

**Негосударственное образовательное учреждение высшего образования
«Международный институт экономики и права»
(НОУ МИЭП)**

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**Методические указания для проведения практических занятий
по дисциплине «Иностранный язык»**

(для студентов факультета «Экономики и управления»)

Методические указания
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Методические указания для проведения
практических занятий по дисциплине
«Иностранный язык»

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Зав. кафедрой

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ВВЕДЕНИЕ

Предлагаемое пособие предназначено для самостоятельной работы обучающихся на бакалавриате МИЭП и составлено с учетом целей и задач основной образовательной программы высшего профессионального образования.

Целями изучения дисциплины «Иностранный язык в сфере юриспруденции (английский язык)» являются:

- приобретение способности и готовности к социально-культурной коммуникации через овладение умениями опосредованного письменного и непосредственного устного иноязычного общения;
- овладение материалом в рамках основных тем по специальности, который необходим для дальнейшей профессиональной деятельности;
- повышение общего культурного уровня и уровня владения иностранным языком;
- изучение основного материала в рамках изучаемых тем по специальности, а также терминологии, необходимой для дальнейшей профессиональной деятельности;
- приобретение навыков планирования собственной деятельности;
- приобретение навыков формирования и выражения своего мнения в рамках предложенных тем;
- овладение разными техниками чтения аутентичных текстов на иностранном языке научно-популярной и научной направленности.

В связи с целями выдвигаются следующие задачи изучения дисциплины:

- обучение иностранному языку как средству личностной и профессиональной коммуникации.
- воспитание толерантности и уважения к духовным ценностям разных стран и народов.
- развитие когнитивных и исследовательских умений с использованием ресурсов на иностранном языке.
- развитие информационной культуры.
- расширение кругозора и повышение общей гуманитарной культуры студентов.

По окончании вузовского курса обучения выпускники со степенью бакалавра должны владеть профессионально ориентированной межкультурной коммуникативной компетенцией, уровень которой предусматривает степень сформированности соответствующих умений во всех видах речевой деятельности для пользования языком, в том числе, в профессиональных целях. Компетенция – это знания, навыки, умения и свойства личности (в жизни и профессии).

Программа курса и практические задания разработаны на основе инновационного модульного подхода к овладению иностранным языком обучающимися неязыковых специальностей, в частности, обучающимися по направлению «Юриспруденция».

Программа отражает модель обучения в условиях многоуровневой подготовки по английскому языку студентов лингвистических специальностей, предусматривает продолжение изучения иностранного языка выпускниками общеобразовательных школ по завершении ими школьного курса обучения и предполагает внедрение современных форм организации учебного процесса, к числу которых относятся: модульная технология, позволяющая включить в учебный процесс на правах обязательного компонента значительную часть учебной деятельности студентов в формате самостоятельного(автономного) овладения иноязычной компетенцией.

Сущность модульной технологии заключается в структурировании учебного процесса, учитывающим динамику овладения иностранным языком в рамках заранее определённых учебных блоков – модулей.

Обучающиеся должны уметь по окончании курса:

В области кодирования:

- понимать основной смысл высказываний в пределах тем, касающихся повседневного обучения;
- понимать в целом предложенную информацию;
- понимать различные сообщения и рассказы;
- понимать достаточно объёмные высказывания в ситуациях повседневного обучения;
- понимать общее направление беседы нескольких участников общения;
- понимать общую нить интервью;
- понимать объявления по громкой связи;
- понимать отдельные реплики в беседе;
- понимать суть общения.

В области чтения:

- понимать основное содержание текстов;
- понимать в текстах конкретную информацию, факты, даты, названия;
- понимать информацию;
- понимать общие положения о системе образования в разных странах;
- понимать основное содержание оригинальных текстов;
- понимать общий смысл статьи;
- понимать объявления;
- выявлять в тексте нужную информацию;
- понимать описание реальных событий.

В области говорения:

- рассказать о семье, родном городе, о достопримечательностях;
- рассказать о личных интересах, увлечениях;
- обосновать свои планы, намерения;
- кратко изложить информацию о последних событиях;
- выразить своё отношение к планам на будущее;
- кратко изложить факты о реальных событиях;
- кратко передать содержание статьи;

- изложить последовательность событий;
- делать подготовленные сообщения по данной тематике;
- выражать собственную точку зрения;
- охарактеризовать ситуацию.

В области письма:

- написать биографию;
- составить резюме;
- написать письмо;
- написать план своего выступления;
- составлять тексты описательного характера;
- описать в письме другу свои успехи в учёбе;
- написать тезисы доклада;
- написать краткий отчёт;
- написать отзыв;
- написать сочинение об отпуске;
- написать заметку.

ПРАКТИЧЕСКИЕ ЗАДАНИЯ

Тема 1. English in the world of Business.

Грамматика:

1. Артикль.
2. Имя существительное.
3. Порядок слов в повествовательном и вопросительном предложениях.

Задание 1. Put in the right word.

country	adjective	person	nation
<i>Russia</i>	<i>Russian</i>	<i>a Russian</i>	<i>the Russians</i>
<i>America</i>		<i>an American</i>	<i>the Americans</i>
<i>Belgium</i>	<i>Belgian</i>	<i>a Belgian</i>	
	<i>Brazilian</i>	<i>a Brazilian</i>	<i>the Brazilians</i>
<i>China</i>	<i>Chinese</i>		<i>the Chinese</i>
<i>Denmark</i>	<i>Danish</i>	<i>a Dane</i>	<i>the Danes</i>
<i>England</i>			<i>the English</i>
<i>France</i>	<i>French</i>		<i>the French</i>
<i>Finland</i>	<i>Finnish</i>	<i>a Fin</i>	<i>the Finns</i>
	<i>German</i>	<i>a German</i>	<i>the Germans</i>
<i>Holland</i> <i>the Netherlands</i>	<i>Dutch</i>	<i>a Dutchman/woman</i>	
<i>Hungary</i>			
<i>Ireland</i>	<i>Irish</i>	<i>an Irishman/woman</i>	
<i>Italy</i>		<i>an Italian</i>	<i>the Italians</i>
<i>Japan</i>			
<i>Norway</i>	<i>Norwegian</i>		

<i>Poland</i>	<i>Polish</i>	<i>a Pole</i>	
<i>Portugal</i>			<i>the Portuguese</i>
<i>Scotland</i>			
	<i>Spanish</i>	<i>a Spaniard</i>	<i>the Spanish</i>
<i>Sweden</i>	<i>Swedish</i>		<i>the Swedes</i>
<i>Turkey</i>		<i>a Turk</i>	

Задание 2. Use the adjective+noun construction.

