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Ю.А. Оленцова, Т.Г. Храмцова

TRAVELLING

Методические указания

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Рецензент

*И.И. Гришина, кандидат филологических наук, доцент кафедры ДИЯ
ИЭУиП ФГАОУ ВО СФУ*

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ВВЕДЕНИЕ

Предлагаем вам в качестве дополнительного средства при обучении иностранным языкам данные методические указания и надеемся, что они окажутся полезными при прохождении определенных тем при изучении курса иностранного языка. Указания состоят из 3 основных глав: «Путешествие», «Пребывание в отеле», «В ресторане». Помимо оригинального материала предлагается заключительный тест с ответами для самоконтроля, а также возможные экзаменационные вопросы и список литературы.

UNIT I TRAVEL EXPENSES

1. Learn following words and word combinations:

account for	насчитывать, составлять
afford	позволить
assure	уверять
be responsible for	быть ответственным
chief accountant	главный бухгалтер
claim	требовать
cost savings	экономия расходов
deal with	иметь дело
executive	руководитель
feasible option	возможный выбор
frequently	часто, регулярно
involve	вовлекать
major clients	основные клиенты
multi-national	многонациональный
operating costs	операционные расходы
regular trips abroad	регулярные поездки за границу
spend	тратить
take account of	брать в расчет
budget	бюджет
travel and entertainment costs	поездки и развлечения расходы
travel consultant	консультант по поездкам
travel expenses	дорожные издержки
travel manager	менеджер по туризму
supplier	поставщик
vital	существенный, важный

2. Read the text and say the main idea of it.

3. Read the text again and divide it into logical parts.

Travel Expenses

How much does your company spend on travel? Even small firms are finding that their travel and entertainment budget can account for between five and six per cent of operating costs. For large multi-national companies the costs can be even higher.

In fact many firms have no clear idea of how much they are spending on sending executives to international conferences.

Mr. Smith, a London-based travel consultant, has spent the past year looking at the ways companies deal with their travel expenses. “Very few of the companies I studied could tell me exactly how much they were spending on travel. Only one or two had thought about introducing a system to control expenses”.

Mr. Smith gives the example of TransEurope ASP, a Danish transport company. “Everyone I spoke to in the firm assured me that regular trips abroad were a vital part of the work of senior executives. Nobody asked themselves if all this travel was necessary and nobody seemed to know how much it was costing the firm”.

In fact when Mr. Smith sat down with TransEurop's chief accountant they found that travel and entertainment costs together came to a staggering \$2.1mln in a year.

Mr. Smith claims that every medium-sized and large company needs a clear policy on controlling its travel costs. He proposes a four-point plan which companies can introduce over a period of six months to a year.

- Travel expense audit. Begin by asking yourself how the company spends its travel budget at the moment. How much are we spending? How are expense claims processed? Where can we make the biggest cost savings?

- Setting up a policy. Once you have decided how much the company can afford to spend you can begin putting your ideas into action. The plan should involve the company's main travel suppliers – travel agents and airlines – as well as those executives who have to travel most frequently.

- Managing the policy. For larger firms this could mean appointing a full-time travel manager who would be responsible for controlling travel costs and for communicating the policy to other people in the company. This is not a feasible option for most small companies.

- Policy review. From time to time you might need to change your policy to take account of any new offers in the travel market. Many airlines now offer special deals for companies with frequent travelers.

4. Choose the possible title to the text:

- A. Spend More on Travel.
- B. Travel Policy Cuts Costs.
- C. Danish Travel Plan.
- D. Travel Managers to Meet.

5. Is it true or false?

1. Mr. Smith wants large companies to spend more on travel.
2. He thinks that a lot of companies do not really know how much they spend on travel.
3. He used to work for a Danish firm.
4. He thought that a Danish company was spending too much on travel.
5. He thinks it is almost impossible to control travel costs.
6. His travel plan can be introduced in a few weeks.
7. He believes that people outside the company should be involved in the plan.
8. He feels that all companies should have a travel manager.

