**ВОПРОСЫ К ЭКЗАМЕНАМ И ЗАЧЕТАМ**

**Вопросы к зачету / экзамену (Деловой английский язык)**

**Career**

* + - 1. Introduction
      2. Career begins with personality
      3. Three parts of personality
      4. Four levels of a person’s activity
      5. The Iron Law of Universe
      6. Steps to success
      7. Ways to get promoted

**Teambuilding**

1. Introduction
2. Definition(s) of a team and teamwork
3. Team development and its stages
4. Teambuilding activities
5. M. Belbin’s theory of team roles
6. Bases for a winning team
7. Conclusion

**Problem solving**

1. Introduction
2. General approach(es) to problem solving
3. Location of a problem
4. Formula for problem solving
5. Quality and acceptance decisions
6. Personality and decision making
7. Meetings

**Leadership**

1. Introduction
2. The role of a leader in the past and at present
3. Leadership vs management
4. Modern and classic styles of leadership
5. Self-discipline and leadership
6. 7 principles to leadership
7. Conclusion

**Cross Cultural Differences**

* 1. Introduction
  2. Define cross cultural differences
  3. Understanding intercultural differences
  4. High- and Low-context cultures
  5. Intercultural communication in the global workplace
  6. Managing cultural differences
  7. Conclusion

**Вопросы к зачету / экзамену (Academic writing and Speaking)**

1. Basics of Academic writing and Speaking
2. Punctuation

* Marks primarily to end a sentence
* Marks primarily to separate parts of a sentence
* Other punctuation marks: brackets, italics, ellipses, apostrophe, hyphen

1. General-Specific texts
2. Problem-Solution texts
3. Contrast-and-Comparison text
4. Cause-and-Effect text
5. Data Commentary
6. Summaries

**Вопросы к зачету** **(Грамматика)**

Устная часть:

1. Изложение случаев употребления того или иного грамматического явления с примерами.

Список тем:

* 1. Noun. Number. Case. Agreement.
  2. Articles.
  3. Adjectives. Degrees of comparison
  4. Adverbs. Degrees of comparison. Adverbs that have two forms
  5. Pronouns, Quantifiers.
  6. Numerals

1. Комментарий употребления определенного грамматического явления
2. The team discuss strategy every day.
3. The commanders-in-chief’s meeting will be held tomorrow.
4. It is I who am on duty today.
5. The Great Wall of China is said the only man-made structure seen from space.
6. Of these twins this one is the taller.