

**МИНИСТЕРСТВО СЕЛЬСКОГО ХОЗЯЙСТВА
И ПРОДОВОЛЬСТВИЯ РЕСПУБЛИКИ БЕЛАРУСЬ**

**Учреждение образования
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Кафедра иностранных языков №1

АНГЛИЙСКИЙ ЯЗЫК

**«СТУДЕНЧЕСКАЯ НАУЧНО-ПРАКТИЧЕСКАЯ
КОНФЕРЕНЦИЯ»**

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UNIT 1

PREPARATION FOR A MEETING

The initiative to convene an occasional Conference or a Session of a permanent body usually belongs to Organizing Committee of a national or International character.

Initially an Organizing Committee sends to all the establishments concerned the so-called "Preliminary (First) Announcement" that states general information about the Congress or the conference. Such an announcement contains the main program of the Congress, order of plenary sessions, working languages, rules of scientific contributions, social program, information about registration, correspondence, hotel reservations, necessary expenditure, etc.

The First Announcement (The First Circular, Preliminary Announcement) usually contains Preliminary Application Form (Information on Participation). Those who wish to attend should complete the enclosed application form and mail it without delay.

Here is an example of a possible Preliminary Announcement

Third International Drainage Congress of the International Union of Farm Engineers

The third International Drainage Congress, organized under the sponsorship of the National Academy of Sciences, will be held in Massachusetts from August 27 to September 3, 2009. The Organizing Committee is pleased to invite all interested scientists and engineers to attend.

Rooms and board will be available at reasonable rates for visitors from abroad and for students; accommodations for participants from the United States will be available in hotels in Boston area.

There will be technical and scientific exhibits. English and French will be official languages of the Congress. The registration fee will be \$35 for full participants, \$7 for students and \$20 for associate participants.

Scientific Program

The scientific program will include sessions of contributed papers general symposia on New Materials and Illustration Requirements for Drain Tubes, Controlled Drainage and Drainage for Water Control and Salinity, Physical Properties for Soils Related to Drainage.

Other sessions are planned to cover aspects of Models for Drainage Design and Evaluation, Drainage Requirements for Crop Growth and other farming operations.

Presentation (Submission) of Papers

Participants wishing to present a paper to any section of the Congress are asked to prepare a synopsis and a tentative title and send it (for discussion by a selection committee) not later than the end of May 2009 to the Joint Secretaries of the Organizing Committee.

Papers selected for reading will be duplicated and translated for distribution to delegates and observers on arrival.

Any participant whose paper is not selected for oral presentation may, if he wishes, submit it for distribution in written form.

Papers may be given in English or French. All inquiries regarding the Congress should be sent to: Congress Organizing Committee (names and addresses).

The Second Announcement should contain detailed information as to dates of the Congress, commissions, scientific visits, participation and registration, pre-, mid- and post- Congress tours, living accommodation, enrolment fees, ladies' program, hotels, other activities, change of program, visas and whatever else considered necessary for the participants to come and make maximum use of the occasion.

The Second Circular is the last document which is usually sent before the Congress itself. Any remaining communications (theses, list of participants, diary sessions, detailed program of recreational activities, etc.) will be distributed directly to the participants at their arrival.

Here is a model of a probable Conference Guide (Diary of the Sessions) that contains all possible information so necessary for foreign participants.

VOCABULARY

To convene a conference	Созвать конференцию
A meeting	Совещание
Permanent body	Постоянный орган
Organizing committee	Оргкомитет
Preliminary announcement	Предварительная информация
To complete a form	Заполнить бланк, форму
Participant	Участник
Working language	Рабочий язык
Scientific contribution	Научный доклад (представленный на конгресс, конференцию)
Social program	Культурная программа
Hotel reservation	Бронирование мест в гостинице
Preliminary application form (card)	бланк предварительной заявки
Under the sponsorship of	По инициативе, под руководством
To hold a meeting (a conference)	Проводить собрание, конференцию
Accommodation for participants	Размещение участников
Registration fee (enrolment)	Взнос участников
Full participant	Полноправный участник
Associate participant	Участник с совещательным голосом
Synopsis	Краткий обзор, конспект
Tentative title	Предварительный заголовок
Joint secretaries	секретариат
Recreational activities	Культурные мероприятия

REMEMBER THE FOLLOWING EXPRESSIONS:

I should be interested to know ...	Интересно было бы узнать ...
I should like to know ...	Мне хотелось бы знать ...
I wonder	Интересно
Could you inform me	Не могли бы Вы проинформировать
I have a question in this connection	В этой связи у меня вопрос
As far as I know	Насколько я знаю

I'm afraid I'm not qualified to give you that information	Боюсь, что я не в состоянии дать Вам такую информацию
As a matter of fact	На самом деле
My first (last) question concerns	Мой первый (последний) вопрос касается
If I'm not mistaken ...	Если я не ошибаюсь ...