6. Answer the questions to the text.

1. How many per cent of operating costs can the company's travel and entertainment budget account for?
2. Is it necessary to have a system to control expenses?
3. Who proposes a four-point plan? And why?
4. Name these 4 points of the plan.

7. Complete the sentences.

1. Even small firms are finding...
2. In fact many firms have no clear idea...
3. Very few of the companies I studied...
4. Mr. Smith claims that...
5. Once you have decided...
6. The plan should involve...
7. . From time to time...

2. Talking about holidays in the family

1. Translate following words and word combinations:

A summer/ winter rest; a resort at the seaside; a resort in the open air; a 5-star hotel with all modern facilities; a travel agency; the best way of travelling; to give a piece of advice; to have a rest; to sunbathe on the beach; to make a reservation at the hotel; to pay cash; to pay by credit card

2. Read the dialogue.

At home

Julia Petrova – Hello, my dear father!

Mr. Petrov – Good morning, Yulia.

Julia Petrova – How are you?

Mr. Petrov – I'm fine! Thank you. And you?

Julia Petrova – I'm fine too. I want to make you happy. I and Misha decided to have a rest.

Mr. Petrov – Oh, it is a good idea. Where do you want to spend your holiday?

Julia Petrova – We don't know exactly. Tomorrow we will go to the travel agency «Krastour» and decide it. Would you like to go with us?

Mr. Petrov – Oh, yes of course. Let's meet there at 10 a.m.

Discussions in the travel agency

Next day Julia, her brother and their parents go to the travel agency «Krastour» to speak about the rest.

Mrs. Voronina – Good morning, I'm a manager of our travel agency. Glad to meet you. My name is Helen. Will you take a sit?

Julia Petrova – Good morning, thank you.

Mrs. Voronina – Can I help you?

Julia Petrova – We would like to have a rest.

Mrs. Voronina – Where would you like to have a rest?

Julia Petrova – We haven't decided yet. Can you give us a piece of advice?

Mrs. Voronina – Do you prefer a summer rest or a winter rest?

Julia Petrova – We would like to have a summer rest.

Mrs. Voronina – I can offer you different kinds of resorts: a resort at the seaside or in the open air, sport holidays, camping.

Julia Petrova – We want to have a rest at the seaside.

Mrs. Voronina – Oh, it is a good choice. What sea do you prefer?

Julia Petrova – We prefer the Mediterranean Sea.

Mrs. Voronina – Well, it is the best way of traveling. The weather is very nice there. You can swim a lot.

Julia Petrova – Oh, it is excellent, because we like swimming very much.

Misha Petrov – But I don't like it.

Mrs. Voronina – In that case, you are able to sunbathe on the beach. It is very comfortable.

Misha Petrov – I agree with you.

Mrs. Voronina – Ok. Now I invite my colleagues to help you with the hotel and tickets. Just a moment, please.

Mrs. Voronina – Ann and Tanya, I've just spoken with a family. They want to travel to the Mediterranean Sea. Help them to make a reservation at the hotel and with the tickets. Let's start with the hotel at first.

Mrs. Voronina – This is Mrs. Stepanova, a hotel agent.

Mrs. Stepanova – Good morning. My name is Ann, and I can help you with your hotel. How long would you like to stay in the hotel?

Julia Petrova – We want to stay there for 10 days.

Mrs. Stepanova – What kind of hotel do you like?

Julia Petrova – I want a 5-star hotel with all modern facilities!

Mrs. Stepanova – Ok. I can offer you one of such hotels. There are two restaurants, a night-club, a fitness-club and a swimming-pool in this hotel. Please, look at this picture of the hotel. Do you like it?

Mr. Petrov – Oh, it's really a very good hotel. I like it.

Mrs. Stepanova – I'm very glad to hear it. Do you prefer a single-room or a double-room?

Julia Petrova – We prefer 2 double-rooms with a view of the sea.

Mrs. Stepanova – How do you want to pay? Cash or by credit card?

Mr. Petrov – By credit card. Does it suit you?

Mrs. Stepanova – Yes, of course. In two days I will tell you the number of your reservation. See you.

