



## **Пояснительная записка**

BBC Learning English English at work (Intermediate level)

**актуальным,**

### **Цели курса:**

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**задачи:**

- **в области говорения -**

- в области письма -
  
- в области аудирования -
  
- в области чтения -

### Структура курса

№ п/п	Название раздела программы	Количество часов
1		1
2		1
3		1
4	Small talk (	1
5		1
6		1
7		1
8		1
9		1
10		1
11		1
12		1
13		1
14		1
15		1
16		1
17		1
18		1
19		1
20		1
21		1
22		1
23		1
24		1
25		1
26		1
27		1
28		1
29		1

30		1
31	-	1
32		1
33		1
34		1
35		1
36		1
37	37	1
38		1
39		1
40		1
41		1
42		1
43		1
44		1
45		1
46		1
47		1
48		1
49		1
50	50	1
51		1
		51

### Планируемые результаты освоения учебного предмета

#### Личностные результаты:

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#### Личностные результаты в сфере отношений обучающихся к закону, государству и к гражданскому обществу:

**Личностные результаты в сфере отношений обучающихся с окружающими людьми:**

**Личностные результаты в сфере отношений обучающихся к окружающему миру, живой природе, художественной культуре:**

**Личностные результаты в сфере отношения обучающихся к труду, в сфере социально-экономических отношений:**

**Метапредметные результаты**

**1. Регулятивные универсальные учебные действия.**

**Выпускник научится:**

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**2. Познавательные универсальные учебные действия.**

**Выпускник научится:**

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**3. Коммуникативные универсальные учебные действия.  
Выпускник научится:**

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**Предметные результаты.**

**Выпускник научится:**

**Коммуникативные умения**

**Говорение, диалогическая речь**

**Говорение, монологическая речь**

**Аудирование**

**Чтение**

**Письмо**

**Языковые навыки**

**Орфография и пунктуация**

**Фонетическая сторона речи**

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**Лексическая сторона речи**

(firstly, tobeginwith, however, asforme, finally, atleast, etc.).

**Грамматическая сторона речи**

what, when, why, which, that, who, if, because,  
so that, unless;

why, than, so, for, since, during,

and, but, or;

invite him to our school party) ;

(Conditional I If I see Jim,

to phone);

so/such (I was so busy that I forgot

: Present  
Simple, Present Continuous, Future Simple, Past Simple, Past Continuous, Present Perfect,  
Present Perfect Continuous, Past Perfect;

Present Simple, Present Continuous, Past Simple, Present Perfect;

to be going to, Present Continuous; Present Simple;

must/have to/should; need, could, might);

(may, can/be able to,

little)

(many / much, few / a few, little / a

**Выпускник получит возможность научиться:**

***Коммуникативные умения***

***Говорение, диалогическая речь***

*Вести диалог/полилог в ситуациях официального общения в рамках изученной  
тематики; кратко комментировать точку зрения другого человека;*

*обмениваться информацией, проверять и подтверждать собранную фактическую  
информацию.*

***Говорение, монологическая речь***



*Резюмировать прослушанный/прочитанный текст;  
обобщать информацию на основе прочитанного/прослушанного текста.*

### **Аудирование**

*Полно и точно воспринимать информацию в распространенных коммуникативных ситуациях;*

*обобщать прослушанную информацию и выявлять факты в соответствии с поставленной задачей/вопросом.*

### **Чтение**

*Читать и понимать несложные аутентичные тексты различных стилей и жанров и отвечать на ряд уточняющих вопросов.*

### **Письмо**

*Писать краткий отзыв на фильм, книгу или пьесу.*

## **Языковые навыки**

### **Фонетическая сторона речи**

*Произносить звуки английского языка четко, естественным произношением, не допуская ярко выраженного акцента.*

### **Орфография и пунктуация**

*Владеть орфографическими навыками;*

*расставлять в тексте знаки препинания в соответствии с нормами пунктуации.*

### **Лексическая сторона речи**

*Использовать фразовые глаголы по широкому спектру тем, уместно употребляя их в соответствии со стилем речи;*

