displays the telephone number of the caller so the wearer can call back. Some pagers can display very short messages.

A bulletin board is an electronic noticeboard system that enables users to display messages for other users to read.

A MOO (multi-user object oriented) system is an internet virtual environment, developed from multi-user adventure games, that allows many users to interact in real time.

A GPS (global positioning system) receiver uses a microprocessor (the main electronic chip in a computer that does the main processing and controls the other parts of the computer) to compare coded digital signals (an electronic signal that has only two states i.e. Off or on) from special satellites orbiting the earth to calculate latitude, longitude and altitude, and enable the user to determine their exact location. Extremely accurate atomic clocks are used in the satellites. Gps systems, although originally developed for the us military, can be used for a variety of purposes including orienting hikers, navigating ships, tracking trucks and buses, and locating stolen cars.

Mobile phones have become a common way of communicating. They are small computing devices in the form of a telephone handset that can connect to local radio networks, allowing users to make normal telephone calls and send text messages. The messages are transmitted in a way that conforms to a special communications protocol i.e. According to an agreed standard. A common protocol used with mobile phones is called Wap (wireless application protocol). In a Wap system, messages are divided into small units called packets. The packets are transmitted separately over the radio network system and are put together to form the original message when they arrive at their destination. More sophisticated communications systems providing higher bandwidths, such as GPRS (General Packet Radio Service) and UMTS (Universal Mobile Telecommunications System), are likely to replace Wap in the future.

(from "Infrastructure for Streaming Video", PC Magazine, July 2009)

Примерный перечень деловых писем для перевода с листа

Вариант 1

*Render the business letter below from english into russian without a dictionary.
The time given is 10-15 minutes.*

Mr J.Cotton,
Production Manager,
Grant & Co. Ltd,
Manchester,
England

Moscow, 7th April, 20...

Dear Sir,

We have received your e-mailed reply of 3rd april concerning our claim in connection with the inferior quality of the gas turbines delivered by you against order 45/0121 of 1st december last year.

From the message we are surprised to learn that you have declined our claim as groundless stating that the gas turbines were tested at your works and the test report indicates that the gas turbines are in full conformity with the technical conditions of the order.

We cannot agree with your decision for the reasons listed below. We waived the inspection and the gas turbines were released for shipment on the basis of the works test report. in accordance with the conditions of the order since our inspectors did not take part in the tests at the manufacturing works, our customers have the right to test the equipment at their compressor stations. When the gas turbines were installed and tested, it turned out that a number of alterations had been introduced into the control system of the gas turbines without their consent. They had not even been informed of it. The capacity of the gas turbines proved to be lower than that provided for by the technical conditions of the order.

In view of the above and as the results of the tests do not satisfy us we want our inspectors to take part in the tests of the balance of the gas turbines at your works. Please let us know when the remaining equipment against the above order is ready for inspection.

We are looking forward to hearing from you soon.

Yours faithfully,

A.Sedov

Machinoimport

Вариант 2

Render the business letter below from english into russian without a dictionary. The time given is 10-15 minutes.

Mrs Corn,
Sales Manager,
Brazil Coffee Co. LTD,
Rio De Janeiro,
Brazil

Moscow, 10TH March, 20...

Dear Madam,

The Last Lot of Coffee Shipped by m.v. Brazil

Further to our fax of 2nd march and our yesterday's telephone conversation with mr grant we have to inform you that unfortunately we cannot accept at the prices given in your invoice the last lot of coffee which arrived on board "brazil" against contract №32/042.

The quality of coffee proved to be inferior to that of the sample on the basis of which the contract was concluded.

Also, we have to point out that the goods were shipped with a delay of four weeks and we are entitled to get from you a penalty the amount of which will be calculated and deducted from your invoice.

You are supposed to know that in accordance with article 6 of the contract we have the right to reject the substandard goods. considering, however, our long-standing business relations we are prepared as an exception to accept this lot of coffee provided you grant us an allowance of 20 per cent.

We are confident that you will agree to reduce the prices stated in your invoice by 20 per cent. please confirm it by fax.

In case of your refusal according to article 8 of the above contract we shall have to take drastic measures and submit our claim for arbitration.