Mr. Petrov – Good bye.

Booking tickets [5]

Mrs. Voronina – And now, this is Mrs. Sidorova, a ticket agent.

Mrs. Sidorova – Hello, My name is Tanya, and I can help you with your tickets. How do you want to get to your hotel?

Mrs. Petrova – What can you offer for us?

Mrs. Sidorova – You can get there by train, by bus or by plane.

Mrs. Petrova – I think, we prefer going by plane. It's more comfortable.

Mrs. Sidorova – Ok. I will reserve the tickets by plain from Moscow to Cyprus. The price will be about 10 000 \$. Do you agree to it?

Mrs. Petrova – Of course, we do.

Mrs. Sidorova – Fine. Good buy

3. Make role plays using the word combinations to the dialogue

1. Discuss with your family, where you'd like to spend your summer holiday.
2. Discuss with the travel agent the advantages and disadvantages of your trip.
3. Book the tickets for the trip.

UNIT II STAYING AT A HOTEL

1. Learn the active vocabulary:

to make a reservation	заказать номер
a receptionist	администратор гостиницы
a double room	двухместный номер
a single room	одноместный номер
a suite	апартаменты
to fill in an arrival card (form)	заполнить карточку (бланк)
room service	обслуживание в номере
to fill in a breakfast order	заполнить заказ на завтрак
to sign a bill	подписать счет
facilities	удобства
an order for laundry	заказ на стирку белья
to have a holiday	быть в отпуске
to have a quiet rest	спокойный отдых
to be in the open air	быть на открытом воздухе
to spend a holiday in the open air	проводить отпуск на воздухе
to be at the seaside	быть на побережье
to stay at a hotel	жить в гостинице
a boarding-house	меблированные комнаты, пансионат
an accommodation	номер в гостинице
expensive	дорогой
to swim in the sea	плавать в море
a popular resort	популярный курорт
to sunbathe	загорать
to go swimming	плавать, заниматься плаванием
to be on the beach	быть на пляже
to go by train	ехать поездом

2. Read the texts and try to understand the main idea of them.

The hotel of the IEBC «SIBERIA» Krasnoyarsk

The hotel of the IEBC “SIBERIA” is a modern hotel which is located in the new business centre of the city. The hotel fascinates not only by its grandiose architecture, but also by the luxurious halls, dishes in the restaurant and comfort of the rooms.

The hotel has accommodation for 235 people at the same time. There are 171 rooms in the hotel, 14 of them are high qualification (apartments, luxury rooms, studios), and the rest of the rooms are singular and double.

All the rooms are complied by electronic locks, bathrooms, telephones, TV-set, allotted internet lines, mini bars or refrigerators, conditioners, hairdryers. The luxurious rooms are complied by safes for individual use, audio and video players.

On the 3rd floor you can use the ironing room.

The hotel of the IEBC “SIBERIA” is a part of International Exhibit Business Centre, so we can offer a full variety of services for businessmen.

The KrasExpoCentre Exhibit Company is located in the IEBC “SIBERIA”. Its expositions cover an area of approximately 7000 square meters; it is equipped with all the necessary modern technology. The IEBC “SIBERIA” has three conference auditoriums (supporting 235, 90 and 20 people) for presentations, press conferences, or meetings, these auditoriums are equipped according to the international standard.

Restaurant. It can hold 300 guests and it makes this an ideal place for company celebrations, holidays or banquets.

In the centre hall on the ground floor there is a post office stall, which offers a large variety of post cards and magazines. It works from 9 a.m. to 6 p.m. (lunch break from noon to 1p.m.). In the central hall there is a machine where you can purchase cellular phone cards, including international communications [5].

The Grand Hotel “Rimini” Milan [5]

The Grand Hotel “Rimini” was designed by the South American architect Paolo Somazzi, under the guidance of the “Societa Milanese Alberghi, Ristoranti e Affini” (Milan Hotel and Restaurant Company). It was inaugurated on July 1-st 1908.

