

Паспорт  
оценочных материалов для проведения текущего контроля и  
промежуточной аттестации обучающихся по дисциплине (модулю)  
Международная профессиональная коммуникация

Перечень оценочных материалов и индикаторов достижения компетенций, сформированность которых они контролируют

Наименование оценочного средства	Коды индикаторов достижения формируемых компетенции	Номер приложения
Тест 1	ИД-1 УК-4	1,2
Тест 2	ИД-2 УК-4	1,2
Тест 3	ИД-1 УК-5 ИД-2 УК-5	1
Зачет	ИД-1 УК-4 ИД-2 УК-4 ИД-3 УК-4 ИД-1 УК-5 ИД-2 УК-5 ИД-3 УК-5	2



Разработал: \_\_\_\_\_ Н.А. Гунина

Утверждено на заседании кафедры «Иностранные языки»  
протокол № 3 от «11» октября 2021 года

Заведующий кафедрой \_\_\_\_\_ Н.С. Шарафутдинова



**2. Put the paragraphs of the covering letter in the right order:**

1) Robert L. Frasier

458 Charles Street

Southfield MI 48034

(734)-446 7626

Email: RobertLFrasier@abc.com

2) Dear Melancon

3) Date: July 3, 2010.

4) I am a friend of Stuart Bell, and he encouraged me to forward my resume to you. I know Stuart through the Yellow Group, where I am working as design engineer. We worked together on several projects. I am interested in relocating to the New York area in the near future. Please find my updated resume enclosed with this letter that would give a brief outline of what I have been doing. Previously, I was working with Lycra Automobile Ltd., where my job responsibility was of engine structure design. I was doing designing for light and heavy motor vehicle engines

5) Mr. Vernon M. Melancon,

Civic Motors Ltd.,

117, Candle Street,

New York, NY 12345-6789.

6) During my last job, I learnt that if I have to succeed in this field, I need to start from a medium-sized company. My job aim is to be a design engineer either in automobile design or engine structure. Relocation is not a problem with me. I am open to any situation that is challenging and that which helps me make good use of my skills.

7) Please feel free to keep me updated with any suggestion that can help me improve.

8) Sincerely,

Robert L. Frasier

9) I will be waiting for a positive response from you.

**3. Use prepositions in the sentences:**

1. He is confident \_\_\_\_\_ designing projects?

a) of

b) in

c) on

2. My resume is enclosed \_\_\_\_\_ this letter.

a) with

b) in

c) to

3. She is interested \_\_\_\_\_ joining the company.

a) on

b) in

c) to

4. The position will involve reporting \_\_\_\_\_ the Director General.

a) after

b) on

c) to

5. They will make sure \_\_\_\_\_ you meet the requirements.

a) that

b) of

c) on

**4. Put the headings of the CV in the correct order:**

1) Career History

2) Personal summary

3) References

4) Personal skills and competencies

5) Academic Qualifications

## Michael Andrews

Graduate architect

a) \_\_\_\_\_

A team player with excellent communication skills and academic qualifications, who has recently graduated with a degree in Civil Engineering and Architecture.

Possessing a proven ability to ensure projected architectural designs that are functional, safe and economical and meet the needs of the client. Excellent communication skills to keep in touch with clients to ensure that the project designs match their needs Easy going by nature and able to get along with both work colleagues and senior managers, currently looking for a suitable architect position.

b) \_\_\_\_\_

Civil Engineering with Architecture (BEng) Cardiff East University 2007-2010

c) \_\_\_\_\_

Barton Primary School -Salford

ARCHITECT(TEMPORARY) April 2010-Present

Employed with a small architects firm and currently involved in working on a variety of exciting new projects throughout the UK.

d) \_\_\_\_\_

Sound knowledge of Building Regulations and British Standards.

Proficient with Vectorworks and knowledge of Microstation or AutoCad.

Having the ability to think and create in three dimensions.

Able to work as part of a team or individually.

A bility to prioritize and plan effectively.

CAD proficient and have good design & technical skills.

e) \_\_\_\_\_ - available on request.