Yours Faithfully

Вариант 3

Render the business letter below from english into russian without a dictionary. The time given is 10-15 minutes.

Dear Sir,

We regret having to inform you that we have got a number of complaints from our customers concerning the last lot of the goods shipped by m.v. Pirogov. Our customers write that the actual weights of the goods in many boxes do not correspond to those indicated in the bill of lading. though the short weight in each box is not big, but since it refers to many boxes the total short delivery is quite considerable.

We shall telex to you in a few days detailed data of the total short-shipment. Meanwhile please let us know whether you prefer to ship the short-delivered goods by the first vessel available or our deducting their value from the amount of your invoice.

Kindly let us have your decision by telex.

Yours Faithfully,

The secretary,
Brown & Co. Plc,
London,
England

Moscow, 21st February, 20...

Dear Sir,

We thank you for your offer of 15th february for the delivery of cable.

Unfortunately we have to tell you that we find your prices much higher than those of other firms who have made us similar offers.

We could make use of your offer and place our order with you if you reconsider your prices and reduce them at least by 10 per cent.

As to other terms and conditions, they are quite acceptable to us.

We are looking forward to your favourable reply.

Yours faithfully,

V/O Rosimport

Вариант 4

*Render the business letter below from English into Russian without a dictionary.
The time given is 10-15 minutes.*

V/O "Technointorg",
32/34, Smolenskaya Pl.,
121200 MOSCOW G-200,
RUSSIA

London, 8th May, 20...

Dear Sirs,

Abt: delivery of refrigerators under Contract № 24/5-11562

At present our company, Technical and Optical Equipment (London) Limited, are encountering great difficulty fulfilling our obligations to supply English and Irish customers owing to delays in the delivery of goods by V/O "Technointorg" and lack of information regarding the new orders for refrigerators for this and next years.

You will remember that we were obliged to cancel orders for about 2,000 refrigerators at the end of last year and under this year's Contract №24/5-11562 we have not received 500 refrigerators Snow Cap 150 DL yet.

Moreover, we have received no information regarding the shipment of goods under Contract №24/5-11561 which was signed in Cologne, and one of our biggest customers in Ireland has not received the refrigerators ordered yet. Kindly write to us about the measures taken to improve the situation.

Our order for delivery to Ireland of refrigerators of different types next year could be doubled, to say the least.

Bear in mind that refrigerators are seasonal goods and we need to receive at least 50 per cent of our annual order in the first half of the year.

At the same time we are now having business discussions with some other companies and it seems that it may well be possible to expand our refrigerator business. To attain this end we need additional quantities and would like to know our possibilities prior to completing our talks.

We thank you for your understanding and cooperation in this matter and look forward to your prompt reply.

Yours sincerely,
for T.O.E. (London) Limited
J.Smith
Director

Encs: 1 copy of Contract №24/5-155 61

copies of telexes concerning above-mentioned business

Вариант 5

*Render the business letter below from English into Russian without a dictionary.
The time given is 10-15 minutes.*

"Exportles"

Dear Sirs,

We have been advised that H.M. Customs* at the port of Manchester are, in future, going to make an extra charge for examination of goods beyond a certain line on the Docks if examination cannot be made upon discharge due to the absence of a cleared customs document. This certain line will include Yere Street Storage ground.

We have been asked by the Buyers to inform you that it becomes more and more imperative that a Single Administrative Document should be handed in as early as possible and certainly before vessels dock, otherwise these extra charges will be referred to you.

In case you are not familiar with English customs procedure now, it is as follows:

A Single Administrative Document (SAD) as a Customs entry Forms 6, 7 and 8, which are formality documents on the arrival of the goods, i.e. on the imports, containing the information of the former Invoice, shipping specifications and certificates of origin is submitted to H.M. Customs and duty is paid. This generally takes a minimum of 24 hours. The cleared document is then taken to the Docks where a Customs Officer inspects the goods as they are discharged. No goods are allowed to move from the ship's side until the Customs Officer has cleared them.

From the above you will appreciate the need for copies of the SAD to be in our possession for distribution to the Buyers as soon as possible after the vessel sails in order to avoid unnecessary charges being incurred for your account.