The rooms are still decorated with Venetian and French antiques of the XVIII century, the original wooden floor (parquet) and the Venetian chandeliers have been restored; whilst in the restaurant and the other banqueting rooms, the furniture, the paintings and the lights reinforce the original atmosphere of the past.

In 1994 the Grand Hotel “Rimini” was recognized as a national monument and it is under the protection of the Superintendent of Fine Arts. Next to the Grand Hotel, stands the Conference Centre. Built in 1992 and equipped with state-of-the-art technological equipment, it is open all year long to host meetings and conferences at national and international level.

There are 168 rooms in the hotel: 117 in the Grand Hotel and 51 in the nearby “Residenza”. All the bedrooms in the Grand Hotel are furnished with authentic eighteenth century Venetian and French antiques and provided with walk-in wardrobe, air-conditioning, satellite TV, WI-FI technology, mini-bar, direct telephone and safe, WI-FI technology in every room, at the Conference Centre and common areas of the Grand Hotel.

The Congress Centre of the Grand Hotel is a modern building set apart from the Hotel. It was built in 1992 and completely updated in 2003. It can hold 630 participants and has a room for plenary sessions with places for 350 people.

The large terrace of the Grand Hotel overlooks the splendid private park and grounds (4,000 square meters). The terrace and gardens offer a perfect setting the setting for concerts, summer dinner parties, cocktails, wedding receptions, and for a variety of fashionable occasions and those special celebration.

A large swimming-pool is in the Grand Hotel grounds. There is a swimming pool on the Hotel's private beach. The Grand Hotel is the only hotel on the Adriatic Coast which has a private beach. It is wide (11000 km) and in fine golden sand. It has its own restaurant, a bar and a swimming pool and can be used for training or team-building activities.

The beautiful hills surrounding Rimini and the several places of historical interest like castles and fortresses dating back to the Middle Age and the Renaissance are ideal for excursions.

A delicious cuisine that is a successful combination of both sea and countryside traditions: the savory and healthy fish of the Adriatic sea and the produce of a sunny and generous land. Simple but tasty dishes can be savored with the local DOC wines, like the excellent Sangiovese.

In Rimini there are several boutiques with the best “Made in Italy” fashion labels. Not far away from Rimini, several outlets with the best known fashion names for clothing and shoes. Those who love local traditional handicraft will not miss the famous table cloths manufactured following an extremely old printing method that uses rust as the main colour, the secret of which is well kept by the very few artists of the region.

3. Make a presentation of the hotel according to the plan:

1. The title of the hotel.
2. The location of the hotel.
3. The type of the hotel.
4. The number of rooms and their kind.
5. The services of the hotel.
6. The facilities of the hotel.

At the hotel

1. Read the dialogue.

Checking-in [5]

Now one family is in the hotel. At this moment they are checking in the hotel and speaking with a receptionist.

Mr. Wilfred – Good morning! My name is John. I’m an administrator of this hotel. Can I help you?

Mrs. Medvedeva – We have a reservation in this hotel.

Mr. Wilfred – Ok, please, tell me your name and the number of your reservation.

Mrs. Medvedeva – My name is Mrs. Medvedeva. The number of our reservation is 56.

Mr. Wilfred – Yes, we have a reservation for you. These are 2 double-rooms with a view of the garden. Does it suit you?

Mrs. Medvedeva – Yes, it does.

Mr. Wilfred – Ok, please give me your passports. I’ll fill in your guest cards. Thank you. Here are your guest cards.

Mrs. Medvedeva – Thank you. Could you tell me what the numbers of our rooms are?

Mr. Wilfred – Ok. Let's see The numbers of your rooms are 305 and 306. It's on the second floor.

Mrs. Medvedeva – And how can we get there?

Mr. Wilfred – There is a lift behind you. Our floor administrator will meet you on the second floor and will show your rooms. The porter can help you with your luggage.

Mrs. Medvedeva – Where can we get meals?

Mr. Wilfred – We have two restaurants and a cafe. You will have breakfast in the restaurant on the first floor from 7 till 10 in the morning.

Mrs. Medvedeva - Have you got any places of rest?