Exercise 1

Give the English equivalents for:

- Оргкомитет;
- Созвать конференцию;
- Предварительная информация;
- Повестка дня, культурная программа;
- Бланк предварительной заявки;
- Заполнить бланк;
- Заинтересованные ученые;
- Официальный язык конференции;
- Представить доклад;
- Содержать необходимую информацию;
- Зарубежные гости.

Exercise 2

Give synonyms to the following expressions and word combinations:

- To call a conference;
- The First Announcement;
- To complete a form;
- Under the guidance of;
- To attend a conference;
- Official languages;
- To present a paper;
- To make copies;
- To choose a paper for reading;
- To send by air;
- Without delay;
- Detailed information.

Exercise 3

Give antonyms to the following expressions and word combinations:

- National conference;
- Particular information;
- At high prices;
- Full participant;
- Permanent title;
- On arrival;
- Written presentation;
- Working activities;
- Detailed paper;
- Pre-Congress tours.

Exercise 4

Fill in the blank with suitable words and word combinations.

1. The initiative to convene a Conference usually belongs to
2. The ... states general information about the Congress or the Conference.
3. The First Announcement contains
4. The International Drainage Congress ... will be held in Massachusetts.
5. Rooms and board will be available
6. ... will be official languages of the Congress.
7. The registration fee will be \$35 for ... and \$20 for
8. The scientific program will include papers on ...
9. ... should contain detailed information.
10. Paper selected for reading will be

Exercise 5

Make up sentences of your own.

1) to convene a Conference; 2) an Organizing Committee; 3) to contain general information; 4) to complete the application form; 5) to mail the form; 6) under the sponsorship; 7) to be held; 8) accommodation for participants; 9) the scientific program; 10) to prepare synopsis; 11) duplicate and translate for distribution; 12) the Second Announcement.

Exercise 6

Fill in the blanks with suitable words and word combinations.

<i>detailed</i>	<i>under the sponsorship</i>	<i>regarding</i>
<i>without delay</i>	<i>distributed</i>	<i>contains</i>
		<i>at reasonable rates</i>

1. The Congress organized ... of the National Academy of Sciences, will be held from August 27 to September 3, 2009.
2. The announcement ... the main program of the Congress.
3. Those who want to attend should mail the enclosed application
4. Rooms and board will be available ... for visitors.
5. All inquiries ... the Congress should be sent in due time.
6. The Second Announcement should contain ... information as to dates of the Congress and other information.
7. The Second Circular ... directly to the participants at their arrival.

Exercise 7

Answer the questions.

1. What body convenes a Conference?
2. What information does the Preliminary Announcement contain?
3. Does the First Announcement contain Preliminary Application Form?
4. Who is the sponsor of the Third International Drainage Congress?
5. What are the dates of the Congress?
6. What is the registration fee for participants?
7. Which problems are to be discussed at the session?
8. What does the Second Announcement contain?
9. When are any remaining communications distributed?
10. Will German be an official language of the Congress?

Exercise 8

Read and translate the dialogue.

- I'm sorry could you give me some information about preparation for a Conference?
- Certainly I could.
- Thank you. My first question concerns the dates of the Conference.
- As far as I know, the Conference will be held from August 27 to September 3, 2009.
- I'd like to know what body convenes the Conference.
- The initiative belongs to Organizing Committee. By the way, it will send the so-called Preliminary Announcement to all establishments concerned.
- Oh, yes. I have a question in this connection. Does the First Announcement contain Preliminary Application Form?
- Yes, if you wish to attend you should complete it and mail without delay.
- That's clear. I wonder if rooms and board will be available.
- They usually provide participants with rooms and board at reasonable rates.
- And what about the registration fee?
- As the matter of fact, the registration fee is different for full and associate participants.
- I should also like to know about the Second Announcement. What does it contain?
- Well, I'm sure but it usually deals with detailed information as to dates of the Congress, commissions, participation and registration.
- Is there any information concerning tours, Ladies' program and other activities?
- If I'm not mistaken it's also in the Second Announcement.
- And my last question concerns official languages.
- I'm afraid I'm not qualified to give that information. Anyway, if you know English you don't need to worry.
- Thank you so much. You've given me a lot of necessary information.
- Don't mention it. Good luck.
- All the best.

Exercise 9

Talk to your friend about the preparation to the Conference. Use the vocabulary and speech patterns of the lesson.

UNIT 2 CONFERENCE GUIDE

Site of Session

The Conference will take place in the state Hall, Massachusetts. Plenary meetings will be held in the Chamber of the State Hall and other meetings, if any, will take place at the Massachusetts University.

Opening Session

The Session will be opened by a ceremony to be held in the State Hall at 3.00 p.m. on Thursday, August 27, 2009. Entrance for guests will be by invitation only. All guests and participants are requested to be seated by 2.45 p.m.