Yours faithfully,

for Brandt's Timber Co. LTD

** H.M. Customs – Her Majesty Customs – Королевская Таможня (Таможня Ее Величества).*

Вариант 6

*Render the business letter below from English into Russian without a dictionary.
The time given is 10-15 minutes.*

An offer of services (a circular letter)

October 30, 20...

Dear Sirs:

A complimentary copy of INTERNATIONAL REPORTS was sent to you recently containing information concerning foreign exchange, monetary trends, financial markets & investments abroad and foreign trade financing which we believe was of interest to you.

Constantly changing international conditions have made it more difficult than ever to obtain accurate information and advice on financial situations which may affect the various markets.

The world's leading commercial and financial organizations use our services and consult us daily, because of our record of accurately anticipating changing monetary values, and our intimate knowledge of financial markets and official policies. Our international organization combines the efforts and thinking of the leading monetary, financial and commercial experts all over the world.

The contents of our service, continually expanded and improved, center on new developments in international finance, guidance on hedging in foreign currencies, the use of preferential or advantageous foreign payments or financing opportunities, adjustments of foreign financial commitments in view of new currency risks and opportunities for foreign investment or transaction without undue risks.

We are enclosing a subscription form for your convenience and we look forward to welcoming you as one of our subscribers.

Sincerely yours,
INTERNATIONAL REPORTS INC.

Robert Murrov,
Business Manager

Enc: subscription forms (2)

Вариант 7

*Render the business letter below from English into Russian without a dictionary.
The time given is 10-15 minutes.*

Dear Sir,

Further to our fax №1775 dated 12th March we would like to say again that you very well know that the time of delivery of the equipment under Contract №46/385 is approaching and in accordance with Art.7 of the above contract you are to let us know a fortnight before the equipment is ready for inspection. To say nothing that you promised to keep us informed about the position of the order in general.

We are planning to send our inspectors to your works in time to examine the equipment and take part in its tests. To install the equipment and put it into operation in time we want our inspectors to see the final stages of its production. Any defects which may be detected in workmanship or design could be remedied at once and the delivery schedule observed. Also, the information about an approximate date of readiness of the equipment for shipment is required for us to be able to obtain an import license, which the Trade Ministry promised to issue without delay.

We await your prompt reply.

Yours faithfully,

Вариант 8

*Render the business letter below from English into Russian without a dictionary.
The time given is 10-15 minutes.*

Mr Nasser,
Sales Manager,
Technical Equipment Co. Ltd,
Cairo
Egypt
20...

Moscow, 13th March,

Dear Sir,

Abt: Contract №24/6-115 B

As a result of an exchange of faxes between us you undertook to send by the 1st March to Odessa a vessel to load the last lot of refrigerators.

In spite of the fact that 13 days have passed, no vessel has arrived at the port of loading.

Moreover, you haven't informed us yet about the sailing date of a vessel from Port Said.

We would like to draw your attention to the fact the unfortunate and disappointing delay in your placing a vessel under loading does not allow us to fulfill the contract in the time stipulated and involves great and unnecessary at that storage expenses.

In view of the above and unless we receive from you within 3 days a notification that the vessel required has sailed off to Odessa, we shall consider ourselves free from any obligations under the above contract and try to ship the goods elsewhere by our own vessel bound for Africa.

All extra expenses and losses sustained because of your failure will be charged to your account.

We hope you understand the seriousness of the situation and take the appropriate urgent steps not to lose the contract and to enable us to complete its fulfillment.

We expect your fax soon.

Yours faithfully,
A.Petrov
V/O Technointorg

Вариант 9

*Render the business letter below from English into Russian without a dictionary.
The time given is 10-15 minutes.*

Mr Nasser,
Sales Manager,
Technical Equipment Co. Ltd,
CAIRO
Egypt
20...

Moscow, 20th February,

Dear Sir,

Abt: Contract №24/5-115 A of 15th December last year

We have received your fax of 10th February from which we are surprised to learn that you are making a claim for \$900 on us for the delay in delivery of freezers Snow Cap 180 FM ordered from us against Contract №24/5-115 A of the 15th December last year.