Mr. Wilfred – Of course, we have. We have a swimming pool, a fitness centre, a spa club and a bar on the ground floor. Welcome to our hotel.

Mrs. Medvedeva – Thank you very much!

The family goes to the rooms. Stas Medvedev and a porter – Andrew Borisov go to the room with all bags. And they are talking.

Stas Medvedev – Are you a porter?

Andrew Borisov – Yes, I'm a porter. Can I help you?

Stas Medvedev – Yes. Can you help me with my luggage, please?

Andrew Borisov – Yes, certainly. What are the numbers of your rooms?

Stas Medvedev – 305 and 306.

Andrew Borisov – Ok, let's go! It's on the second floor.

Stas Medvedev – I think you are not British. Where are you from?

Andrew Borisov – Yes, you are right. I'm a Russian student from Moscow! I work here and have a practice in English!

Stas Medvedev – Oh, really?! Are you Russian?! Are you from Moscow?

Andrew Borisov – Yes! I live in Moscow. My name is Andrew Borisov.

Stas Medvedev – Nice to meet you, Andrew. I live in Moscow too! My name is Stas Medvedev.

Andrew Borisov – Nice to meet you too. Here are your rooms and your luggage.

Stas Medvedev – Thanks, bye-bye.

Andrew Borisov – See you.

At this time Lina is speaking with a floor administrator – Miss Hope. She will show your rooms.

Miss Hope – Good morning! My name is Ann. Glad to see you. Follow me and I show you your rooms.

Lina Medvedeva – Oh, thank you!

Miss Hope – Welcome! This is a double room. There is a bathroom, a sitting-room, a bedroom and a kitchen here. Also, you have a TV-set, a computer, a bookshelf, a fire-place and some furniture.

Lina Medvedeva – Wow! It's a very comfortable room!

Miss Hope – I'm glad to hear it! Have a rest and call me if you have some problems.

Lina Medvedeva – Certainly. Thank you very much. See you later.

Repairing things

The family has a very good rest. They swim in the sea, sunbathe and spend a lot of time on the beach. But one day they have some problems with a bathroom in their room. Mrs. Medvedeva goes to the floor-administrator.

Mrs. Medvedeva – Oh, I'm sorry, but the shower in our room is broken.

Miss Hope – Well, I'll phone to a service specialist now!

Mr. Bell – Good morning! Service specialist is speaking.

Miss Hope – Good morning! I'm a floor administrator of the second floor. We have some problems in the room number 305. Will you come here to decide these problems?

Mr. Bell – Sure, I'll come.

Miss Hope – Thank you! We are waiting for you!

(In some minutes)

Mr. Bell – Hello. I'm a service specialist. My name is Mr. Bell. What's happened?

Mrs. Medvedeva – Nice to meet you, Mr. Bell. I'm sorry to trouble you, but the shower in our room isn't working. Will you fix it?

Mr. Bell – Oh, don't worry, of course I'll fix your shower. Do you have anything else?

Mrs. Medvedeva – Yes, the lamp in the bathroom isn't working either.

Mr. Bell – Well, everything will be Ok! When is it comfortable for you to repair your shower and the lamp?

Mrs. Medvedeva – Will you do it now? All my family is on the beach at this moment.

Mr. Bell – Yes, certainly!

Mrs. Medvedeva – Thank you, you are very kind [5]!

2. Make role plays using the word combinations to the text:

1. You are checking in the hotel. Discuss with a receptionist the number of your reservation, the numbers of your rooms, places of rest and restaurants.

