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Министерство науки и высшего образования РФ
Федеральное государственное бюджетное образовательное учреждение
высшего образования
«Заполярный государственный университет им. Н. М. Федоровского»

ФОНД ОЦЕНОЧНЫХ СРЕДСТВ
по дисциплине
Деловой иностранный язык

Уровень образования: магистратура

Кафедра «Философии, истории и иностранных языков»

Разработчик ФОС:

Ст. преподаватель, Кострицына Наталья Александровна _____

Кострицына Наталья Александровна

Оценочные материалы по дисциплине рассмотрены и одобрены на заседании
кафедры, протокол № 9 от 27.05.2022 г.

Заведующий кафедрой _____ Самойлова Л.П.

Фонд оценочных средств по дисциплине Деловой иностранный язык для текущей/промежуточной аттестации разработан в соответствии с Федеральным государственным образовательным стандартом высшего образования по специальности / направлению подготовки 38.04.02 Менеджмент на основе Рабочей программы дисциплины Деловой иностранный язык, утвержденной решением ученого совета от 27.05.2022 г., Положения о формировании Фонда оценочных средств по дисциплине (ФОС), Положения о проведении текущего контроля успеваемости и промежуточной аттестации обучающихся ЗГУ, Положения о государственной итоговой аттестации (ГИА) выпускников по образовательным программам высшего образования в ЗГУ им. Н.М. Федоровского.

1. Перечень планируемых результатов обучения по дисциплине (модулю), соотнесенных с планируемыми результатами образовательной программы

Таблица 1. Компетенции и индикаторы их достижения

Код и наименование компетенции	Индикаторы достижения
УК-4 Способен применять современные коммуникативные технологии, в том числе на иностранном(ых) языке(ах), для академического и профессионального взаимодействия	УК-4.1 Выбирает принципы построения устного и письменного высказывания на русском и иностранном языках; правила и закономерности деловой устной и письменной коммуникации
	УК-4.3 Демонстрирует навыки чтения и перевода текстов на иностранном языке в профессиональном общении; навыки деловых коммуникаций в устной и письменной форме на русском и иностранном языках
УК-5 Способен анализировать и учитывать разнообразие культур в процессе межкультурного взаимодействия	УК-5.2 Излагает грамотно и доступно профессиональную информацию в процессе межкультурного взаимодействия

Таблица 2. Паспорт фонда оценочных средств

№ п/п	Контролируемые разделы (темы) дисциплины	Код результата обучения по дисциплине/ модулю	Оценочные средства текущей аттестации		Оценочные средства промежуточной аттестации	
			Наименовани е	Форма	Наименовани е	Форма
2 семестр						

2. Типовые контрольные задания или иные материалы, необходимые для оценки знаний, умений, навыков и (или) опыта деятельности, характеризующие процесс формирования компетенций в ходе освоения образовательной программы.

2.1. Задания для текущего контроля успеваемости

Типовая контрольная

HOLDING A SUCCESSFUL MEETING

1. Прочитайте и переведите текст.

Nowadays business people spend so much time in meetings that turning meeting time into effective

results is a priority for successful organizations. Actions that make meetings successful require management

before, during, and after the meeting.

What is done before the meeting is as important as the meeting itself. To ensure the only necessary

points will be covered it's necessary to create an agenda. An agenda is a list of items and points which are

to be discussed during the meeting. When the agenda is ready it is usually distributed among everyone

concerned. It is important to get feedback from the meeting participants about the proposed agenda. The

organizers should also check the venue, making sure the room will be free, without interruptions, until the

end of the meeting.

The person who will chair the meeting must be appointed in advance. The chairperson should be a

good timekeeper. He should start a meeting on time, without waiting for latecomers. He should also appoint

somebody to take the minutes, making sure that opinions and action points are noted. He should

make sure that each point on the agenda is allocated the time it deserves and should keep to the timetable.

When the time allocated to one point is up, the chairperson should make sure that discussion moves on to

the next point, even if the issue has not been completely covered. The chairperson should make sure that

each participant has the chance to make the point, and should deal tactfully with disagreements. He

should also try to avoid digressions, where people get off the point. Finally, he should ensure the meeting

finishes on time or earlier.

After some meetings it's necessary for the minutes to be circulated, especially if there are action

points that particular people are responsible for. At the next meeting the chairperson should ask for the

minutes to be read out and see if everybody agrees that it is an accurate record of what happened, and see

if there are any matters arising. He should also check what progress has been made on the action points

from the previous meeting.

Organizing a meeting it's necessary to remember that running an effective meeting is more than

sending out a notice that your team is to meet at a particular time and place. Effective meetings need

structure and order. Without these elements they can go on forever and not accomplish their goals. With a

good agenda and a commitment to involving the meeting participants in the planning, preparation, and

execution of the meeting, it is possible to hold a great meeting.