The Session will be expected to work five and one-half days a week. Saturday afternoon and Sunday may also be working days if the requirements of the Session so demand. On Saturday afternoon and Sunday special hours may be established.

Working Languages

The working languages of the Conference will be English and French. All official documents will be issued in these languages. Interpretation into English and French will be provided for all plenary meetings. Requests for simultaneous interpretation at other plenary meetings will be assessed in the light of the needs of the plenary meeting and facilities available.

Officers of the Session

In accordance with its Rules of Procedure, the Session will elect a Chairman, a first Vice-Chairman and a second Vice-Chairman. These officers will liaise with the Secretary of the Conference to co-ordinate the work of the Session.

Order of the Day

An order of the day will be published each day during the Session giving the agenda, the time and the place of meetings of the plenary and special and ad hoc meetings.

Registration of participants

The registration of participants will take place on 25th, 26th, and the morning of the 27th in the foyer of the State Hall. A registration and information desk will be manned throughout the Session to handle registration of all participants and to provide information of session activities. Personal mail, invitation, etc. will be distributed from this desk.

Upon registration, participants will receive badges, colour-codes according to their status as Delegates, Observers, Secretariat or Press. The badges will serve as a permit for entry to the conference premises and other events connected with the Session, and thus should be worn prominently to avoid inconvenience.

Documents distribution

All documents for the Session will be distributed from the Document Distribution Desk in the foyer of the State Hall. There will be pigeon-holes for all Delegations and bulletin board will contain a posted announcement of documents distributed by that way.

The distribution of documents for the Press will be handled by the Information Office.

Services and Facilities

For the convenience of all participants the following services and facilities will be provided at the conference centre:

1. Refreshment and Snack bar

A Snack bar on the first floor of the State Hall will be open each day until mid-night to provide food and beverages at their expense for delegates, the visiting public and the Secretariat staff working after normal conference hours.

2. Banking

A Banking Agency will be operated at the Conference site to handle all exchange operations and general banking transactions of participants between 8.30 and 10 a.m. every day except Sunday.

3. Medical Facilities

Participants requiring medical attention may call the following Physicians for quick service:

Dr. E.E. Ray, Specialist Physician, General Hospital

Dr. C.A. Bruce, Physician, General Hospital

4. Post and Cables

At the Post Office Counter situated in the foyer of the National Hall participants may buy stamps, submit mail for posting and dispatch telegrams. This counter will be open during the following hours:

Monday – Friday: 8.30 a.m. to 1 p.m. and 2.30 p.m. to 6 p.m.

Saturday: 8.30 a.m. to 12.30 p.m.

The Guide continues further with the description of places of interest and some useful telephone numbers.

VOCABULARY

Opening session	Открытие конференции
To issue documents	Распространять документы
Simultaneous interpretation	Синхронный перевод
Rules of Procedure	Процедурные правила
Liaise	Установить, наладить связь
Liaison officer	Ответственный за связь
Order of the day	Распорядок дня
Agenda	Повестка дня
Registration and information desk	Бюро регистрации и информации
Badge	Значок
Conferences premises	Место, где проходит конференция
Pigeon-hole	Ящик для корреспонденции

Bulletin board	Доска объявлений
To provide services	Обеспечить услугами
Exchange operations	Обмен валюты
Banking transactions	Банковские операции
To require medical attention	Нуждаться в медицинской помощи
To dispatch a telegram	Отправить телеграмму
Ad hoc meeting	Специальный, устроенный для данной цели

Exercise 1

Give the English equivalents for:

- Установить рабочие дни конференции;
- Открыть заседание;
- Синхронный перевод;
- В соответствие с процедурой;
- Избирать первого помощника председателя;
- Координировать работу сессии;
- Бюро регистрации и информации;
- Доска объявлений;
- Производить обмен валюты;
- Отправить телеграмму;
- Ящик для корреспонденции;
- Обеспечить услугами.

Exercise 2

Give synonyms to the following word combinations.

- According to;
- To publish in English and French;
- To run a conference;
- The head of the Session;
- To establish relations;
- The topic of the Session;
- To supply with information;
- To send a telegram;
- To need medical attention;

- Position of participant;
- Conference site.

Exercise 3

Give antonyms to the following word combinations.

- Free days;
- Official mail;
- To open a Conference;
- To receive a telegram;
- Including Sunday;
- Special banking transactions;
- Before registration.

Exercise 4

Fill in the blanks with suitable words and word combinations from the text.

1. The Session will ... in the State hall.
2. Entrance for guests will be by
3. English and French will be the ... languages of the conference.
4. The Session will ... a Chairman.
5. The registration of participants will ... on 25th, 26th, and the morning of the 27th in ... of the State Hall.
6. Personal mail will be ... from the registration and information desk.
7. The badges will serve as permit for
8. All documents for the Session will be ... from the Document distribution Desk.
9. A ... will contain a posted announcement of documents.
10. The Post Office counter is ... in the foyer of the national Hall.