2. You are in your room. Discuss with a floor administrator your room and room service.

3. Something is broken in your room. Call to a service specialist and discuss this problem.

UNIT III AT THE RESTAURANT

1. Learn the active vocabulary:

afford	позволить
eating out	еда вне дома
turn down	отрицать, отвергать
smoked	копченный
cuisine	кухня(еда)
luxurious	роскошный, дорогой
batter	жидкое тесто(кляр)
sprinkled	посыпанный
vinegar	уксус
starter	закуска
the main course	основное блюдо
staff	персонал
habits	привычки, пристрастия
obvious	очевидный
cheap	дешевый
nutritious	питательный

2. Read the text and try to understand the main idea of it. How can you title it?

In today's rapid society, people can afford to spend less time for eating, let alone cooking. That is why eating out has become so popular, and there is no doubt that it's here to stay. In fact, it seems that you simply can't get away from it. People are too busy to cook and eat proper meals. Young people pick up the idea that speed means excitement, whereas anything traditional is slow and boring. As a result, they turn down traditional food and go for eating out instead. While eating out we can choose from a wide range of eating places. The busiest tend to be fast food restaurants which are popular with young people and families. Many people eat out in Italian restaurants, Chinese and French restaurants are also popular.

In different countries people have their own traditions while eating out. Brazilians never eat lunch at the office; they always use a knife and a fork to eat, even for pizza or sandwiches. Many Filipinos like eating soup, meat, vegetables and a lot of different sauces. Rice is a part of their every meal – they even make desserts with rice and coconut milk. In Finland there are a lot of national dishes such as smoked fish and hot soups. In the streets there are stalls which sell sausages, Finland's favorite food.

One of Britain's best known meals which represents British cuisine is fish and chips. It can be served both in luxurious restaurants and pubs. The fish is covered in batter (made from eggs, milk and flour) then fried in hot oil. When cooked, the batter is crispy and the piece of fresh fish inside is soft. This is served with chips, pieces of deep-fried potato, which are then sprinkled with salt and vinegar.

As a rule British people have breakfast, lunch, dinner and supper. The most substantial is dinner which consists of a starter, the main course and dessert. For certain reasons most British people prefer to have a meal at home. For those who are not afraid to experience eating out it is recommended to go to the restaurants. There is a varied menu at the restaurants. The staff are very friendly, helpful and polite. They look smart in their uniform. The service is fast and efficient. Splendid decor, good music, an exclusive wine list add to healthy appetite and good emotions.

Unfortunately many people today have unhealthy eating habits. Teenagers eat more processed food than ever before. When eating out, they choose fast food restaurants for the obvious reasons. They are cheap, and filled with people their own age. However, fast food restaurants are not the only source of unhealthy food. The modern day families have both parents working outside the home and this means parents don't often have the time to prepare healthy nutritious meals for their family.

3. Answer the questions to the text.

1. Why eating out has become so popular?
2. Why people do not cook?
3. What idea do young people pick up?
4. What cuisine do people often prefer?
5. What do you know about the traditions in other countries?
6. What do teenagers prefer to eat? Why?

4. Complete the sentences.

1. People can afford...
2. Young people pick up the idea...
3. In different countries people...
4. One of Britain's best known meals...
5. As a rule British people...
6. Teenagers eat...
7. The modern day families...

An order at the restaurant

One evening a Russian family decides to go to the restaurant to have a dinner. And Peter Bogatov is phoning to the restaurant to make an order.

Mr. Mansfield – Good evening. Restaurant ‘Castle’ speaking.

Peter Bogatov – Good evening. We’d like to order a dinner.

Mr. Mansfield – Very well. Where would you like to have a dinner in your room or in our restaurant?

Peter Bogatov – We’d like to have a dinner in your restaurant. Do you have a table in the open air?

Mr. Mansfield – Yes, certainly. We have a table with a beautiful view on the sea. Does it suit you?

Peter Bogatov – Yes, it suits us. Could we make a reservation for this table for four persons?

Mr. Mansfield – Yes, of course. Would you like to pay cash or to include this price in your hotel’s bill?

Peter Bogatov – Include this price in our hotel’s bill, please.

Mr. Mansfield – Very well.

Peter Bogatov – Good bye.

That evening the family had a wonderful dinner in the restaurant. Today is the last day of the rest. And now they are checking out.

Checking-out

Mrs. Crichton – Good morning. My name is Margaret. I’m a cashier clerk. Can I help you?

Mr. Bogatov – Yes, we want to check out and to pay for our rooms.