Model: oil from Russia – Russian oil.

coffee from Brazil
wheat from Canada
towels from China
sugar from Cuba
wines from Cyprus
bacon from Denmark
cotton from Egypt
brandy from France
tweed from Scotland
oranges from Spain
watches from Switzerland

ivory from India
tomatoes from Italy
silk from Japan
paper from Norway
carpets from Persia
sardines from Portugal
tobacco from Turkey
bananas from India
olives from Greece
beer from England
tulips from Holland

Задание 3. Make up sentences according to the model:

Paris is the capital of France.

Amsterdam, Athens, Beijing, Budapest, Bucharest, Copenhagen, Dublin, Havana, Helsinki, Kiev, London, Madrid, Sofia, Stockholm, Oslo, Teheran, Warsaw, Washington.

Задание 4. Answer the following question.

1. What is the role of English among other foreign languages?
2. How many people speak it?
3. Why has English become a world language?
4. Why do young people want to learn English today?
5. What is the necessity of learning English for a specialist?
6. What is the best way to learn a language?

Задание 5. Вставьте необходимый артикль.

1. You are lawyer, aren't you?
2. They have ... new expert at our department.
3. We had ...talks yesterday. ... talks were not easy.
4. He has never been on business trip to ... Paris.
5. This is ... complicated issue. We need to look up for some information in ... report.

Задание 6. Переведите на русский язык:

1. The court is an organ of state that administers justice on the basis of the laws of the court.
2. There are courts of first and second instance, aren't there?
3. A court of first instance examines a case in substance and brings in a sentence or a judgment.
4. A court of second instance examines appeals and protests against sentences and judgments of courts of first instance.
5. The district court consists of a judge and two assessors, doesn't it?

Задание 7. Познакомьтесь с английскими пословицами о законе и приведите их эквиваленты в русском языке(Phraseology).

1. So many countries, so many customs.
2. There is no rule without an exception.
3. Custom rules the law.
4. When in Rome do as Romans do.
5. The more laws, the more offenders.
6. Law-makers should not be law-breakers.
7. Truth lies at the bottom of a well.
8. Laws catch the flies, but let hornets go free.

Тема 2. Choosing an occupation.

Грамматика: Местоимение.

1. Личные местоимения. Personal Pronouns;
2. Указательные местоимения. Demonstrative pronouns;
3. Притяжательные местоимения. Possessive pronouns;
4. Местоимения «some, any, no»;
5. Неопределенные местоимения. Indefinite Pronouns.

Задание 1. Translate the following abstract in writing.

Deciding what you want to become is not easy. Whether you are looking forward to your first job, going back to work after some absence, or simply interested in finding a different kind of work, of course, you need a plan and a sense of direction.

Many people get discouraged not because they have set unrealistic goals for themselves, but because they haven't explored all the possibilities to help them to reach these goals. While there are many sources to help you select a career, you must take the responsibility for making your own decisions.

Although people cite many problems in reaching career goals, most say they wish they had received more information earlier. "If I had only known..." is heard too often. It is important that people enjoy their work as much as possible, and enjoying work means choosing the right career in the first place. The kind of

job you take will determine your standard of living, the things you will be able to afford beyond the mere necessities of life. No one can be expected to know everything about an occupation, but it is important to look at many options before making the final decision.

Задание 2. Answer the questions.

1. What is the most difficult problem for a young person?
2. Why don't the majority of young people know what they want to be?
3. When do they make a decision about an occupation?
4. What things do you have to think about when choosing an occupation?
5. What should one do to qualify for a particular job?
6. Whom can you turn to for advice when making your decision?
7. What is the most important part of the decision-making process?
8. Who and what can affect our choice?

Задание 3. Give Russian equivalents for the following words and expressions from the text and use them in the sentences of your own.

1). to force smb. to face a problem, 2). the majority of us, 3). to take special courses, 4). to qualify for, 5). work experience, 6). to gain enough knowledge, 7). job qualifications, 8). to offer suggestions.

Задание 4. Find in the text English equivalents to the following words and phrases.

1). столкнуться с проблемой, 2). подробная информация. 3). большинство из нас, 4). выбор профессии, 5). обладать квалификацией для определенной работы, 6). обсудить, 7). приобрести знания, 8). обратиться за советом.

Задание 5. Напишите следующие существительные во множественном числе.

Box, place, library, photo, lady, glasses, bush, country, party, wife, day, knife, knowledge, month, hero, company, life, deer, city, man, play, news, child, fruit, shelf, leaf, foot, fish, woman, money, information.

Задание 6. Выберите правильные притяжательные местоимения.

1. Is this (your / yours) book?
2. It's (their / theirs) door, not (our / ours).
3. They're new pupils and I don't know (their / theirs) names.
4. (My / Mine) flat is bigger than (her / hers), but (her / hers) is nicer.
5. That's not (my / mine) book. (My / Mine) is new.
6. They took (our / ours) books and we took (their / theirs).
7. Are these pencils (her / hers)?
8. Is this (your / yours) house or (their / theirs)?

Задание 7. Вставьте местоимения *somebody, anybody, nobody* или *everybody*.

1. The question was so difficult that ... could answer it. 2. ... forgot to switch off the light in the classroom yesterday. 3. Has ... got a dictionary? 4. I am afraid there is ... in the office now. It is too late. 5. ... knows that water is necessary for plants. 6. Is there ... here? 7. You must find ... who can help you. 8. ... knew anything about our home task. 9. ... can answer this question. It is very easy. 10. There is ... in the next room. I don't know him. 11. Please tell us the story. ... knows it. 12. Is there ...in my group who lives in the hostel?

Тема 3. My future profession.

Грамматика: Глагол (*Verb*).

1. Глаголы *to be, to have*.

2.оборот *there is/there are* в английском языке. Общие сведения. Правила образования.

Задание 1. Translate the following abstract in writing.

To be a good specialist a lawyer should know many laws and their proper application. So, would-be lawyers study many subjects important for their future work. They study theory of state and law, civil law, civil procedure, criminal law, criminal procedure, labor law, criminology, and many others. Besides, any lawyer is expected to know human psychology as throughout his/her career a lawyer will meet different people: children and adults; the sick and the healthy; the poor and the rich; educated and uneducated persons; people of different nationalities, languages, religions; victims, witnesses, suspects; first offenders and recidivists; prisoners and general public. A lawyer has to deal with a variety of people and situations. That's why the profession of a lawyer may be considered to be very difficult and noble at the same time.