### 5. Choose the appropriate modal verb:

1. The new joystick \_\_\_\_\_ remotely control gears and steering mechanism of the mobile robot.

a) can                                      b) should                                      c) mustn't

2. I think the improved laser drill \_\_\_\_\_ not only cut into rock, but also melt it when necessary.

a) can                                      b) must                                      c) should

3. The new type of smoke detector \_\_\_\_\_ detect smoke in this way according to EU standards.

a) can                                      b) should                                      c) has to

4. The updated Internet search engine \_\_\_\_\_ process hundreds of thousands of pages in parallel every second.

a) can                                      b) should                                      c) has to

5. You \_\_\_\_\_ not smoke here as this is a laboratory.

a) can                                      b) must                                      c) should

6. Your modified laser isn't very good as it \_\_\_\_\_ not target a single cell in the human body without damaging the other cells around it.

a) can                                      b) must                                      c) should

**6. Use one of the adjectives in the sentences:**

1. It has a \_\_\_\_\_ point that writes on the paper.  
a) cubic                      b) triangular                      c) square
2. The area is one hundred \_\_\_\_\_ metres in total.  
a) cubic                      b) triangular                      c) square
3. The measurements of the box are 3cm\*3cm\*3cm. So it's 27 \_\_\_\_\_ centimetres in total.  
a) cubic                      b) triangular                      c) square
4. Football in England uses a \_\_\_\_\_ ball, but a football in the USA is of a different shape.  
a) circular                      b) spherical                      c) square
5. It was a long time before the first people discovered that a \_\_\_\_\_ shape would be useful. Nowadays it's hard to imagine life without the wheel.  
a) circular                      b) spherical                      c) rectangular
6. There is a small \_\_\_\_\_ wooden box on my table.  
a) circular                      b) spherical                      c) rectangular

**7. Complete the story with the corresponding form of the word in brackets:**

1. The translucent properties of this ceramic (1) \_\_\_\_\_ (first/discover) by NASA ceramic engineers.
  2. They (2) \_\_\_\_\_ (carry out) research to (3) \_\_\_\_\_ (develop) tough new materials when they suddenly (4) \_\_\_\_\_ (notice) that light (5) \_\_\_\_\_ (pass) through one of the ceramics.
  3. Now, however, the ceramic (6) \_\_\_\_\_ (commonly utilise) by dental engineers for (7) \_\_\_\_\_ (make) protective braces, or restraints, for children's teeth.
- 
- 1) a) were first discovered                      b) had been first discovered                      c) have been first discovered
  - 2) a) carried out                      b) had carried out                      c) were carrying out
  - 3) a) developing                      b) develop                      c) have developed
  - 4) a) have noticed                      b) noticed                      c) were noticing
  - 5) a) passed                      b) was passing                      c) had passed
  - 6) a) commonly utilised                      b) was commonly utilised                      c) is commonly utilised
  - 7) a) making                      b) being made                      c) make

**8. Read the following product design specification. What product is described?**

Description	a kitchen appliance that heats and cooks food by exposing it to electromagnetic radiation
Performance	quick and efficient food heating
Ergonomics	* a dial-type timer * a digital control panel for operation (liquid crystal or vacuum fluorescent display, numeric buttons for entering the cook time, a power level selection feature)
Dimensions	50*30*35 cm
Weight	10.5 kg
Safety	one should be cautious while operating it

- a) a stove                      b) a microwave oven                      c) a multicooker

**Ключи к тесту:**

1. 1-a 2-c 3-c 4-b 5-a 6-b
2. 1 3 5 2 4 6 7 9 8
3. 1-a 2-a 3-b 4-c 5-a
4. 1-c 2-a 3-e 4-d 5-b

- 5. 1-a 2-c 3-c 4-a 5-b 6-a
- 6. 1-a 2-c 3-a 4-b 5-a 6-c
- 7. 1-a 2-c 3-b 4-b 5-c 6-c 7-a
- 8. 1-b

Тест №2

**1. You are going to read a text about qualities of a research paper. Five sentences have been removed from the text. Choose from the sentences A-F the one that fits each gap (1-5). There is one extra sentence which you do not need to use.**

### WHAT A RESEARCH PAPER IS

A research paper is an entirely new work, one you create, one that can be found on the pages you have written. It has a number of qualities that reflect *you*, that make it your special creation.

*It synthesizes your discoveries about a topic and your judgment, interpretation, and evaluation of those discoveries.* 1 \_\_\_\_\_ But all that collected material would be a paper without value unless you weighed the discoveries you made and drew conclusions from them. Because you are very much involved in a research paper, the entire work reflects your own ideas as much as those of anyone else who has worked on the subject. Selecting information to use is a personal process. Deciding how to approach this information, developing a point of view toward it, and, finally, choosing your own words to present it are all highly personal activities. 2 \_\_\_\_\_.