Mrs. Crichton – What are the numbers of your rooms?

Mr. Bogatov – 455 and 456...

Mrs. Crichton – Wait a minute. I’ll look at the computer. Ok. Your total price is 1000\$. It includes: the price for two rooms and laundry. Would you like to include all services in one bill?

Mr. Bogatov – Yes, one bill, please.

Mrs. Crichton – How do you want to pay? Cash or by credit card?

Mr. Bogatov – Cash, please.

Mrs. Crichton – Do you have a discount?

Mr. Bogatov – Unfortunately no.

Mrs. Crichton – Well, here is your bill, please. We are glad that you stayed in our hotel. All the best! Good bye.

Mr. Bogatov – Thank you. We had a very good rest. Good bye!

The family goes home by plane. They enjoyed their rest very much [3].

3. Role plays.

1. Make an order at the restaurant.
2. You are checking out and paying for the hotel.

APPENDIX

Breakfast order

Date _____ Room Num-
ber _____
Name _____

Enter quantity and underline items.

Breakfast I

_____ Coffee (milk) or Tea (milk, lemon)
_____ Chocolate
_____ Roll _____ or Toast
_____ Butter
_____ Jam _____ or Marmalade
_____ Honey

Breakfast II

_____ Tomato Juice or Fruit Juice
_____ Coffee (milk) or _____ Tea (milk, lemon)
_____ Chocolate
_____ Roll or _____ Toast
_____ Butter
_____ Jam _____ or Marmalade
_____ Honey
_____ Boiled eggs or _____ Fried eggs (bacon, ham)
_____ Scrambled eggs (tomato) or _____ Omelettes (tomato, cheese)
Porridge or _____ Corn Flakes

Waiter: Table number:

Please fill in your breakfast order and hand it to the waiter in the breakfast-room. If you wish to have your breakfast in your room, call a room staff and hand this list to the boy (maid). For meals served in the room an extra 0.50 will be charged for room service.

Welcome

Name
Room number
Rate
Date of arrival
Date of departure
Checking-out time

Please, present this card when signing bills in the restaurants.

Registration form

Name of the Hotel

To be filled in immediately on arrival.

1. Surname
2. Christian name
3. Nationality
4. Date of arrival
5. Sex
6. Particulars of registration (Certificate or Passport)
7. Arrived here from
8. Date of departure
9. Destination (Give your new address in full)
10. Signature

Central Park Hotel
Dry Cleaning & Laundry Service

Name _____
 Room _____
 Date _____

All Guest Cleaning is handed in by 8.45 am and will be returned the same day by 6 pm. Weekends and Public Holidays excepted.
 Please call Hall Porter for service.

Gentlemen

Dry Cleaning

Laundry

	Price	Quantity	Special Items		Price	Quantity	Special Items
Suits 2 piece	6.55			Socks (pair)	1.10		
Suits 3 piece	8.05			Pants	1.30		
				Pyjamas	2.45		
				Hanks	0.85		
				Vest	1.30		
				Shirt	2.85		
				Shirt-Silk	3.35		
				Dress-Shirt	3.35		
Ties	1.75			T-Shirt	2.15		
Shirt	2.85						

Ladies

Suits 2 piece	6.55			Panties	1.30	
Evening Dress	12.50			Bras	1.30	
Dress-ordina	5.95			Pyjamas	2.45	
Dress-coctail	8.30			Nightdress	2.45	
Sweater	3.05			H/Coat	4.35	
Blouse	2.95			Slips	2.45	
Jacket	3.60			Hanks	0.85	
Slacks	3.50			Vest	1.30	
Skirt-plain	4.25			Blouse	2.95	
Skirt-pleated	6.15			Blouse-Silk	3.45	
Top Coat	7.05					
Raincoat	7.05					

Total £ _____
 Vat £ _____
 Pay £ _____

Total £ _____
 Vat £ _____
 Pay £ _____

Express Cleaning and Laundry Services carried out for the Central Park
 Hotel by John Stanton (Master Cleaning) London SE 16 3DH
 Central Park Hotel, Queens borough Terrace, London W2 3SS
 Telephone 01-229 2424, Telex 27342

This is laundry slip you might find in your room when you check into a hotel. Sometimes when you're traveling, you have to wash, and iron your clothes, or have them laundered, and you might have some of them cleaned. If you want to press (or iron) your clothes yourself, you can usually get an iron from the maid. If you don't want to do it yourself, take advantage of the laundry and dry cleaning service most hotels offer.