*узнавать и использовать в речи устойчивые выражения и фразы (collocations).*

### **Грамматическая сторона речи**

*употреблять в речи все формы страдательного залога;*

*употреблять в речи времена Past Perfect и Past Perfect Continuous;*

*употреблять в речи структуру to be/get + used to + verb;*

*употреблять в речи структуру used to / would + verb для обозначения регулярных действий в прошлом;*

*использовать широкий спектр союзов для выражения противопоставления и различия в сложных предложениях.*

### Тематическое планирование

№ п/п	Тема	Основное содержание по теме	Характеристика основных видов деятельности ученика (на уровне учебных действий)
1.		<ul style="list-style-type: none"> <li>- A good example that comes to mind...</li> <li>- I'm particularly proud of...</li> <li>- Timekeeping is important to me.</li> </ul>	
2.		<ul style="list-style-type: none"> <li>- A good example that comes to mind...</li> <li>- I'm particularly proud of...</li> <li>- Timekeeping is important to me.</li> </ul>	
3	-	<ul style="list-style-type: none"> <li>- Firstly, this job is an ideal match for my skills and experience.</li> <li>- Secondly,...</li> <li>- Above all, the reason I want this job is...</li> </ul>	
4		<ul style="list-style-type: none"> <li>- Can I make a suggestion?</li> <li>- Why don't you try...?</li> <li>- Have you tried asking your colleagues?</li> <li>- Maybe I could do a big office search for you...?</li> <li>- How about looking through your rubbish bin...?</li> <li>- I have an idea!</li> </ul>	
5		<ul style="list-style-type: none"> <li>- Hello, I don't think we've met.</li> <li>- You must be Tom.</li> <li>- I've just joined the team.</li> <li>- Nice to meet you!</li> <li>- Have you worked here long?</li> </ul>	Small talk)

6		<ul style="list-style-type: none"> <li>- I was wondering if you could do something for me...</li> <li>-Would you be able to print out a file for me?</li> <li>-Could I have it within ten minutes please?</li> <li>-Could you possibly help me with the printer?</li> <li>-Would you mind writing your email later?</li> </ul>	
7		<ul style="list-style-type: none"> <li>-Is there anything I can do?</li> <li>-Let me help.</li> <li>-Can I give you a hand?</li> <li>-Give me a shout if you need anything.</li> <li>-I have an idea!</li> </ul>	
8		<ul style="list-style-type: none"> <li>-I'm really sorry to hear that.</li> <li>-That's totally unacceptable.</li> <li>-It must have been very inconvenient for you.</li> <li>-You have my word that we will sort this out.</li> <li>-And we could include some of our latest-edition imitation oranges to make up for the inconvenience.</li> <li>-I promise you, it won't happen again.</li> </ul>	
9		<ul style="list-style-type: none"> <li>-Well done.</li> <li>-You were in a difficult situation and you handled it well.</li> <li>-Great job. I'm really impressed.</li> </ul>	
10		<ul style="list-style-type: none"> <li>-I just want to make sure that...</li> <li>-Could you possibly clarify...</li> <li>-I just want to check...</li> <li>-Just to be absolutely clear...</li> <li>-One thing I wasn't sure of was...</li> </ul>	
11		<ul style="list-style-type: none"> <li>-Well, Im not so sure about that...</li> <li>-I see your point but I actually think...</li> </ul>	-

12		-Burning the candle at both ends. -Doing overtime. -Putting in the hours. -Burning out.	
13	- -	- - - -	
14		- - -	
15		-I'm a little bit concerned about... -You need to work on... -Perhaps you should think about...	
16		-Hello? Tip Top Trading. This is Anna speaking. -Hello? Anna speaking. -Hello Mrs Smith, how can I help you? -Hello Mrs Smith, how are you? -I'm really sorry, he's not available at the moment. Can I take a message? -I'm afraid he's busy - shall I ask him to call you back? -Thank you for calling, goodbye.	
17		-Thank you for your offer. But I'm really sorry, I won't be able to. - -It wouldn't be appropriate. -With regret, I'm going to have to say no.	