Задание 2. Translate and make up 5-6 sentences with some of the following words and expressions:

- 1) a rule-of law state,
- 2) an investigator,
- 3) a prosecutor,
- 4) an enforcement agency,
- 5) a criminal procedure,
- 6) a victim,
- 7) a witness,
- 8) an offender,
- 9). legal help and advice,
- 10). legal ethics.

Задание 3. Answer the following question:

1. When did you start to think about your future profession?
2. What professions do you like best of all?
3. Who helped you to make your choice?
4. What do you know about your future profession?
5. What are your parents' professions?
6. What do you know about them?
7. Have you got any traditional professions in your family?
8. Is your future profession interesting and modern?

Задание 4. Translate into Russian:

1. A lawyer has to deal with a variety of people and situations.
2. If you want to be a good lawyer, you should know many laws and their proper application.
3. Any lawyer is expected to know human psychology as throughout his/her career a lawyer will meet different people.
4. The profession of a lawyer may be considered to be very difficult and noble at the same time.
5. Some of young persons decide to become a lawyer because of the family tradition.

Задание 5. Выполните задание по модели с to have:

Модель: I have a good solicitor. Have you a good solicitor? – Yes, I have. No, I haven't.

1. Each brand has its own characteristic functions and a separate governing body.
2. They have no time to go there.
3. Legal executives have a lot of work in English solicitors' offices.
4. She has got much important information in her report.
5. I've got some facts to prove that.
6. Solicitors have much work preparing legal documents for buying and selling houses, making wills, etc.

Задание 6. Поставьте общие вопросы к следующим предложениям.

1. There is little complaint that the judges do not spend enough time in court.
2. There is a heavy concentration in commercial centres.
3. There are two kinds of lawyers in the United Kingdom: solicitors and barristers.
4. There is no separate training for judges in England.
5. There are a few hundred judges, trained as barristers, who preside in more serious cases.
6. There is approximately one solicitor to every 1300 of the population.

Задание 7. Переведите на русский язык.

1. The court system is dependent upon the legal profession to make it work.

2. A jury consists of twelve people (“jurors”), who are ordinary people chosen at random from the list of people who can vote in elections.
3. England is almost unique in having two different kinds of lawyers, with separate jobs in the legal system.
4. The traditional picture of the English lawyer is that the solicitor is the general practitioner, confined mainly to the office.
5. This division of the legal profession is due mainly to historical causes.
6. The barrister is the specialist adviser much of whose time is taken up with court-room appearance.

Тема 4. The Russian Federation.

Грамматика: Глагол (*Verb*).

1. Основные модальные глаголы.
2. Значение и употребление модальных глаголов.

Задание 1. Translate the following abstract in writing.

The Federal Assembly of Russia is the law-making body of the Russian Federation, according to the Constitution of Russian Federation, 1993. It consists of the State Duma, which is the lower house, and the Federation Council, which is the upper house. Both houses are located in Moscow. The State Duma adopts decrees on issues referred to its authority by the Constitution of the Russian Federation. Decrees of the State Duma are adopted by a majority of the total number of deputies of the State Duma. The Council is charged in cooperating with the State Duma in completing and voting on draft laws. Special powers of the Federation Council are:

- approval of changes in borders between subjects of the Russian Federation;
- approval of a decree of the President of the Russian Federation on the introduction of martial law;
- approval of a decree of the President of the Russian Federation on the introduction of a state of emergency;
- deciding on the possibility of using the Armed Forces of the Russian Federation outside the territory of the Russian Federation;
- declaring of elections of the President of the Russian Federation;
- impeachment of the President of the Russian Federation;
- approving the President's nomination of judges of the Constitutional Court of the Russian Federation, of the Supreme Court of the Russian Federation, of the Higher Arbitration Court of the Russian Federation;
- approving the President's nomination of the Attorney General of the Russian Federation;
- appointment of Deputy Chairman and half of the auditors of the Accounting Chamber.

Задание 2. Answer the following question.

1. What is the main legislative body in Russia? What does it consist of?

2. What powers of the State Duma are enumerated in the Constitution?
3. What are the special powers of the Federal Council?
4. How do the State Duma and the Federal Council meet?
5. Which chamber of the Federal Assembly is more powerful? Why?

Задание 3. Translate and make up 5-6 sentences with some of the following words and expressions.

- 1) a law-making body
- 2) to have special powers
- 3) a dismissal of the Chairman
- 4) to vote on draft laws
- 5) introduction of the law
- 6) to require
- 7) to reject a bill
- 8) to consider

Задание 4. Study the following expressions. Find the Russian equivalents for them.

- 1) законодательная деятельность
- 2) законодательный орган
- 3) нижняя палата
- 4) верхняя палата
- 5) постановление, указ
- 6) принимать закон
- 7) одобрять
- 8) выборы
- 9) вносить поправки
- 10) разделение властей

5. Дайте ответы по следующим моделям.

Модель 1: *Must I go there by an early train? (take the 10:30).*

1. a) *Yes, you must.* b) *I am afraid, you must.*

2. *No, you needn't. You may take the 10:30.*

1. *Must she pay all the money now? (pay only part of the sum).*

2. *Must I take your advice?(do as you please).*

3. *Must I take all my things now? (leave behind what you don't need).*

4. *Must I go to him to discuss the arrangements?(phone).*

Модель 2: *May I wait for him here?*

1. (a) *Yes, you may.* (b) *All right, of course, you may (can).*

2. (a) *No, you can't.* (b) *I am afraid you can't.*

1. May we call on you a bit later?
2. May we try another method?
3. May we take the delegation about the town now?
4. May I see your license?

Модель 3: *Peter can speak English and what about you?*

(a) *I can speak English too.*

(b) *I can't. I can speak English (at all).*

1. We can order the goods very soon, and what about you?
2. He can get a job in their office, and what about you?
3. She can read fast, and what about them?
4. I can work anywhere, and what about you?

Задание 6. Выберите наиболее подходящую форму:

1. You *mustn't/needn't* smoke in the classroom.
2. You *mustn't/needn't* make your report tomorrow.
3. (Formal) Whoever commits robbery *shall/should* be punished with rigorous imprisonment.
4. If you see anything unusual you *shall/should* call the police.
5. You *shouldn't/needn't* talk too loud; you'll wake the baby.
6. You *shouldn't/needn't* talk so loud; I can hear you.

Задание 7. Способы передачи обязательности при переводе без использования модальных глаголов. Переведите (Learn the following patterns by heart):

1) with verbs (often in passive):

Visitors *are not permitted* to picnic on the grass.

Smoking on this premises *is strictly forbidden*.