2. Заполните пропуски подходящими по смыслу словами из рамки. Определите.

какие фра-

зы обычно произносит председатель, а какие – участники совещания.

1. Steve, will you take the _____ today? 2. Does everybody agree that the minutes are an accurate

_____ of the last meeting? 3. In the _____ points it says Sam is responsible for writing

the report. Is that right? 4. Now, we have _____ 30 minutes to the discussion of point 1, so let's

get started. 5. I want to make the _____ that we are still two people short in the office. 6. Let's

_____ on to the next point or we won't finish on time. 7. What is the _____ of this meeting?

What do we hope to achieve? 8. I take your _____ about the new advertisement, but it's too

late to change anything. 110 9. I know what you _____ about him, but he is very good with customers.

10. Sorry to _____ you, but what you've said is against the company policy. 11. To go back

to what I was saying _____, we still need some money to solve this problem. 12. If I _____ you correctly, we won't finish the project on time. Is that right? 13. Are

you _____ that we have to close this parking on our company premises? 14. I know what you _____

_____ but we have to look at the human factor as well as the numbers. 15. I'm _____ I can't

agree with you here. 16. I think you are _____. It's impossible to meet this deadline. 17. You are

absolutely _____. We are to reduce prices. right, mean, understand, interrupt, earlier, move, minutes, afraid, think, purpose, record, wrong,

action, point (2), sure, allocated

3. Выберите подходящие по смыслу глаголы и заполните пропуски.

1. Can we _____ up a meeting for Monday next week? (arrange/agree/set)

2. Something came up so they had to _____ Monday's meeting till Friday. (postpone/cancel/fix)

3. Monica is off sick so Michael will have to _____ the staff meeting. (charge/chief/chair)

4. He has to _____ the meeting in Berlin because his boss is in Spain. (go/attend/visit)

5. It's a very important meeting so make sure you don't _____ it. (miss/lose/avoid)

6. She decided to _____ the meeting because there was nothing to talk about. (cancel/arrange/fix)

7. I asked Jane to _____ the meeting next week, but there were no rooms available.

(run/cancel/arrange)

8. They _____ the meeting, but they didn't hear anything interesting. (postponed/missed/attended)

4. Заполните пропуски следующими словами: waste, find, make, chat, discuss, criticize, exchange

С какими утверждениями Вы согласны?

Meetings are...

- a. an ideal opportunity to _____ points of view
- b. the best place to _____ key decisions
- c. a safe environment in which to _____ important issues
- d. a rare chance to _____ with other people
- e. the only way to _____ out what's really going on
- f. an open invitation to _____ each other
- g. the perfect excuse to _____ some time.

5. Прочитайте и переведите высказывания, которые можно услышать во время совещания.

Заполните пропуски подходящими по смыслу словами: right, mean, understand, interrupt, earlier,

move, minutes, afraid, think, purpose, record, wrong, action, point (2), sure, allocated.

Определите, какие фразы обычно произносит председатель, а какие – участники совещания.

1. Steve, will you take the _____ today?
 2. Does everybody agree that the minutes are an accurate _____ of the last meeting?
 3. In the _____ points it says Sam is responsible for writing the report. Is that right?
 4. Now, we have _____ 30 minutes to the discussion of point 1, so let's get started.
 5. I want to make the _____ that we are still two people short in the office.
 6. Let's _____ on to the next point or we won't finish on time.
 7. What is the _____ of this meeting? What do we hope to achieve?
 8. I take your _____ about the new advertisement, but it's too late to change anything.
 9. I know what you _____ about him, but he is very good with customers.
 10. Sorry to _____ you, but what you've said is against the company policy.
 11. To go back to what I was saying _____, we still need some money to solve this problem.
 12. If I _____ you correctly, we won't finish the project on time. Is that right?
 13. Are you _____ that we have to close this parking on our company premises?
 14. I know what you _____ but we have to look at the human factor as well as the numbers.
 15. I'm _____ I can't agree with you here.
 16. I think you are _____. It's impossible to meet this deadline.
 17. You are absolutely _____. We are to reduce prices.
6. Ознакомьтесь с повесткой дня и протоколом совещания. Ответьте на вопросы.
1. What information about the meeting can the participants get from the agenda?
 2. What issues are to be discussed at the meeting?
 3. What information can the participants get from the minutes?
 4. What decisions have been made about each issue?
 5. Why is it important to take the minutes during the meeting?

2.2 Темы письменных работ (эссе, рефераты, курсовые работы и др.)

<http://polaruniversity.ru/sveden/education/eduop/>

Конспект, собеседование, тестовое задание, итоговый тест