POSSIBLE EXAM QUESTIONS

1. Знакомство.
2. Путешествие.
3. В ресторане.
4. В гостинице.
5. Сервис в гостинице.
6. Беседа по телефону.

FINAL TEST PAPER [6]

Choose the right variant:

1. A place to eat in a train is:
 - a) a restaurant;
 - b) a café;
 - c) a dining carriage.
2. Places of interest to tourists and visitors in a city (town) are:
 - a) sights;
 - b) roads;
 - c) railway stations.
3. A sightseeing tour made on foot is:
 - a) voyage;
 - b) walking tour;
 - c) fishing.
4. A book that lists the words of a language in alphabetical order and gives their meaning, or that gives the equivalent words in a different language is:
 - a) a dictionary;
 - b) business mail;
 - c) diary.
5. The ground is wet. It (rain):
 - a) has been raining;
 - b) was rain;

c) is rain.

6. When I came home my mother (watch) TV, and my father (read) newspaper:

- a) watched, readed;
- b) was watching, read;
- c) was watching, was reading.

7. When I saw her I understood that I already (meet) her somewhere before:

- a) had met;
- b) had meeted;
- c) had been meeting.

8. I suppose he already (do) his homework because he (play) in the garden now:

- a) did, is playing;
- b) is doing, played;
- c) has done, is playing.

9. Yesterday Lisa (help) her mother about the house since morning and at 12 o'clock they (cook) dinner together:

- a) was helping, had cooked;
- b) had helped, was being cooked;
- c) had been helping, were cooking.

10. A person born in or coming from a country other than one's own is:

- a) a businessman;
- b) a foreigner;
- c) a guest.

11. I knew that they (wait) for me near the cinema and I (decide) to hurry:

- a) were waiting, decided;
- b) waited, was deciding;
- c) waited, decided.

12. The dictionary Murray (refer) often to:

- a) refers;

- b) is referred;
- c) was being referred.

13. He (to take) to hospital yesterday and he (to operate) on tomorrow:

- a) was taken/will be operated;
- b) took/will operate;
- c) was taken/ will operate.

14. A holiday organized by a travel agent, with arrangements for transport, accommodation, etc., made at an inclusive price is:

- a) walking tour;
- b) voyage;
- c) package holiday.

15. The whole system and structure of a language or of languages in general, usually taken as consisting of syntax and morphology (including inflections) and sometimes also phonology and semantics is:

- a) phonetics;
- b) reading;
- c) grammar.

Keys:

- 1. c
- 2. a
- 3. b
- 4. a
- 5. a
- 6. c
- 7. a
- 8. c
- 9. c
- 10.b
- 11.a
- 12.b
- 13.a
- 14.c
- 15.c

Критерии оценивания

Количество правильных ответов	Процент выполнения	Оценка
13-15	Более 87%	Отлично
10-12	73-86%	Хорошо
8-9	60-72%	Удовлетворительно
Менее 8	Менее 60%	Неудовлетворительно

ЗАКЛЮЧЕНИЕ

Надеемся, что данные методические указания предоставили возможность изучить основные моменты, связанные с путешествием за границу, познакомиться с основными правилами поведения и этики общения на иностранном языке, а предлагаемые к каждому тексту задания и диалоги помогли развить и отработать коммуникативные навыки.

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TRAVELLING

Методические указания

Оленцова Юлия Анатольевна
Храмцова Татьяна Георгиевна

Электронный ресурс

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Редакционно-издательский центр Красноярского государственного аграрного университета
660017, Красноярск, ул. Ленина, 117
Тел. (391) 265-01-93. e-mail: rio@kgau.ru