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АДАПТАЦИЯ УЧЕБНЫХ ПЛАНОВ К ТРЕБОВАНИЯМ ФЕДЕРАЛЬНОГО ТЕСТИРОВАНИЯ

Данная статья посвящена проблеме несоответствия учебного плана, принятого университетом для студентов первого и второго курсов, изучающих английский язык, и требований федерального компьютерного тестирования.

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**ТЕОРЕТИЧЕСКИЕ ПРИНЦИПЫ ТЕРМИНОЛОГИИ,
ОСОБЕННОСТИ ТЕХНИЧЕСКОГО И НЕФТЕГАЗОВОГО ВОКАБУЛЯРА**

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Статья посвящена некоторым терминологическим аспектам, терминологии как предмету при понимании профессионального английского языка, специфике использования терминологии.

Ключевые слова и фразы: терминология; техническая терминология; нефтегазовая терминология; термины сленга; жаргон.

УДК 372.881.1

The article deals with the problems of an information gap between the requirements of the English language syllabus accepted by the University for the first and second year students and the requirements of the Federal computer testing.

Key words and phrases: lay-out; memo; offer and request letters; sender's signature; terms of payment; at the price; integral part of the contract; latest catalogue and price-list; possibility of ordering; shipment.

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SYLLABUS ADAPTATION FOR FEDERAL TEST REQUIREMENTS[®]

Federal computer testing of the language skills formed by students [1] was organized in TPU twice, in December 2008 and in May 2009. The average results of the students' achievements revealed a vivid tendency - the weakest point in students' training of English is writing.

On analyzing the roots of the phenomenon we understood the necessity of reconstructing the syllabus by introducing the required material starting from the first days of study at the university. To meet the requirements of the Federal computer testing, first-year students should know the lay-out of an envelope, a business letter and a memo. They should be ready to differentiate a Letter of application, CV (Resume), Offer, Request, E-mail, Minutes of the meeting. We present a sample of teaching a Business letter lay-out contrasting to a Memo lay-out, Offer and Request letters.

Business Letter Lay-out

<i>Telephone</i>	Tel: Paris 67 23 49
	12 Rue Chantey Paris 6e France 15th August 2001

Reference	Your ref: JKS/88010
Address	Mr. J. K. Smith Personnel Manager Thrush Books Ltd. 153 Rowans Road Boundley Wessex UV20 8DT
Salutation	Dear Mr. Smith,
Subject	Secretary-Foreign Department
Introductory paragraph	Thank you for your letter of 10th August, asking for some information about me and my training.
Body of a letter	I am 20 years old, and have just completed a year's intensive study of English at the Language Academy at Rouen. My father is French and my mother is Austrian, so I am bilingual in French and German. I have also completed a course for English secretaries at the Mountain Secretarial College; my typing speed in English is 50 wpm, I am used to audio typing in English and I can use a word processor. I hope this is the information you need and I am the kind of a person you are looking for. If so, I would be grateful for more details about the job and an application form. I look forward to hearing from you.
	Yours sincerely,
Signature	Miss Marthe Lachasse.

On envelopes the address should be exactly the same as that in the letter. It should be in the middle or lower half of the envelope.

Mr. J. K. Smith
Personnel Manager Thrush Books Ltd
153 Rowans Road Boundley
Wessex UV20 8DT [4]

Ex. 1. Read the letter and reconstruct it.

NATIONAL SAVINGS BANK

- A) Dear Mr. Colwell,
- B) June 16, 2007
- C) Mr. Colwell
24 Dundas Street
London SW1 9FZ
- D) Yours sincerely,
- E) Mr. Smith,
Branch Manager

F) We are indeed disappointed that we have not still received a periodical payment on your personal loan # WD546732. As you know the cut-off date was 12.06.2007. And, frankly, we are puzzled with the reasons. You are our regular client with a good credit history and we hope you will settle this past due payment in three days before 19.06 2007.

Otherwise, we will be forced to remind you that according to the contract signed, a borrower pays a penalty in the amount of 0.5% of the loan for each day of the overdue payment.

We look forward to hearing from you.

- G) 509 Wellington Street
London SW1V 9AW

Memorandum

A memorandum (or memo) is a very common form of business communication. It is a relatively informal written document which is exchanged between members of the same organisation. The memo usually focuses on one message or piece of information, and often requests action to be taken. There are many different techniques used in memo writing, but several basic rules should always be applied:

- Since memos are rather informal documents, it is best to use simple language and a conversational tone.
- Keep your memo clear.
- Use short, simple sentences.
- A memo should not be longer than one page. Most people do not have time to read long memos.

Memorandum

- 1 **Date** 9th June
 2 **To** Anne Woods, Sales Manager
 3 **From** Bill Greenberg, Research & Development Manager
 4 **Subject** Presentation of PX12 laser printer

5 There will be a presentation of our latest project, the PX12 laser printer, on Tuesday 3 June at 2.00 in the main conference room. The agenda is as follows: a brief description by the R&D Dept. of the stages in the development of this project.

6 A demonstration of the product's main characteristics: speed, quality of print, low noise level and numerous options. A presentation by the Marketing Dept. of PX12's position on the laser printer market.

7 The PX12 will gradually replace all our existing models. I therefore strongly recommend that all sales team members attend.