Exercise 5

Complete the following sentences.

1. The Conference will be held
2. The Session will work

3. All official documents are issued in
4. In accordance with the Rules of Procedure, the Session
5. An Order of the Day will
6. Upon registration, participants will receive badges according to
7. The Document Distribution Desk
8. ... will be provided at the conference centre.

Exercise 6

Translate the sentences into English.

1. Рабочими языками конференции будут английский и французский языки.
2. В соответствии с процедурой, сессия изберет председателя, первого и второго помощника председателя.
3. Распорядок дня будет публиковаться каждый день сессии.
4. Распорядок дня дает информацию о повестке дня, времени и месте проведения заседаний.
5. Регистрация участников состоится 25, 26 и утром 27 августа.
6. Участники конференции будут носить значки в соответствии со статусом делегатов, наблюдателей, работников секретариата или прессы.
7. Бюро регистрации и информации осуществляет регистрацию участников, а также обеспечивает информацией о деятельности сессии.
8. Для удобства делегатов буфет работает после обычного рабочего дня конференции.
9. Банк будет производить обмен валюты каждый день кроме воскресенья.
10. Участники конференции могут купить марки, отправить письмо или телеграмму.

Exercise 7

Answer the questions to the text.

1. Where and when will the Conference be held?
2. What are the working languages of the Conference?

3. Will there be simultaneous interpretation at plenary meetings?
4. When will a Chairman be elected?
5. What information does an Order of the Day give?
6. What are the Functions of a registration and information desk?
7. Do participants receive the same badges?
8. The distribution of documents for the Press is handled by the Information Office, isn't it?
9. Are there any services and conveniences provided for the delegates?
10. Is there quick medical service for the participants?
11. What can you do at the Post Office counter?

Exercise 8

Translate the dialogue. Dramatize it.

- Алло! Это секретариат международной конференции по дренажу? Говорит Хольман из Западной Германии.
- Здравствуйте, господин Хольман. С Вами говорит Грин из секретариата. Чем могу быть полезен?
- Дело в том, что до сих пор я не получил никаких бумаг от Вас и хотел бы получить информацию о конференции.
- в таком случае сообщаю Вам, что церемония открытия конференции состоится 27 августа в 3 часа дня. Ожидается, что заседания будут проходить пять с половиной дней в неделю.
- Понятно. Мистер Грин, насколько я знаю, рабочими языками будут английский и французский. Я же знаю только немецкий.
- Не беспокойтесь. На всех пленарных заседаниях будет обеспечен синхронный перевод на немецкий язык.
- О, это очень хорошо. Когда состоится регистрация участников?
- 25, 26 и утром 27 августа. Вам нужно сразу обратиться в бюро регистрации и информации. Вас зарегистрируют и обеспечат нужной информацией.
- Мистер Грин, вход на территорию конференции свободный?
- Нет. Вам дадут специальный значок в соответствии с Вашим статусом. Он и будет служить разрешением на вход.
- Разумно. И последний вопрос, мистер Грин. Будут ли организованы какие-либо службы, такие как почта, буфет, медицинская помощь?

- Не сомневайтесь, господин Хольман. Бар будет работать до ночи. Я не помню точно, но почта и агентство банка будут открыты в удобное время. Что касается медицинского обслуживания, то оно будет быстрым и эффективным.

- Большое спасибо, мистер Грин, за подробную информацию. До свидания.

- Ждем Вас на конференции, господин Хольман. До свидания.

UNIT 3

ACTUAL CONDUCT OF MEETINGS

Before a meeting can proceed with its work, it must be in possession of a chairman to direct its course. When a body of people gathers together regularly the retiring chief remains in the chair until the appointment of the new one.

The first duty of Mr. X. is to proceed with the election of the real chairman, and this he does by asking those present for nominations. As a rule those who offer nominations merely rise and say: "I propose Mr. Y." or "I wish to nominate Mr. Y". It is always very convenient and helpful to identify yourself before announcing your proposal especially at mass international gatherings.

A member temporarily in the chair says: "I have the nomination of Mr. Y. Would anyone like to second that?" or he simply says: "The motion is that Mr. Y. takes the chair". Before he has time to utter these words, someone will rise and say: "I second Mr. Y." That is usually agreed beforehand. A name which is proposed and not seconded cannot be put to the vote. When all the suggested names have been proposed and seconded, the temporary chairman takes a vote of the members. This is done either by a show of hands or by a paper vote.

The temporary chairman is to say: "The name of Mr. Y. has been proposed and seconded by Mr. Z. for the chair. ... I declare Mr. Y. duly elected."

Chairman and his duties

In first taking the chair, it is customary for a chairman to thank the members for placing their confidence in him by making him their chairman. A few words on this point are quite sufficient.