You're *not expected* to leave a tip.

You're *not obliged* to pay to go into the gallery.

2) with adjectives:

Military service is still *compulsory* in many countries.

Joining the union is not *obligatory*.

Is her evidence *permissible* in court?

He was sent off for *illegitimate* use of the elbow.

3) with nouns:

It's your *duty* to help him.

You have an *obligation* to support your family.

There is *no need* to feel guilty.

It's your choice, nobody's forcing you.

4) with prepositional phrases:

You're *under no obligation* to say anything if arrested.

It's up to you to tell him – he's your brother.

It's all down to you to decide if you do it (you must decide).

Тема 5. The Constitution of the Russian Federation

Грамматика: Имя прилагательное (*Adjective*).

1. Имя прилагательное. Общие сведения.
2. Степени сравнения. Способы образования.

Задание 1. Translate the following abstract in writing.

Under the Constitution accepted on December 12, 1993 at the all-Russia referendum, full authority in the RF belongs to the President and bodies of legislative (two-chamber parliament - Federal Assembly), executive (Government of the Russian Federation) and the judicial authority, which work independently.

The President of the Russian Federation is the Head of the State; the duties of the President are listed, including his status of the Supreme Commander of the military forces of the Russian Federation. The Constitution also contains the text of the oath taken by the President of the Russian Federation when entering the post.

The Federal Assembly of the Russian Federation (the Federation Council and the State Duma) represents the legislature. The order of electing representatives for these chambers, their competence, terms of office are provided by the Constitution.

The Government of the Russian Federation is the executive branch. The Constitution determines the extent of its jurisdiction and also defines the order and the terms of office of government officials.

Задание 2. Answer the following question.

1. What does the Constitution of the RF define and establish?
2. What provisions does the Constitution have regarding the federative structure?
3. What are the bodies of federal power?
4. Who does the full authority belong to under the current Constitution?
5. What provisions concerning the legislature are provided by the Constitution?
6. What is the executive branch of the RF?
7. How is judicial power implemented in the RF?
8. What does the system of courts consist of?

Задание 3. Translate and make up 5-6 sentences with some of the following words and expressions.

1. to establish the principles of sovereignty and independence
2. to cover the questions
3. to be devoted to the bodies of federal power
4. judicial authority
5. legislative authority
6. executive authority

7. to list the duties
8. to determine the extent of the jurisdiction

Задание 4. Study the following expressions. Find the Russian equivalents for them.

1. суверенитет
2. принимать закон
3. независимость
4. светский
5. разбирать вопрос
6. сроки полномочий
7. равенство
8. судопроизводство

Задание 5. Образуйте прилагательные из следующих слов и заполните таблицу:

Dispute, force, nation, protection, government, harm, custom, equity, law, power, decision, value, knowledge, parliament, accident, peace, legend, president, environment.

- <i>al</i>	
- <i>able</i> - <i>ary</i>	
- <i>ful</i>	
- <i>ive</i>	

Задание 6. Образуйте прилагательные с противоположным значением, используя префиксы *un- ir- il- im- in- dis-*: Example: *legal – illegal*

- ___lawful
- ___moral
- ___legal
- ___rational
- ___necessary
- ___ethical
- ___responsible
- ___essential
- ___important
- ___acceptable
- ___loyal

Задание 7. Образуйте сравнительную и превосходную степени у следующих прилагательных:

1. hard
2. famous
3. little
4. important
5. good
6. fashionable
7. bad
8. efficient

Тема 6. What is law?

Грамматика: Наречие в английском языке (*Adverb*).

1. Наречие. Общие сведения.
2. Степени сравнения наречий.

Задание 1. Translate the following abstract in writing.

Some laws are descriptive: they simply describe how people, or even natural phenomena, usually behave. An example of descriptive law is rather consistent law of gravity, another example is the less consistent laws of economics. Other laws are prescriptive – they prescribe how people should or must behave. An example of prescriptive law is traffic regulations. When we speak of the law of a state we use the term “law” in a special and strict sense, and in that sense law may be defined as “a rule of human conduct, imposed upon and enforced among, the members of a given state”. In any society, laws have several characteristics.

First, laws symbolize norms, values, traditions. Second, laws must be codified in some way, usually through writing. Third, there must exist a method of enforcement: this can include police, social pressure, “magic”, or some other force that enable society to punish or reward its members. And finally, there must be something specific to be enforced: laws are not general, but specific.

Задание 2. Answer the following questions:

1. Can we live without laws?
2. Why do we need the law?
3. What spheres of life are regulated by law?
4. Must people obey laws?
5. Do laws limit your personal freedom?
6. Must all people study law at school?
7. Do you feel that laws protect you?
8. In what senses can we use the word “law”?

9. What is the difference between descriptive laws and prescriptive laws? Give some examples.
10. What do laws symbolize?
11. What can be used as methods of enforcement?
12. Why do methods of enforcement exist?

Задание 3. Match the expressions.

1. unwritten law	a) юридический факультет
2. civil law	b) быть равным перед законом
3. criminal law	c) гражданское право
4. natural law	d) законодатель
5. law of nature	e) теория вероятности
6. Mosaic laws	f) доктор юридических наук
7. law of nations	g) неписанный закон
8. canon law	h) судебный процесс
9. to keep within the law	i) Моисеевы законы (библ.)
10. to be equal before the law	j) баранья кожа для переплетов юр. справочников
11. question of law	k) уголовное право
12. doctor of law	l) юридический факультет
13. law of self-preservation	m) естественное право
14. law of probability	n) международное право
15. the faculty of law	o) свод законов
16. law-book	p) инстинкт самосохранения
17. law-sheep	q) вопрос права
18. lawsuit	r) закон природы
19. lawmaker (lawgiver)	s) каноническое право

Задание 4. Give English equivalents to the following.

- 1) нарушить закон
- 2) обеспечивать повиновение
- 3) отказаться подчиниться
- 4) человеческое поведение
- 5) описательные законы
- 6) предписывающие законы
- 7) налагать наказание
- 8) потребовать возмещения/ возвращения

Задание 5. Match the following expressions and make up 5-6 sentences with some of them.

to obey laws	соблюдать законы
to study law	отменять законы
to amend the law	обеспечить (принудительно) исполнение закона

to break laws	применять законы
to apply laws	быть противозаконным
to repeal laws	нарушать законы
to enforce laws	издавать, принимать законы
to be against the law	изучать право
to make laws	вносить поправки в закон

Задание 6. Образуйте сравнительную и превосходную степени у следующих наречий.