8 BG

Ex. 2 Look at this memo, then match each numbered section to the labels which follow.

- The 'body' of the memo, usually divided into numbered paragraphs.
- A short heading, which tells you what the memo is about.
- Date on which the memo is sent.
- The conclusion of the memo, which often recommends a course of action.
- Name of the person sending the memo.
- Unlike letters, the memo does not contain forms of address (such as Dear Ms X) or the sender's signature. The sender usually types his or her name or initials at the end.
- Name of the person to whom the memo is sent.
- A brief introduction to the memo giving the most important information [5].

Offer

16th June, 20
 Paraffin Wax
 Dear Sirs,

We can offer you 100 tons of Paraffin Wax Grade A at the price of £045/10/0d per English ton and 100 tons of Grade B at £43/10/0d per English ton. Both prices include delivery c.i.f. London. Shipment can be made within three weeks of receipt of your order. The terms of payment and other conditions are stated in the enclosed copy of our General conditions forming an integral part of our Sales Contract.

This offer is subject to the goods being unsold on receipt of your reply.

Please let us hear from you as soon as possible.

Yours faithfully,
 John Brown
 Enclosure [3]

Ex. 3. Read the above letter and find the words identifying it as an offer Request.

23rd February, 20...

Dear Sirs,

We have heard from the British High Commission about your range of agricultural machinery.

We are interested in improving our methods of farming in all products from wheat to tomatoes.

We wish to inquire into the possibility of ordering a large number of tractors, and perhaps a smaller amount of spare parts.

Please send us your latest catalogue and price-list for all your agricultural vehicles. We would appreciate a quotation c.i.f. Mombassa, if possible, for each shipment of 50 tractors of type ATI/34. We should be obliged if you would send us a brochure for type ATI/34, as this model seems to be most suitable to our conditions.

Yours faithfully,
 B. M. Smith [2]

Ex. 4. Read the above letter and find the words identifying it as a request.*References*

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АДАПТАЦИЯ УЧЕБНЫХ ПЛАНОВ К ТРЕБОВАНИЯМ ФЕДЕРАЛЬНОГО ТЕСТИРОВАНИЯ**Сергей Анатольевич Фомин**, к.п.н., доцент*Национальный исследовательский Томский политехнический университет
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Данная статья посвящена проблеме несоответствия учебного плана, принятого университетом для студентов первого и второго курсов, изучающих английский язык, и требований федерального компьютерного тестирования.

Ключевые слова и фразы: план; уведомление; письмо-предложение и письмо-запрос; подпись отправителя; условия оплаты; по цене; неотъемлемая часть контракта; последний каталог и прайс-лист; возможность заказа; отправка.

УДК 821.512.122

This article studies the translation of Uzbek folklore abroad. The chronology of some materials is given. The translations of Uzbek national tales are analyzed and studied by the example of national color expression.

Key words and phrases: nationality; national colour; direct translation; typological analysis; comparative study; literary relations; adequate translation; tales; anecdotes; legends; translator; literary translation.

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Folklore has made a major contribution to the world art development. It has inspired masterpieces of literature, music, painting, architecture and sculpture. The English story-teller and poet Geoffrey Chaucer has widely used a number of folk tales in his famous "Canterbury Tales". Shakespeare's "King Lear", "The Merchant of Venice", "The Taming of the Shrew" are examples of literary masterpieces based on folk tales.

Tale is considered to be one of the main genre of folklore is tale. Folk tales are fictional stories about animals or human beings. Most of the tales are not set in particular time or place, but they have some similarities with the same ones of other nations that show the development was in the same way in life.

Interest of western countries to the Oriental literature began in the sixteenth century. The process began with Christopher Marlowe's publication of his tragedy "Tamburlaine the Great". This publication suggested the spread of Orient Literature to the world. Later, with the translations of Arabic tales into French, German, English and other languages of the world established the place of the East in the world literature. The information about East literature increased after the Byron's appearance on the scene of literature. The writer's such creations as "Childe Harold's Pilgrimage", "Sketches of East" show his respect and interest to the culture of eastern people.

Translation is a subject which recreates one work in exact language to another. This is the creative process and it keeps the genre forms, structure and speech expressions of source language. Recreation of literary works plays an important role in literature development. Such works express the specific features of an exact nationality and helps people to gain information about the other countries people.

Uzbekistan is becoming one of the young developing countries in the world. Its history, culture, social and economical life attracts interest of many foreign countries. Notable works have been done in the field of literature also. Several literary works of Uzbeks were translated into English and thanks to these translations foreign readers began to get acquainted with them. The works of translators help the foreign readers to gain much information about Uzbek folklore, history and modern art. These translations show the lifestyle, culture and development of the Uzbek nation.

Uzbek folklore is one of the main sources of information about the nation. It has a rich genre structure, simple and wide composition, an ordinary subject and romantic, social and at the same time patriotic idea. There are many interesting subjects and ideas in tales that give the imagination about Uzbeks history, culture, art and lifestyle to the reader. A great number of scientists of the West were interested in the traditions of Turkic-speaking areas. We have found some chronological data which help the scholars in comparative study of literatures in future. But these investigations concern only Middle Asian folkloric studies and help to establish the first stage of comparison. Many of Uzbek folk genres were translated into several languages as Russian, German, English, French and etc.