3 \_\_\_\_\_. The paper resulting from your study, evaluation, and synthesis will be a totally new creation, something YOU originate. True, you will have put many hours of thought and much effort into a work that takes only a short time to read. But that is the way of any creative endeavor. Moreover, it's a real art to make the difficult appear easy, not to let an audience be aware of preparation and practice. 4 \_\_\_\_\_.

*It acknowledges all sources you have used.* So basic is documentation and acknowledgment to research papers that a series of customs or conventions has developed for crediting what is borrowed from other people. 5 \_\_\_\_\_. Finding information and making it available to others, whether in writing, orally, or on film is hard work. Just as you do these tasks for a research paper, so others have done the same (or similar tasks) for what became your sources. So although your research paper is a new and original work, it would not have been possible without the various sources you consulted to prepare it. Acknowledging that debt to others is only right and fair.

- A. It is a work that shows your originality.
- B. There is a reason even more compelling than custom for acknowledging your sources: an ethical one.
- C. The discoveries consist mostly of the ideas, knowledge, and actual words of people who have written, spoken, or made pictures about the field you have investigated. They came from both print and non-print sources (when possible).
- D. If you are satisfied simply to repeat the conclusions of other people without weighing them against what you have learned, you will perhaps end up producing a satisfactory report of those findings rather than a research paper.
- E. The papers that read most easily are often the result of the most work, and the fact that you have created an original paper will be evident.
- F. Therefore, the resulting research paper will be more your own to the extent that you involve yourself in these activities.

**2. For questions 1-10, read the sentences below and decide which answer A, B or C best fits each gap.**

1. To make a detailed systematic study of something in order to discover new facts means \_\_\_\_\_.

A to observe      B to research      C to explain

2. The purpose of \_\_\_\_\_ is to compare two or more different variables to determine if any predictable relationships exist among them.

A pure research      B correlational research      C case study

3. Scientific experiment implies conducting empirical tests while identifying and controlling as many factors as possible that may affect the \_\_\_\_\_ of the study.

A inference      B outcome      C significance

4. If you are applying for research funding, you will need to put a great deal of time into the preparation of research \_\_\_\_\_.

A plan      B grant      C proposal

5. If you are conducting \_\_\_\_\_ research you must be willing to change your direction as a result of new data that appears and new insights that occur to you.

A explanatory      B applied      C exploratory

6. \_\_\_\_\_ is a very general conception of the nature of scientific endeavour within which a given enquiry is undertaken.

A paradigm      B method      C technology

7. The objective factors which \_\_\_\_\_ the choice of research include topicality, novelty, and urgency of the investigation.

A determine      B describe      C propose

**3. Join the sentences on the left below with the correct ones from those on the right.**

1. A <b>moderator</b> is a person	a. It can be used to generate and refine research ideas. It is best undertaken with a group of people.
2. <b>Brainstorming</b> is a technique	b. It contains much of the knowledge used by experts in a specific field and is designed to assist non-experts in problem solving.
3. An <b>internal researcher</b> is a person	c. He conducts research within an organization for which he works.
4. An <b>expert system</b> is a computer-based system	d. It shows how research should be undertaken, including theoretical and philosophical assumptions upon which research is based.
5. An <b>explanatory study</b> is research	e. There students study for degrees and academic research is done.
6. <b>Methodology</b> is a theory	f. It allows the presenter to design overhead slides using texts, pictures, photographs etc., which lend a professional appearance.
7. <b>PowerPoint</b> is a Microsoft computer package	g. It is undertaken for Master or Doctor of Philosophy (PhD) degrees, written for an academic audience.
8. A <b>thesis</b> is a research project	h. He is in charge of a discussion, meeting etc between people with different opinions.
9. <b>University</b> is an educational institution	i. It focuses on studying a situation or a problem in order to explain the relationships between variables.

**4. Match the words which are very close in their meaning.**

1. to clarify	a. to attain
2. to reject	b. understanding
3. to verify	c. wording
4. to achieve	d. to explain, elucidate
5. convincing	e. ability
6. insight	f. to research
7. formulation	g. to check, prove
8. to set up	h. to refuse
9. aptitude	i. forceful
10. to inquire into	j. to advance

**5. Match the words having the opposite meaning.**

1. to clarify	a. synthesis
2. to contrast	b. eventual
3. initial	c. excellent
4. strength	d. to compare
5. poor	e. out-of-date
6. sensible	f. to degenerate
7. up-to-date	g. unreasonable
8. to generate	h. to obscure
9. analysis	i. weakness