18		<ul style="list-style-type: none"> <li>-I'd like to place an order for...</li> <li>-We're going to need...</li> <li>-Could you send...</li> <li>-Could we also have...</li> <li>-When can we expect to receive them?</li> </ul>	
19		<ul style="list-style-type: none"> <li>-Dear Mr Lime...</li> <li>-I hope you are well.</li> <li>-I am writing regarding...</li> <li>-Please could you confirm...</li> <li>-Best wishes.</li> </ul>	
20	-	<ul style="list-style-type: none"> <li>-I think there's been a misunderstanding.</li> <li>-There's been a bit of a mix-up.</li> <li>-Let me explain what happened.</li> </ul>	
21		<ul style="list-style-type: none"> <li>-There are four items on the agenda today.</li> <li>-Firstly...</li> <li>-Secondly...</li> <li>-After that...</li> <li>-Then...</li> <li>-And finally...</li> <li>-Any other business.</li> <li>-And then we can wrap up.</li> </ul>	
22		<ul style="list-style-type: none"> <li>-I would be most grateful if you could give me some help.</li> <li>-Please could I ask you for some advice?</li> <li>-I know you're busy but could you spare me a few minutes of your time please?</li> </ul>	
23		<ul style="list-style-type: none"> <li>-Would you mind not doing that please?</li> <li>-I'm afraid it's against company policy.</li> <li>-</li> <li>-</li> </ul>	
24		<ul style="list-style-type: none"> <li>-If you see a fire, raise the alarm.</li> <li>-Walk calmly to your nearest fire exit.</li> <li>-Meet at the fire assembly point.</li> <li>-No smoking on company premises.</li> </ul>	

25		<p>-There's no need to panic.          -Please leave the building and meet outside.          -Use the stairs not the lift.          -Is anybody missing?</p>	
26		<p>-Hello, I'd to check availability and prices for a room please.          -Does the price include breakfast?          -Are there any business facilities such as internet and wi-fi?          -I'd like to go ahead and make the reservation please.</p>	
27		<p>-I'm very disappointed with your service.          -The standard of service is not good enough.          -The room I booked did not meet my expectations.          -I would like this matter resolved as quickly as possible,          -I would like to cancel my reservation and get a full refund.</p>	
28	-	<p>-I've got to give it to you straight          -The outlook is gloomy          -I've got to announce a profit warning</p>	
29	-	<p>-My name is Anna. Can you spare a few minutes of your time?          -          laser-curved fruit          -How much plastic fruit do you buy?          -Thank you for your time. We hope to hear from you soon.</p>	
30		<p>-What kind of price are you willing to pay?          -I don't think we can go that low.          -If you buy more stock I can offer you a bigger discount.          -I'll meet you halfway.</p>	

31		<ul style="list-style-type: none"> <li>-We've got to compete on price.</li> <li>-We need to price our rivals out of the market.</li> <li>-We need to corner the market.</li> <li>-We need to build good relationships with our customers.</li> </ul>	
32		<ul style="list-style-type: none"> <li>-I'm sorry to hear you're not happy with our price.</li> <li>-Tip Top Trading prides itself on quality products and good value for money. You are a valued customer and your business is very important to us.</li> <li>-We can match the price of our competitors.</li> </ul>	
33		<ul style="list-style-type: none"> <li>-What is the outbound and return date?</li> <li>-Do you want to fly business or economy?</li> <li>-Do you want a fixed or flexible ticket?</li> <li>-Would you like a window or aisle seat?</li> <li>-Have you got a frequent flyer number?</li> </ul>	
34		<ul style="list-style-type: none"> <li>-Thank you for sparing the time to see us.</li> <li>-Each lemon comes with a satisfaction guarantee - I know you won't be disappointed.</li> <li>-I would be grateful if you could just sign the contract.</li> <li>-Thank you. It was a pleasure doing business with you.</li> </ul>	
35	-	<ul style="list-style-type: none"> <li>-It's good news I've closed the deal with and the contract is signed.</li> <li>-We need to proceed with the order as quickly as possible.</li> <li>-I'm committed to getting the order delivered</li> </ul>	