1. finely
2. completely
3. fast
4. well
5. quickly
6. far
7. enormously
8. definitely

Задание 7. Переведите на русский язык следующие предложения, содержащие сравнительные обороты.

1. This method is as effective as the previous one. 2. The period is twice as long as a semester. 3. Inform us as soon as possible. 4. His job is not so efficient as his colleague's one. 5. The more you work, the better you study. 6. The document is as concise as possible. 7. Her resume is not so clear as required. 8. His career promotion is twice as quick as that of the friend. 9. The better you communicate with people, the more clients you will have.

Тема 7. Unjust laws.

Грамматика: Времена группы Indefinite (Simple). Образование форм Present Indefinite.

1. Образование Present Simple Tense.
2. Употребление Present Simple Tense: правила и примеры.

Задание 1. Translate the following abstract in writing.

What is an “unjust law”? According to M.L.King, it is “a code that is out of harmony with the moral law...it is a law that degrades human personality”. Unjust laws are laws that compel some people to obey while not requiring others to do the same. These laws are often used by one group to mistreat another group. Some people think that unjust laws should not be obeyed. While it is better to prevent unjust laws from being made, there are many methods by which people can act to change them after they have been enacted. One of these methods is *civil disobedience*, the deliberate and public violation of an unjust law as a means of protest. “An unjust law is no law at all”, said St.Augustine, providing the

foundation of civil disobedience movement across the globe. During the 1960-70s there were a civil rights movement, an anti-war movement and other several movements in which people claimed that obeying the laws was harmful because the law itself was wrong.

Задание 2. Answer the questions.

1. How many definitions of unjust law can you find in the text? Which one seems to you the best?
2. What may unjust laws be used for?
3. Do you agree that unjust law should be disobeyed? Why (why not)?
4. What may be the reasons for creating unjust laws?
5. What would happen to the society if everyone who thought a law was unjust broke it?
6. Can you give an example of an unjust law?
7. According to the text, what is civil disobedience?
8. Who was the chief theoretician of civil disobedience movement?
9. What famous activists of this movement are mentioned in the text? Have you ever heard about those people?
10. What were the most important merits of Martin Luther King?

Задание 3. Give English equivalents to the following expressions.

1. для личной выгоды
2. выражать глубочайшее уважение законам
3. наносить вред обществу
4. плохо обращаться с другими людьми
5. лучше не допускать создания несправедливых законов
6. дать основание для движения гражданского неповиновения
7. ненасильственное гражданское сопротивление
8. преднамеренное нарушение
9. движение в защиту гражданских прав
10. активно, но мирно противостоять несправедливым законам
11. большинство требований были узаконены
12. добровольно принять наказание

Задание 4. There are some idiomatic expressions. Look at them and try to match with the meanings.

1. to cry for justice	a) беспристрастный суд истории
2. fair-weather friend	b) честный и прямой
3. fair-cory	c) честным путем
4. historic impartiality	d) чистовик
5. by fair means	e) разборчивый почерк
6. by fair means or foul	f) взывать к справедливости
7. fair handwriting	g) любыми средствами
8. fair and square	h) ненадежный друг

Задание 5. Выполните задание по модели.

Модель: I finish my work at 5. –Do you really finish your work at 5? – Yes, I do./ No, I don't.

1. The solicitor meets with the customers in the morning.
2. Our boss stays in the office till 7 in the evening.
3. Their secretary comes to the office at 8 a.m..
4. We always have a meeting with the staff every month.
5. The lawyer of our office finishes his work too late.

Задание 6. Употребите правильную форму глагола в Present Simple и раскройте скобки.

1. We ... you to work in shifts (offer).
2. Our boss always ... professional staff (recruit).
3. This company ... sports cars (advertise).
4. It ... impossible to start your own business when a person ... money (be, not have).
5. What ... the typical job titles in a company (be)?
6. I ... any satisfaction from my present job (not get).
7. Why ... the pay so low for such hard work (be)?
8. There ... some fringe benefits that make this company attractive to me (be).

Задание 7. Составьте предложения из следующих слов:

- 1) go, the academy, They, generally, to, bus by;
- 2) your, manager, finish at 7, his work, sometimes, Does?
- 3) the institute, him, It takes, minutes, to, five, get to;
- 4) brothers, My, company, work, at, electronics, a big;
- 5) hard, English, work, at our, We;

Тема 8. The law system.

Грамматика: Глагол (*Verb*). Времена группы Indefinite (Simple). Простое будущее время в английском языке (Future Simple Tense).

1. Общие сведения. Правила образования.
2. Употребление Future Simple Tense, примеры предложений.

Задание 1. Translate the following abstract in writing.

The system of law in our country consists of different categories of law. Constitutional law is a leading category of the whole system of law. Its principal source is the country's Constitution. It deals with social structure, the state system, organization of state power and the legal status of citizens. Administrative law is

closely connected with constitutional law but it deals with the legal forms of concrete executive and administrative activity of a government and ministries. Criminal law defines the general principles of criminal responsibility, individual types of crimes and punishments applied to criminals. Criminal law takes the form of a criminal code. International law regulates relations between governments and also between private citizens of one country and those of another. Financial law regulates the budget, taxation, state credits and other spheres of financial activity. Civil law is connected with relations in the economic sphere of life, with relations involving property, its distribution and exchange.

Задание 2. Answer the following questions.

- 1). What is the main aim of law?
- 2). What is the principal source of constitutional law?
- 3). What category of law is closely connected with constitutional law?
- 4). What is the central institution of civil law?
- 5). What does criminal law define?
- 6). What forms does criminal law take?
- 7). What is civil law connected with?
- 8). What rules does employment law include?

Задание 3. Say what category of law.

- a) is connected with relations involving property;
- b) is a leading category of the whole system of law;
- c) defines the general principles of criminal responsibility;
- d) includes the legislation on the labour of industrial and office workers;
- e) deals with administrative activity of government and ministries;
- f) regulates the budget, taxation, state credit.

Задание 4. Find the English equivalents to these words and phrases.

- 1) основной источник права
- 2) применять наказание
- 3) отрасль права
- 4) норма права
- 5) иметь дело с финансовыми вопросами
- 6) регулировать вопросы занятости
- 7) право на имущество
- 8) общие принципы уголовной ответственности

Задание 5. Поставьте в Future Simple.

Например: *The students of the group take part in the conference (next month).*

The students of our group will take part in the conference next month.

They have two seminars every week (next week).

I am a second – year student (next year).

She buys papers every day (tomorrow).
You have free time (the day after tomorrow).
We go to the theatre every month (next month).