For instance: "Ladies and Gentlemen (Dear Colleagues), thank you for placing confidence in me. My first and chief duty as a chairman is to acquaint you with the agenda, the list of main speakers and general outline of the work to be done". There may be some other ways of putting it.

When the meeting is opened, the first matter for the chairman is to read the agenda and to explain in outline the work to be done by the session to recall the minutes of the last meeting, if there be any or desired. In this case the duty of the secretary is to read them. After its reading the chairman usually asks: "Is it your pleasure, ladies and gentlemen, that I sign these minutes as correct?"

Anyone who wants to take the floor should ask the chair beforehand or by simply raising his hand after the chairman opens discussion. It is usual for English speaking people to begin in moderate tone pronouncing every word slowly and distinctly to attract initial attention.

The chairman may require every speaker to keep to the point at issue, to avoid repetition and use language of a respectable character.

The person, who occupies the chair, should be addressed always as Mr. Chairman. When a lady takes the chair, she should be addressed as Madam Chairman.

Here are some models of how to begin speeches:

1. Mr. Chairman, Ladies and Gentlemen, on behalf of my delegation, I rise to thank the initiators of the meeting for the invitation and all the preliminary work that has been done...

2. Mr. Chairman, Friends, Colleagues, I will now briefly set out the various arguments for and against the project. The case against is as follows: ... First, ... second, ... etc. The case in favor is as follows: ...

3. Madam Chairman, dear Colleagues, I'm afraid that time will not permit me to say all that is in my mind; but before closing, I would like to add my quota to what the last speaker has said...

4. Mr. Chairman, dear Colleagues, with all my admiration of the eloquent manner the precious speaker has presented his view; I regret to say that his arguments are rather vulnerable in many ways. The proposal of MRS. T. seems much more defensible...

During the elections of the Chairman (President) members may propose anyone for the Chair. The following might serve a useful example.

1. I speak as the head of the Belarusian delegation. I have the honor to propose Mr. S. as President of the Conference.

2. In the name of my delegation I rise to oppose the proposal that Mr. X. be elected the Chairman. I would ask to place on record the opposition of my group.

VOCABULARY

To direct the course of a meeting	Вести собрание
To fill the chair	Занимать место председателя
Promoters of the meeting	Инициаторы совещания
To proceed with the elections	Перейти к избранию
To offer nomination	Выдвигать кандидатуру
To identify oneself	Представиться, назвать свое имя
Motion	Предложение
To second	Поддержать (кандидатуру, предложение)
To put to the vote	Ставить на голосование
Show of hands	Открытое голосование (поднятием рук)
Paper vote	Голосование бюллетенями
Those in favor?	Кто «за»?
Those against?	Кто «против»?
To declare elected	Объявить избранным
To score an equal number of votes	Набрать равное число голосов
To refer the matter to the meeting	Поставить вопрос перед собранием
To give notice of the motion	Заявить о намерении внести предложение
Decisive vote	Решающий голос
To accept a resolution	Принять резолюцию
Minutes of the meeting	Протоколы собрания
To announce the result of the vote	Объявить о результатах голосования
To recall the minutes of the last meeting	Зачитать протоколы прошлого заседания
To raise a point at issue	Требовать обсуждения спорного вопроса

Principal (general speaker)	Генеральный (главный) докладчик
Typed page	Страница машинописного текста
To keep to the point of issue	Не отступать от темы

Exercise 1

Give the Russian equivalents for:

- To direct its course;
- Retiring chief;
- To proceed with the election;
- To offer nominations;
- To announce the proposal;
- A seconded name;
- To put to the vote;
- Paper vote;
- To be in favor of smb;
- To place confidence of smb;
- To sign the minutes;
- Defensible proposal;
- To identify oneself.

Exercise 2

Give the English equivalents for:

- Перейти к избранию председателя;
- Выдвинуть кандидатуру;
- Представиться;
- Временный председатель собрания;
- Поддержать кандидатуру;
- Ставить кандидатуру на голосование;
- Поблагодарить за оказанное доверие;
- Ознакомить с повесткой дня;
- Зачитать протокол собрания;
- Взять слово;
- От имени делегации;
- Не отступать от темы;
- Голосовать бюллетенями;
- Открытое голосование.

Exercise 3

Give synonyms to the following expressions and word combinations.

- To continue the elections;
- To put forward a candidature;
- To support a nomination;
- To pronounce the words;
- Proposed names:
- Not a permanent chairman;
- A general plan of work;
- To read the minutes of the meeting;
- People speaking English;
- To be in the Chair;
- On behalf of the delegation;
- Preparatory work;
- Arguments for the nomination.

Exercise 4

Give antonyms to the following expressions and word combinations.

- The retiring chief;
- To proceed with the election;
- A permanent chairman;
- Those against?
- Helpless proposal;
- To open discussions;
- The last matter;
- To keep the minutes in secret;
- To reject a nomination;
- To repeat many times;
- Vulnerable arguments;
- The opposition of the group;
- Neither ... nor.