36		<p>-I understand you have lots of experience so -I would like to use your skills to help with the task. -Together we can do this job really well. -Let's discuss this so we can agree on a plan of action. -Please respect my decision and let's move on.</p>	
37		<p>-I'm concerned that she's made a mistake that might affect the business. -She's not pulling her weight. -I'm finding it very difficult to work with her.</p>	
38	«Дом» вдали от дома	<p>-Hello I'm Anna from Tip Top Trading. How are you today? -I hope you have received our order and are happy with it. -We do hope you are pleased with our service and that you may use us again. -Do you have any questions you may want to ask?</p>	
39		<p>-You've made some serious mistakes. -You need to consult me before you contact any of our clients. -These mistakes cannot happen again otherwise I will have to refer the matter to someone higher.</p>	
40	-	<p>-What has gone well for you this year? Give me some examples. -And what didn't go so well? -What should you do more of? -Let's look ahead and set some objectives.</p>	
41		<p>-How did the accident happen? -What was the cause of the accident? -Were there any injuries? -How could the accident have been avoided?</p>	



42		<ul style="list-style-type: none"> <li>-Exceptional!</li> <li>-Fantastic!</li> <li>-Quality.</li> <li>-Profit.</li> <li>-Efficiency.</li> <li>-Value for money.</li> </ul>	
43		<ul style="list-style-type: none"> <li>-Could I ask for your opinion on a new product we are hoping to develop?</li> <li>-What plastic products do you currently use?</li> <li>-What products would you like to see us sell in the future?</li> <li>-How do you feel about the idea of selling plastic vegetables?</li> <li>-Any particular vegetable you would like to see?</li> </ul>	
44		<ul style="list-style-type: none"> <li>-I am having problems with my computer.</li> <li>-The screen keeps freezing.</li> <li>-I seem to have lost some documents.</li> <li>-I have turned the computer off and on but that hasn't fixed it.</li> <li>-Can you help, please?</li> </ul>	
45	-	<ul style="list-style-type: none"> <li>-We've come up with an exciting new product.</li> <li>-This fantastic product will be a great addition to table decorations in the cafe and restaurant market.</li> <li>-We can increase efficiency but maintain quality.</li> <li>-By my calculations, we can increase profits by 20%.</li> <li>-I'm confident this new product will be a huge success.</li> </ul>	

46	It beats me)	<ul style="list-style-type: none"> <li>-If anyone has any issues about their work please come and speak to me.</li> <li>-I would like to have a meeting to discuss our work.</li> <li>-If there is anything you want to ask, my door is always open.</li> </ul>	
47		<ul style="list-style-type: none"> <li>-There are some rumours going around that are not true.</li> <li>-Please don't listen to rumours.</li> <li>-I am trying to establish the facts and if I get any information I will let you know straight away.</li> <li>-Ignore the rumours and please don't pass them on.</li> <li>-Please just carry on with your work as normal. Thank you.</li> </ul>	
48	(A sting in the tail)	<ul style="list-style-type: none"> <li>-Excuse me, hello, I'm Anna. I work as a Sales Executive at Tip Top Trading.</li> <li>-Can you tell me about your company?</li> <li>-Can I briefly tell you about what our company does?</li> <li>-I think we might be able to help you.</li> <li>-Here's my business card should you want to call.</li> </ul>	
49		<ul style="list-style-type: none"> <li>-Ladies and gentlemen, on behalf of everyone at Tip Top Trading, thank you for our award.</li> <li>-Our company is at the forefront of plastic innovation.</li> <li>-This award is a real boost for everyone working at the company.</li> <li>-This award really means a lot to us.</li> </ul>	

<b>50</b>		<ul style="list-style-type: none"><li>-We've got to move the furniture around.</li><li>-I'm afraid I've got to let you go.</li><li>-I'm giving you seven days' notice.</li><li>-Facing redundancy</li><li>-Getting the sack</li><li>-Terminating your employment</li><li>-Leaving the company</li></ul>	
<b>51</b>		<ul style="list-style-type: none"><li>-I have a specific idea in mind.</li><li>-I'm interested in hearing your thoughts on how to improve my idea.</li><li>-I'd like to use your design skills to produce a fantastic product.</li><li>-I need to sign off your designs before they go into production.</li></ul>	