Задание 6. Задайте вопросы и ответьте на них согласно образцу.

Model: Who will discuss the price problem with the British businessmen? – Our manager will.

1. to sign a contract with GML.
2. to clarify some matters with the British businessmen.
3. to translate the letter from Brown & Co.
4. to study the latest catalogues of American companies.
5. to make an appointment with the General Director of the firm.

Задание 7. Переведите на русский язык следующие предложения.

1. They'll make the public aware of what the law is and try to encourage social support for law and order.
2. Crime rate will decline.
3. They will use police forces to investigate crimes and catch criminals.
4. They'll authorize courts to complete the investigation of criminal and civil offences and to pass sentences to punish the guilty and deter others.
5. But ignorance of the law is almost never a defense for breaking it. That's why they'll make efforts to re-educate and reform people who have broken the law.
6. If he doesn't know exactly which law it is, a person knows he'll break the law in such cases.

Тема 9. Laws you should know about.

Грамматика: Глагол (*Verb*). Времена группы Indefinite (Simple). Простое прошедшее время в английском языке (Past Simple Tense).

1. Общие сведения. Образование. Примеры.
2. Правила употребления и слова-подсказки времени Past Simple Tense.

Задание 1. Translate the following abstract in writing.

One of the most important federal law is ADEA (Age Discrimination in Employment Act).

This law applies to public and private employers with 20 and more employees, employment agencies, and unions. The ADEA says that employers cannot do the following:

– discriminate against employees who are 40 years old or older because of their age.

– establish a mandatory retirement age for their employees.
– legally discharge or demote an employee, with a few exceptions, because the employer thinks the worker is too old; however, the employer can use incentives to encourage employees to retire voluntarily. The second important federal law is ADA (Americans with Disabilities Act). This law applies to public and private employers with at least 15 employees, employment agencies, and unions. Among other things, the ADA prohibits employers from discriminating against employees or potential employees who have a physical or mental disability that substantially affects their ability to perform a critical life activity such as seeing, walking, talking, or hearing. Used to have such a physical or mental disability – for example, in the past, they were successfully treated for cancer or alcoholism.

Задание 2. Make up 5-6 sentences with some of the following words and expressions:

- 1) to denote,
- 2) mandatory retirement,
- 3) merit,
- 4) seniority,
- 5) incentive,
- 6) employment agencies,
- 7) to prohibit,
- 8) physical or mental disability,
- 9) to require,
- 10) facilities.

Задание 3. Answer the following questions:

1. Has the federal government passed a myriad of important laws?
2. Do these laws apply to all employers – private and public sector?
3. What is the ADEA? Is ADEA one of the most important federal law?
4. What cannot employers do according to the ADEA?
5. What is the ADA?
6. What does the ADA prohibit employers from?
7. What is the PDA?
8. Do you agree that the paying women and men must b the same under similar working conditions?

Задание 4. Study the following expressions. Find the Russian equivalents for them. Translate the sentences using them:

according to the law; the letter of the law; by law; the spirit of the law; within the law; the law says; against the law; force of the law; in the name of the law; law in force; in the eyes of the law

1. Не беспокойся о контрактах, все абсолютно в рамках закона.
2. По закону необходимо использовать ремни безопасности в автомобиле.

3. Закон гласит, что каждый гражданин имеет право на юридическую помощь (legal assistance).
4. В глазах закона ваши действия – неправомерны.
5. Через два дня это постановление (resolution) будет иметь законную силу.
6. Их предложение противоречит (to contradict) духу закона.
7. Я не позволяю себе отступать от буквы закона.
8. Нарушать порядок в общественных местах противозаконно.

Задание 5. Переведите на английский язык.

1. Каковы были ваши обязанности?
2. Какую должность вы занимали?
3. Сколько часов в день вы работали?
4. С какими странами ваша компания сотрудничала?
5. Вы принимали участие в переговорах?

Задание 6. Переведите предложения на русский язык.

1. I didn't realize that somebody was recording our conversation.
2. The lawyer suggested the new strategy.
3. The government imposed a ban on the hunting and killing of whales.
4. I solved this problem several months ago.
5. The police arrested the wrong man mainly because they confused the names which the witness had given to them.
6. Shopkeepers in England were prosecuted for selling books on Sunday, although they were allowed to sell magazines.

Задание 7. Выпишите те формы сказуемого, которые переводятся на русский язык а) настоящим временем б) прошедшим временем в) будущим временем:

will begin, have protected, is speaking, had taken, made, seek to do, shall have, are driving, has felt, were keeping, ensured, is going to take, will be necessary, deals with, am doing, flaws, was regulating, had chosen, have resolved, are arising, are going to do, will settle, drive, keeps, are applying, rejected, shall respect, imposed.

Тема 10. The law and your job.

Грамматика: Глагол (*Verb*). Времена группы Continuous. Настоящее продолженное время в английском языке (Present Continuous Tense).

1. Общие сведения. Правила образования.
2. Present Continuous Tense: употребление с примерами предложений.

Задание 1. Translate the following abstract in writing.

State laws limit the kinds of information that, a past employer can provide to a prospective employer. Generally, a past employer can provide only information about the following: the position you held, the salary you received. The dates that you worked for the former employer, the reason you left the job, and the circumstances surrounding your departure (you were doing a great job but wanted more challenges; you couldn't get along with anyone, and so on). In other words, a past employer can provide essentially just enough to verify what's on your resume or job application and comment on your past job performance, as long as those comments verifiable.

Depending on the job you're for and the state you live in, certain types of pre-employment tests are legal, including job-related intelligence or skills tests and drug tests, so long as all applicants are required to take the same tests.

Задание 2. Try to represent the following ideas in your composition.

1. Discuss the conditions when an employer can test you.
2. Name the legal kinds of testing.
3. Describe each of them.
4. Speak about the situation in your country.
5. What kind of information can a past employer provide?
6. In what cases can employers ask you personal questions?

Задание 3. Match English and Russian equivalents.

a).human rights	1.юрисконсульт
b). judge	2.суд присяжных
c). legislation	3.юрист, адвокат
d). jury	4.законодательство
e). lawyer	5.права человека
f). legal adviser	6.судья
g). court system	7.судебная система
	8).адвокатура

Задание 4. Give answers. Quiz “Can you be a lawyer”?

1. Do you love to argue?

- a) Yes.
- b) Not really.

2.Can you manipulate things for your benefit?

- a) Yes, why not?
- b) Not sure.

3. Is your mind sharp like a knife?

- a) Yes, it can cut even iron!
- b) It is more like a butter knife.