Exercise 5

Fill in the blanks with suitable words and word combinations from the text.

1. The chairman directs the ... of the meeting.
2. The ... chief remains in the chair until the ... of the new one.
3. Those who offer ..., rise and say "I propose Mr. X."
4. A name which is proposed, must be
5. Then the temporary chairman takes a ... of the members.
6. Election is done either by a ... of hands or by a paper vote.
7. The first matter for the Chairman is to ... and to explain ... the work to be done.
8. It is the duty of the ... to recall
9. The person in the Chair should be addressed always as

Exercise 6

Complete the following sentences.

1. The retiring chief remains in the chair until ...
2. Before announcing your proposal it is helpful to ...
3. When all the suggested names have been proposed and seconded, ...
4. The temporary chairman is to say: ...
5. On first taking the chair, it is customary for chairman ...
6. When the meeting is opened, the first matter for the chairman is ...
7. Anyone who wants to take the floor should ...
8. The Chairman may require every speaker to ...
9. In the name of my delegation I rise ...
10. On behalf of my delegation I have the honor ...

Exercise 7

Use the following words and word combinations in sentences of your own.

To direct the course of a meeting; the retiring chief; to offer nominations; to put to the vote; duly selected; to place confidence in smb. The first duty of a Chairman; the agenda, the list of speakers and outline of work; to recall the minutes; to keep to the point at issue; on behalf of the delegation; opposition of the group.

Exercise 8

Answer the questions.

1. Who directs the course of the meeting until the appointment of a real Chairman?
2. In what way do members offer nominations?
3. Can a name which is proposed and not seconded be put to the vote?
4. How is the vote done?
5. What does a newly elected chairman say to thank the members for placing their confidence in him?
6. What does the chairman read, when the meeting is opened?
7. What is required of a speaker?
8. How should the person who occupies the chair be addressed? What about a lady?
9. In what manner can one propose somebody as President of the Conference?
10. How can one oppose the nomination?

Exercise 9

Translate into English.

1. Предыдущий председатель остается на посту до тех пор, пока не назначен новый.
2. Прежде, чем объявить свое предложение, необходимо представиться.
3. Временный председатель собрания проводит голосование членов собрания после того, как кандидатуры выдвинуты и поддержаны.
4. Нельзя ставить на голосование выдвинутую, но не поддержанную кандидатуру.
5. Голосование проводится открытым голосованием или бюллетенями.
6. По избрании, председатель благодарит членов собрания за то, что они оказали ему доверие.
7. Когда собрание открыто, председатель зачитывает повестку дня, план работы, секретарь собрания зачитывает протоколы предыдущего собрания.

8. Каждый, кто хочет выступить (взять слово), поднимает руку после того, как председатель открывает обсуждение.
9. председатель может попросить выступающего не отступать от темы.

Exercise 10

Dramatize the following situations.

1. Вы - член собрания. Представьтесь и предложите кандидатуру на пост председателя.
2. Объявите, что кандидатура господина Брауна выдвинута и поддержана. Проведите прямое голосование. Подсчитайте «за» и «против». Объявите избрание господина Брауна на пост председателя.
3. Вы – вновь избранный председатель. Обратитесь к председателю с благодарностью за оказанное Вам доверие. Спросите разрешения зачитать повестку дня.

UNIT 4

AGENDA

An agenda is a list of the subjects which a meeting is called to consider. Matters not indicated on the agenda may not be dealt with by the meetings. This being so, an agenda usually includes the items “Other Business” in order to prevent urgent matters being shut out. The order of agenda must determine the order in which matters are discussed by members. If anybody objects to the order of the business, he can suggest a different arrangement, but he must do it by way of a motion, to be seconded and voted upon before the general business commences. When the “ayes” and “noes” remain equal/ the motion or amendment is rejected, since a proposal to succeed has to be carried by a majority.

The Organizing Committee should advise the Chair to fix the time within the agenda for the members to know how much time is allotted to main reports, general discussion, concluding speeches, how much can be spent on elections and final resolutions, if so planned. The time limits are usually approved by the first plenary session.

HERE ARE A FEW EXAMPLES OF AN AGENDA.

Agenda 1

1. a. Election of officers
- b. Adoption of agenda
- c. Organization of the Session
2. Report and discussion on the following items: (omitted)
3. Relationship with other relevant bodies
4. Recommendations
5. Date and place of next meeting
6. Other items

Agenda 2

1. Reading of the letters of apology for absence.
2. Chairman to present report of the work of the Council for the past year.
3. Report of the Director-General.
4. Financial and budgetary questions.

5. Election of officers for ensuring year:
 - Chairman,
 - Vice-Chairman,
 - Member of executive committee in place of retiring member.
6. Any other business.