**Ключи к тесту № 2:**

- 1 c 2 f 3 a 4 e 5 b
- 1 b 2b 3b 4c 5c 6a 7a
- 1h 2a 3c 4b 5i 6d 7f 8g 9e
- 1d 2h 3g 4a 5i 6b 7c 8j 9e 10f
- 1h, 2d, 3b, 4i, 5c, 6g, 7e, 8f, 9a

**Тест №3**

**1. You are going to read a text about customs around the world. Five sentences have been removed from the text. Choose from the sentences A-F the one that fits each gap (1-5). There is one extra sentence which you do not need to use.**

**CUSTOMS AROUND THE WORLD**

As more and more people travel all over the world, it is important to know what to expect in different countries and how to react to cultural differences so that you don't upset your foreign contacts. **1** \_\_\_\_\_

Brazilians are very friendly people and are generally informal, so it is important to say hello and goodbye to everyone. Women kiss men and each other on the cheek but men usually just shake hands. Brazilians stand very close to each other and touch each other's arms, elbows and back regularly while speaking. **2** \_\_\_\_\_ If you go to a business meeting, you are not expected to take gift. In fact, an expensive gift can be seen as suspicious.

**3** \_\_\_\_\_ However, stay clear of anything purple and black, as these colours are related to death. If you are invited to dinner, arrive at least 30 minutes late, but always dress well because appearances are very important to Brazilians.

The Japanese are quite different from the Brazilians. They can be quite formal, so don't stand too close. **4** \_\_\_\_\_ When you meet someone, they may shake your hand, although bowing is the more traditional greeting.



In a business meeting, Japanese people often want to know what your position is in your company before they talk to you. You should hand over a business card using both hands, and when you receive a business card, you should immediately read it carefully. It is important to be punctual in Japan. 4 \_\_\_\_\_ Gifts are often exchanged, but it is common to refuse before you accept them. When you present your gift, you should say that it is just a token of your appreciation.

Most visitors are entertained in a restaurant, so it is a great honour to be invited to a Japanese person's house.

A. On the other hand, if you're invited to someone's house, you should take a gift – for example, flowers or chocolates.

B. It is recommended that you arrive early and dress formally.

C. You should not move away if this happens.

D. Kissing or touching other people in public is not common in Japan.

E. Here we will look at Brazil and Japan to help you prepare for that important trip.

F. When leaving, you should say goodbye to everyone individually.

**2. Complete the following small talk questions with the appropriate auxiliary or modal verbs.**

1. It's a beautiful day, \_\_\_\_\_ it?
2. What \_\_\_\_\_ you think of the new office?
3. \_\_\_\_\_ you believe all of this rain we've been having?
4. \_\_\_\_\_ you worked here long?
5. It sure would be nice to be in Hawaii right now, \_\_\_\_\_ it?.
6. We couldn't ask for a nicer day, \_\_\_\_\_ we?
7. I \_\_\_\_\_ believe how busy we are today, can you?
8. \_\_\_\_\_ you enjoying yourself?

**3. Join the negotiation team members on the left with their correct roles on the right.**

1. A decision maker	a. It is the one who conducts the main negotiations and acts as spokesperson.
2. A facilitator	b. It is a person who formulates the overall strategy and has the final authority.
3. An observer	c. This is a person who conciliates and provides clarification of their team's position.
4. A chief negotiator	d. This is someone who breaks deadlocks by coming up with creative solutions.
5. An ideas-generator	e. It is the one who monitors the other team's behaviour and looks for signs of movement.

**4. For questions 1-10, read the sentences below and decide which answer A, B or C best fits each gap.**

1. Although oral agreements are legal and \_\_\_\_\_ in many situations, they're often difficult to enforce in court.

A enforceable      B binding      C void

2. In the business world, most \_\_\_\_\_ should be in writing even if the law doesn't require it.

A agreements      B clauses      C negotiations

3. If one party doesn't \_\_\_\_\_ its obligations, the other party has legal remedies for any resulting damages.

A agreements      B clauses      C fulfil

4. If something goes wrong, you can decide that you will handle your dispute through \_\_\_\_\_.  
**A** contract      **B** arbitration      **C** consideration
5. It makes sense to set out the circumstances under which the \_\_\_\_\_ can terminate the contract.  
**A** terms      **B** clients      **C** parties
6. You need to include the correct \_\_\_\_\_ names of the parties to the contract.  
**A** null      **B** binding      **C** legal
7. To be \_\_\_\_\_ by a court, every contract must meet several requirements.  
**A** stopped      **B** enforceable      **C** legal
8. The contract can be terminated at any time by the supplier and any deal made heretofore become \_\_\_\_\_.  
**A** illegal      **B** unenforceable      **C** null and void
9. A \_\_\_\_\_ is a contract which allows one party to use the land or property of the other party for a specified period of time.  
**A** lease      **B** license      **C** employment contract
10. The contract enters into \_\_\_\_\_ on the date it is signed by each party.  
**A** force majeure      **B** effect      **C** terms