We have carefully considered your claim and have to point out that the delay in delivery occurred through no fault of ours. You will remember that Clause 7 of the above contract provides for the shipment of the freezers within a week of your opening in our favour an irrevocable confirmed Letter of Credit with the Moscow Narodny Bank, Cairo for the full value of the consignment. You undertook to open the L/C by the 15th January, but actually you only opened it on the 5th February, i.e. with a delay of 20 days after a number of our faxes, the last of which warning you that unless you did it urgently, we should have to cancel the Contract.

Thus the delay in delivery was caused by your infringing the terms of payment, so you have no right to hold us responsible for it and to claim any penalty from us.

In view of the above we decline your claim as utterly unjustified and expect your early reply.

Yours faithfully,
A.Petrov
V/O Technointorg

Вариант 10

Render the business letters below from English into Russian without a dictionary. The time given is 10-15 minutes.

5th June, 20...

Dear Sir,

Abt: Your Enquiry of the 27th May

We thank you for your enquiry for our new model of Harvester and enclose with this letter our latest leaflet for details.

But unfortunately the delivery date you asked for is rather short, and we hope you can extend it, say by another month. In that case we are ready to make you an offer.

Your early reply on the matter will be appreciated.

Yours faithfully,

Enc: 1 leaflet

9th June, 20...

Dear Sir,

We thank you for your letter of 5th June enclosing your latest leaflet of the new model of Harvester.

We have decided to place a trial order with you for 3 Harvesters.

As to the delivery date we agree that they should be shipped 2 months after your confirmation of the order.

Despatch and marking instructions will be given by our forwarding agents in London, who will tell you of their charges. Your invoice should include c.i.f. St. Petersburg, and the amount of our credit is sufficient to cover this and your bank commission.

Please tell us by fax when the machines have been dispatched.

Yours faithfully,

14th June, 20...

Dear Sir,

Your Order for Harvesters

We are very happy to have your trial order for 3 Harvesters to be delivered in the second half of August. It is a pleasure to have the opportunity of supplying you and we are quite sure you will be satisfied both with the quality of our machines and our service.

Your choice of method of payment is quite acceptable to us, and we note that this will be by Irrevocable Letter of Credit, valid till 15th September.

We assure you that this trial order and all further orders shall be carefully fulfilled.

Yours faithfully,

Критерии оценки результатов ответов на итоговом экзамене

Оценка ответа слушателя на итоговом экзамене определяется в ходе заседания итоговой аттестационной комиссии по приему экзамена (далее – ИАК). Решение принимается на закрытом заседании простым большинством голосов членов комиссии, участвующих в заседании, при обязательном присутствии председателя комиссии или его заместителя. При равном числе голосов председатель комиссии (или заменяющий его заместитель председателя комиссии) обладает правом решающего голоса.

Результаты решения ИАК определяются оценками «отлично», «хорошо», «удовлетворительно», «неудовлетворительно».

Оценка "ОТЛИЧНО" ставится слушателю, показавшему всесторонние и глубокие теоретические знания, в полной мере соответствующие требованиям к уровню подготовки выпускника, подтвердившему полное освоение компетенций.

Оценка "ХОРОШО" ставится слушателю, допустившему неточности в переводе текстов, показавшему теоретические знания, в целом соответствующие требованиям к уровню подготовки выпускника, обнаружившему стабильный характер знаний и умений, в целом подтвердившему освоение компетенций.

Оценка "УДОВЛЕТВОРИТЕЛЬНО" ставится слушателю, показавшему уровень теоретических знаний в объёме, минимально необходимом для решения профессиональных задач, допустившему неточности в переводе и в ответах на вопросы, свидетельствующие о необходимости корректировки со стороны экзаменатора, подтвердившему освоение компетенций на допустимом уровне.

Оценка "НЕУДОВЛЕТВОРИТЕЛЬНО" ставится слушателю, обнаружившему существенные пробелы в знании основного учебного материала, допустившему принципиальные ошибки, не подтвердившему освоение компетенций.

Слушатель, получивший неудовлетворительную отметку за итоговый экзамен, подлежит отчислению из ВятГУ.

Начальник Управления ДОиМД

Т.Н. Мурина