Minutes

At each meeting or a conference the Secretary or Rapporteur will make notes from which the minutes must be subsequently written up.

Minutes as a rule show only main ideas of the speakers and decisions recorded at a meeting. If reports are submitted to the meeting it is not necessary to set them out in full; a reference in the minutes by which the report may be identified will usually be enough. Of course, every secretary will not draw up the minutes in exactly the same way, but the following entries should be always concluded:

1. Speakers and short narrations of their speeches.
2. Motions in the precise form in which they are put from the chair.
3. Every question whether withdrawn, denied or superseded.
4. Name of the mover of every motion.
5. The names of those present who took part in the debate but abstained from voting.
6. The chairman's decisions upon matters of the order and statements of collective opinion regarding practice or procedure.

Minutes I

The minutes of a meeting held on November 4th, 2009 were read by the Secretary Mr. L. and signed by the Chairman Mr. N. Upon the motion of Mr. A. and seconded by Mr. B. it was resolved that the program and other details of the presentations should be entrusted to Miss S. and the Secretary, Mr. X. (votes 40 for, 4 against)

... An amendment was moved by Mr. D. and seconded by Mr. P. that the sum be increased to \$50; but this was rejected by the meeting. The original motion was then put to the meeting and carried by a majority of 20 votes.

Mrs. K. proposed and Mrs. R. seconded a motion that the Committee of four be appointed as a Permanent Drafting Committee.

The motion was put to the meeting and carried unanimously.

Minutes II

The plenary Session of the ... Conference opened at the Massachusetts University on August 27th, 2008 at 10.15 a.m.

The Acting Secretary-General declared open the first session of the ... and called for nominations for the office of Chairman.

Mr. M. made a statement the text of which is attached here to in extenso.

The meeting was suspended for a recess and was resumed at 11 o'clock.

Dr. P. nominated Dr. N., Mr. A. seconded the nomination. Dr. N. was elected Chairman by acclamation.

Dear Colleagues,

I would like to thank you for the electing me Chairman of this Session. We shall start with the discussion of the items placed on the provisional agenda which includes the election of the officers and the formation of the Committee.

Then follow the speeches of the Heads of Delegations.

VOCABULARY

Agenda	Повестка дня
Amendment	Поправка
To summon the meeting	Созвать совещание
To reject a motion, an amendment	Отклонить предложение, поправку
Hear! Hear!	Выражение согласия: Верно! Правильно! Согласен!
Rapporteur	Секретарь, ведущий протокол собрания
Entry	Запись
To withdraw the question	Снять вопрос с обсуждения
To abstain from voting	Воздержаться от голосования (не голосовать)
To carry a motion by a majority of ...	Одобрить (принять) предложение большинством
Minute	Протокол собрания
To carry unanimously	Принять единогласно
In extenso	Полный текст
By acclamation	Принять без голосования на основании единодушного одобрения

To thrash out the business	Проработать, утрясти вопрос
To make alterations	Внести изменения
To circulate typed copies	Распространить печатный текст
Drafting Committee	Редакционная комиссия

Exercise 1

Give the Russian equivalents for:

- To consider a subject;
- Indicated on the agenda;
- To shut out urgent matter;
- By way of motion;
- To reject an amendment;
- Relevant bodies;
- An apology for absence;
- Director- General;
- Executive committee;
- To submit a report to the meeting;
- To include entries;
- To abstain from voting;
- Permanent Drafting Committee;
- To declare open;
- To suspend the meeting for a recess.

Exercise 2

Give the English equivalents for:

- Включать различные пункты,
- Возражать против повестки дня,
- Отвергать поправки,
- Предложить поправку,
- Организационный комитет,
- Принять повестку дня,
- Извиняться за отсутствие,
- Представить доклад,
- Исполнительный комитет,
- Принять участие в дебатах,

- Поручить кому-либо,
- Принять единогласно,
- Предварительная повестка,
- Возобновить заседание.

Exercise 3

Give synonyms to the following expressions and word combinations:

- To be against the agenda;
- To suggest an arrangement;
- To start discussions;
- To be adopted by everybody;
- To a success;
- Not mentioned;
- Other important bodies;
- Questions, concerning finance and budget;
- In the exact form;
- To participate in the debate;
- To put forward an amendment;
- To stop for an interval;
- Continued at 11 o'clock;
- Discussion of the points.

Exercise 4

Give antonyms to the following expressions and word combinations:

- To exclude some items;
- To object to the order;
- The same arrangement;
- A seconded motion;
- To reject an amendment;
- Carried by a minority;
- Opening speeches;
- Real officers;
- To disapprove of the agenda;
- To set out reports in brief;
- To take part in voting;
- A final motion;
- To be carried unanimously.

Exercise 5

Fill in the blanks with suitable words and word combinations from the text.