4. How good are your lying abilities?

- a) Well honed.
- b) Not worth mentioning.

5. How good are you at convincing people?

- a) Very good.
- b) Barely ok.

6. Can you twist the truth in your favour?

- a) Maybe.
- b) Not sure.

7. What genres of movies/novels do you like most?

- a) Detective and crime thrillers.
- b) Romantic and comic stories.

Answers(points):

a) 10; b) 0 2. a) 10; b) 0 3) a) 10; b) 0 4. a) 10; b) 0 5. a) 10; b) 0 6. a) 10; b) 0 7. a) 10; b) 0 1.

0 - 30: You can't become a lawyer, don't have the qualities of becoming a lawyer. Forget it!

40 - 70: You can become a lawyer. Why not try to be one?

Задание 5. Переделайте предложения в вопросительные по образцу.

Например: *She is going to meet me.*

– Is (not) she going to meet me?

1. He is asking for more information.
2. I'm going to go on business tonight.
3. She is going to write a business letter.
4. Our General Manager is going to hold a meeting.
5. He is going to give a presentation of our new product at the meeting.

Задание 6. Постройте отрицательные предложения.

Например: *She is going to meet me.*

– She is not going to meet me.

1. The government is going to eliminate some tax allowances and exemptions.

2. I'm going to go on business tonight.
3. She is going to write a business letter.
4. Our General Manager is going to make a report.
5. He is going to give a presentation of our new product at the meeting.

Задание 7. Translate the sentences.

1. If you are considering a career in the law, it is wise to polish these top ten legal skills to excel in today's competitive legal market.
2. I'm trying to learn and memorize for ever a large amount of information for a few days.
3. He is gathering information and analyzing the facts at his disposal.
4. We are learning the substantive law and legal procedure now.
5. I am wondering if you have any positions open and, if so, how I can apply.

Тема 11. A job interview.

Грамматика: Предлоги в английском языке.

1. Место предлога в предложении.
2. Функции предлогов в английском языке.

Задание 1. Translate the following abstract in writing.

A job interview is very important. In the interview, an applicant must demonstrate that he or she is the best person for the job. The applicant is prepared to answer questions about education and previous jobs. The interviewers ask questions about the applicant's personal background, family and hobbies. It is expected that applicants talk profoundly, confidently, and truthfully about their work experience, skills, goals, and abilities. Analyze your strengths and weaknesses, personal aspirations and values. Remember: employers are less interested in the status and title of your previous job and more in what you have done and can do. The interviewer wants to see your thought process and the criteria that are important to you. The interviewer is not looking for information about your personal life. Remember that you are being compared to other candidates, and in fact more than one candidate might be a very good employee. Deliver to the employer reasons to see that you are a good fit (show you know yourself, know the field/industry, know the organization, and know the position).

Задание 2. Answer the following questions.

1. What is your present employment?
2. What are your long-range goals?
3. What are your strengths and weaknesses?
4. What do you find a fair salary?
5. What do you do for a living? How do you earn for a living?
6. Which is more important to you: status or money?

7. How do you work under pressure?
8. What led you to choose your major or field of study?
9. What qualities should a successful lawyer possess?
10. Why did you decide to seek a position with our organization?
11. What two or three things would be most important to you in your job?
12. How do you think a friend or professor who knows you well would describe you?

Задание 3. Translate into English.

1. Выбор профессии – есть серьезный шаг в жизни каждого молодого человека.
2. Мой друг хочет устроиться на более высокооплачиваемую работу.
3. Вы случайно не знаете когда он работает (часы работы)?
4. Знание хотя бы одного иностранного языка – серьезное преимущество среди других претендентов в поиске работы.
5. Вам стоит научиться ставить четкие цели и добиваться их.
6. Какие факторы могут повлиять на ваш выбор?

Задание 4. Translate into Russian.

1. We need a team of creative persons to make our company competitive in the world market.
2. New employees should be placed with their immediate supervisor who explains the business and requirements.
3. I was responsible for the planning and organization of large conferences.
4. Before the interview find out as much as possible about the company.
5. You have excellent references from your previous job.
6. Many employers make judgments about the appearance that may be a deciding factor of whom to hire.

Задание 5. Переведите на русский язык (обратите внимание на предлог *by*, который в сочетании с существительным или местоимением соответствует в русском языке творительному падежу без предлога).

1. This machine is driven *by electricity*.
2. «Anna Karenina» is written *by Tolstoy*.
3. He improved his pronunciation *by reading* aloud.
4. You will help me *by telling* me all you know about it.
5. The firm violated the contract *by delivering* goods of low quality.

Задание 6. Переведите на русский язык (обратите внимание на предлог *of*, который в русском языке соответствует родительному падежу без предлога).

1. Moscow is the capital *of* Russia.
2. The First World Congress *of Partisans of Peace* was held in Paris at the end *of* April 1949.

3. Some *of* my friends came to see me off.
4. The S.S. "Pskov" sailed from Odessa with a cargo *of* 5, 000 tones of wheat.
5. He signed a cheque to the amount *of* 1,000 roubles.

Задание 7. Переведите на английский язык (обратите внимание на предлог *to*, который в сочетании с существительным или местоимением соответствует в русском языке дательному падежу без предлога).

1. The teacher explained this rule *to the students*.
2. I wrote a letter *to my father* yesterday.
3. It is not *clear to me* why he behaved like that.
4. This machine is *similar to* another model in our catalogue.
5. Your proposal is *acceptable to us*.

Тема 12. Applying for a job.

Грамматика: Числительное в английском языке.

1. Имя числительное. Количественные и порядковые числительные.
2. Даты.

Задание 1. Translate the following abstract in writing.

The company finds out as much as possible about you, and you find out as much as possible about the company. Remember an interview is a two-way process. Write a resume. Even if the particular job you're looking for has an application process where a resume isn't necessary, the process of writing a resume can help sort your thoughts and prepare you for an interview. Having a written record of your work history makes filling out an application much easier, too.

Write a cover letter if it's a part of the application process. Make sure it is specific to the job, with the company name and address and, if possible, the name of the person who will be receiving it. Send your cover letter and resume as instructed. Many employers require all applicants, regardless of the job they apply for, to complete a job application form. This way the employer will have consistent data on file for all prospective applicants. So, that's what you need to do before the interview.

Задание 2. Answer the following questions.

- 1) Is the employment interview the most important part of your job hunt?
- 2) What must an applicant demonstrate in the interview?
- 3) How do the job hunters prepare for the interview?
- 4) What may be a deciding factor of whom to hire?
- 5) What should an applicant do (or don't) during the interview?