**5. Match each project phase name with the appropriate step:**

1. Initiation	a. It involves putting the project plan into action.
2. Planning	b. This is the completion of the project and handing over the deliverables to the customer.
3. Implementation	c. The project manager defines a project leadership team with the right knowledge, skills, and experience.
4. Monitoring and Control	d. This is a type of evaluation performed while a project is being implemented, with the aim of improving the project design and functioning while in action.
5. Closure	e. Project schedule is developed to coordinate the activities of all involved teams.

**6. Find Russian equivalents of the English words.**

1. small talk	a. переговоры
2. misinterpret	b. уточнение
3. negotiation	c. посредник
4. build rapport	d. светская беседа
5. clarification	e. установить контакт, достичь взаимопонимания
6. facilitator	f. неверно истолковывать
7. employment contract	g. трудовой договор

Ключи к тесту № 3:

- 1 e 2c 3a 4d 5b
- 1 isn't 2 do 3 can 4 have 5 wouldn't 6 could 7 can't 8 are
- 1b 2 c 3 e 4 a 5 d
- 1 b 2a 3c 4b 5c 6c 7b 8c 9a 10b
- 1c, 2e, 3a, 4d, 5b
- 1d 2f 3a 4e 5b 6c 7g

## Зачет

## 1. Процедура проведения

Общее количество вопросов к зачету	25 вопросов
Количество основных задаваемых вопросов	2 вопроса
Формат проведения	Устно
Методические рекомендации (при необходимости)	На подготовку отводится не более 10 минут Объем высказывания по каждому вопросу 10-12 фраз.

## 2. Шкала оценивания с учетом текущего контроля работы обучающегося в семестре

Критерии оценки уровня сформированности компетенций по дисциплине	Балл
Коммуникативная задача решена полностью. Высказывание построено логично и связно и имеет завершенный характер. Выражено свое отношение к обсуждаемой теме / проблеме. Используемые языковые и речевые средства соответствуют ситуации / теме / проблеме и варьируются в пределах изученного материала. Используются адекватные связующие элементы. Объем высказывания соответствует программным требованиям.	Зачтено
Коммуникативная задача не решена. В высказывании отсутствуют логика и связность. Используемые языковые и речевые средства не соответствуют ситуации / теме / проблеме. Объем высказывания значительно ниже программных требований. Речь очень медленная, со значительным количеством пауз. Допущено значительное количество ошибок, препятствующих коммуникации.	Не зачтено

## 3. Вопросы к зачету

- 1 Основные виды профессиональной деятельности и их краткая характеристика.
- 2 Описание профессиональных обязанностей специалиста в сфере информационных технологий.
- 3 Особенности трудоустройства в сфере информационных технологий в России.
- 4 Специфика коммуникации в профессиональной среде.

- 5 Структура компании на примере IT индустрии.
- 6 Характеристика обязанностей специалистов в сфере информационных технологий.
- 7 Описание товаров и их особенностей в сфере информационных технологий.
- 8 Анализ продукции и конкурентоспособности товаров в сфере информационных технологий.
- 9 Особенности дизайна продуктов на рынке информационных технологий.
- 10 Характеристика и сравнение различных продуктов, представленных на современном рынке информационных технологий.
- 11 Представление исследовательского проекта для участия в конкурсе.
- 12 Общие требования к заполнению заявки на выполнение исследовательского проекта (участие в конкурсе).
- 13 Варианты представления исследовательских проектов и их особенности в современном академическом сообществе.
- 14 Участие в научной конференции.
- 15 Разделы информационного письма.
- 16 Принципы подготовки и написания научной статьи.
- 17 Структура научной статьи.
- 18 Проблемы плагиата и оригинальности научных исследований.
- 19 Российские и зарубежные наукометрические базы.
- 20 Требования к оформлению ссылок на источники и списка литературы.
- 21 Межличностные и межкультурные отношения в профессиональном и академическом сообществах.
22. Принципы проведения успешных переговоров.
- 23 Заключение контрактов в современном мире с учетом особенностей межкультурной коммуникации.
- 24 Особенности управления проектом в условиях межкультурного взаимодействия.
- 25 Профессиональные и личностные качества, необходимые для участия в международном проекте.