6) What questions and information is the interviewer interested in?

Задание 3. Fill in the application form (the **Job seeker's portfolio** includes: a resume, an application letter, an application form and letters of recommendation, revised and neatly printed).

Model: Sample of application form (пример анкеты).

Personal

NAME *Victor Klimov*

ADDRESS *10 Zolia St., Ap.7* Phone (044) 513-26-17 (home)

DO YOU HAVE A VALID DRIVER'S LICENCE Yes No

MARITAL STATUS *married* # OF DEPENDENTS *1 daughter*

EDUCATION *higher*

Name of school Year graduated Course Taken or Degree

Moscow University 2005 M. Sc. in Economics

LANGUAGES

Russian Excellent Good Fair

English Excellent Good Fair

EXPERIENCE (Give present or last position first)

COMPANY *Alpha* ADDRESS *17 Proreznaya St.*

TYPE OF BUSINESS INDUSTRY EMPLOYED (Month & Year)

Information Technologies From *March 2005* To *July 2007*

POSITION (S) HELD SUPERVISOR'S NAME

Manager *Alexander Popov*

DESCRIBE YOUR DUTIES

Negotiations, purchase of equipment

WHY DID YOU LEAVE

The company has moved to Sevastopol

COMPANY ADDRESS

TYPE OF BUSINESS INDUSTRY EMPLOYED (Month & Year)

From To

POSITION (S) HELD SUPERVISOR'S NAME

DESCRIBE YOUR DUTIES

WHY DID YOU LEAVE

PERSONAL REFERENCES

Name *A. Popov* Address *5 Tolstoy St.* Phone(home) 245-4757

Задание 4. Study and make up your own resume.

Sample of resume (резюме).

John H. Mill
38 Park Avenue, Ap. 50
New York, N.Y. 11298
Tel. (312) 493-8335

OBJECTIVE A position as a bookkeeper.

SUMMARY 12 years of experience in every routine work this field.
Perfect knowledge of computers and statistics.

QUALIFICATINS Make up all kinds of financial reports, balances and production planning.

EXPERIENCE

1990 – 1995 FRISCO DOCKS, Inc.
San Francisco, California.
Deputy Chief of Planning, Commerce Dpt.
In charge of account books, statements, new ideas in planning.

1980 – 1990 SAKHA Co, Ltd.
New York.
Accountant. Prepared accounts and balance sheets of every kind.

EDUCATION LONDON SCHOOL OF ECONOMICS
London, Great Britain, Bachelor (Ec.).

PERSONAL Arrived in the United States, January, 1980.
British subject. Married, one child.

REFERENCES Available upon request.

Задание 5. Запишите словами:

- a) numbers: 73; 112; 152; 0; 1, 80; 9, 854.
- b) telephone numbers: 213-57-83; 426-11-35; 157-18-20.
- c) phrases: exercise 5; page 312; text 6; room 302.

Задание 6. Переведите на английский язык порядковые числительные:

Первый, третий, пятый, двадцатый, двадцать второй, тридцать шестой, сорок седьмой, девяностый.

Задание 7. Запишите даты:

June 1, 1905; May 9, 1945; February 4, 1995; October 3, 1101; April 12, 1961; March 8, 1900.

Основная литература:

1. Английский для юристов. Ч.2: учебник / отв. ред. Н.М. Головина. – 2-изд., перераб. и доп. – М.: Проспект, 2017.
2. Английский для юристов: учебник / под ред. Лебедевой А.А. - 2-е изд., перераб. и доп. - М.: Юнити-Дана, 2015. ЭБС
3. Английский для юристов: учебник / под ред. Горшеневой И.А. - 2-е изд., перераб. и доп. – М.: Юнити-Дана, 2015. ЭБС
4. Английский язык для делового общения. В 2 т. Т.1. (Части 1, 2, 3) / Г.А. Дудкина, М.В. Павлова, З.Г. Рей, А.Т. Хвальнова. – 10-е изд., испр. – М.: Филоматис, 2013.
5. Английский язык для юристов: учебник / П.В. Рыбин, Л.Ф. Милицына. - М.: Проспект, 2016.
6. Учебник для бакалавров (гриф УМО) / отв. Ред. Н.Ю. Ильина, Т.Ф. Фганина. – М.: Проспект, 2017.
7. Essential English = Английский язык для юристов: учеб. пособие для вузов / Т.В. Сидоренко, Н.М. Шагина. – М.: Инфра-М, 2013.

Дополнительная литература, имеющаяся в ВУЗе:

8. Английский язык для юристов: предпринимательское право: перевод контрактов: учеб. пособие для вузов / А.А. Лебедева. – М.: Юнити, 2015. ЭБС
9. Английский язык для юристов : предпринимательское право: перевод контрактов: учеб. пособие для вузов / А.А. Лебедева. – М.: Юнити, 2014. Умо
10. Бизнес-диалог = Business dialogue and negotiation phrases: Reference book / Е.А. Спинова. – М.: Магистр, 2015.
11. Грамматика: сборник упражнений / Ю.Б. Голицынский, Н.А. Голицынская. – 7-е изд., испр. и доп. – СПб.: Каро, 2014.

Дополнительная литература:

12. Английский для юристов: базовый курс: учеб. пособие для вузов / Ю.Л. Гуманова, В.А. Королева-МакАри, М.Л. Свешникова, Е.В. Тихомирова; под ред. Т.Н. Шишкиной. - 9-е изд., стереотип. - М.: Кнорус, 2012.
13. Английский язык для юристов: учебник для бакалавров: учебник для вузов / под общ. ред. И.И. Чироновой. - М.: Юрайт, 2012. М-во обр.
14. Грамматика английского языка: учебное пособие / Шевелёва С. А. – М.: Юнити-Дана, 2015. ЭБС

15. Голицынский Ю.Б. Грамматика: сборник упражнений / Ю.Б. Голицынский, Н.А. Голицынская. - 7-е изд., испр. и доп. - СПб.: Каро, 2015.

Интернет-ресурсы

- <http://marketing.about.com> (Marketing - Strategy, Planning, Careers and News)
- <http://www.cipr.co.uk/content/policy-resources/about-pr> (Policy & resources. Chartered Institute of Public Relations)
- http://www.prssa.org/about/Ad_Sponsorship (PRSSA: National and Local networking)
- <http://www.prdaily.com/Main/Home.aspx> (PR Daily News: Public Relations news and marketing in the age...)
- <http://www.prweekus.com> (PR Week Magazine)
- <http://aboutpublicrelations.net/ethics.htm> (All About Public Relations with Steven R. Van Hook)