1. An agenda is a list of the subjects which a meeting is called ...
2. An agenda usually includes ... "Other Business".
3. The order of agenda must ... in which matters are discussed by ...
4. The ... are usually approved by the first plenary session.
5. At each ..., the Secretary or Rapporteur ... from which the minutes are written up.
6. Minutes as a rule show only ... of the speakers.
7. The following ... should be always included.
8. An amendment ... by Mr. D. and ... By Mr. P.
9. The meeting was suspended for ... and was ... at 11 o'clock.
10. We shall start with the discussion of the items placed on ... which includes the ... of officers and the formation of Committee.

Exercise 6

Complete the following sentences.

1. The order of agenda must determine the order in which ...
2. If anybody objects to the order of the business, he can ...
3. When the "ayes" and "noes" remain equal, ...
4. The time limits of the agenda are usually approved by ...
5. If reports are submitted to the meetings it is not necessary ...
6. Of course, every secretary will not draw up the minutes in exactly the same way, but ...
7. I would like to thank you for ...

Exercise 7

Use the following words and word combinations in sentences of your own.

A list of the subjects; determine the order; suggest a different arrangement; carry by a majority; fix the time; write up minutes; a majority of 20 votes; declare open; suspend for a recess; provisional agenda.

Exercise 8

Translate into English.

1. Повестка дня – это перечень тем, которые рассматривает собрание.
2. Вопросы, не включенные в повестку дня, могут быть рассмотрены собранием.
3. Повестка дня определяет порядок, в котором рассматриваются вопросы.
4. Если кто-либо возражает против порядка рассмотрения вопросов, это предложение выдвигается, поддерживается, а затем проводится голосование.
5. Если число голосов «за» и «против» одинаковое, то предложение или поправка отклоняется.
6. Предложение или поправка принимается большинством голосов.
7. Организационный комитет устанавливает время, отведенное на основные доклады, общую дискуссию, заключительные речи и т.д.
8. Обычно секретарь собрания ведет протокол, содержащий основные идеи выступающих и решения, принятые на собрании.
9. Протокол должен включать основные записи (пункты): краткое изложение речей спикеров; каждый вопрос, даже если он снят; имена тех, кто выдвигает предложения и другую информацию.
10. Председатель собрания начал обсуждение предварительной повестки дня, которая включает выборы комитетов.

Exercise 9

Answer the questions.

1. What document is called an agenda?
2. What does the order of agenda determine?
3. How can a delegate object to the order of business?
4. Is the motion rejected when the votes “for” and “against” are equal?
5. What items are on the agenda?
6. Who is responsible for writing up minutes?
7. What entries should be included in the minutes?
8. What is the procedure of putting the motion to the meeting?
9. What items may be placed on the provisional agenda?
10. Can delegate take part in the debate but abstain from voting?

Exercise 10

Dramatize the following situations.

1. Ваш коллега спрашивает Вас, что входит в повестку дня. Объясните ему, что это перечень вопросов, которые должно решить собрание.
2. Спросите у секретаря, каков порядок повестки дня. Он отвечает, что первый вопрос – выборы оргкомитета, второй – принятие повестки дня, третий- организация сессии.
3. Вас избрали председателем комитета. Обратитесь к коллегам со словами благодарности. Объявите повестку дня заседания: выборы редакционной комиссии, рекомендации, финансовые вопросы, время и место следующего заседания, прочие вопросы.

UNIT 5

CONCLUSION OF THE CONFERENCE

A scientific, cultural or political meeting may decide to adopt some resolutions or appeals to crown its work.

Provided there is an elected Drafting Committee presentation of its report in oral or written form is not usually followed by prolonged deliberate discussion. The draft resolution is studied thoroughly by delegates and they are free to make any alternations, propose a full text of

their own version or even prepare a new resolution. All that is done in the form of a motion.

When motions are brought certain alternations may be suggested and these alternations are spoken of as amendments to the original motions. Amendments may take the following forms:

1. Words may be omitted from the original motion.
2. Words may be added.
3. Words may be replaced by other words.

As a rule, questions arising at any meeting shall be determined by a simple majority of the votes of the members present and voting on that question, if not ruled otherwise.

In case of the equality of the votes the Chairman shall have a second or casting vote.

If someone insists on addressing the meeting against the wishes of the Chair, it is for this member to propose "that the question be now put to the vote". A motion "that the question be not put" can be moved at any time during a debate, but if the closure of the debates has been seconded and carried by the meeting, the offender must give way.

The motion "that the Board proceeds to the next item of the agenda" can be moved and seconded at any time during a debate.

When a good reason can be alleged, such as the late hour of the sitting or the absence of any necessary member or the want of time to scrutinize a text, a motion to adjourn the meeting may be brought. If it is seconded and voted upon, it is wise to intimate to members the time and place of a fresh sitting. An adjourned meeting being really a continuation of the former original one, no new business may be undertaken and members who have spoken may not do so again on the same subject.

It is uncommon thing at meetings when voting is conducted by a show of hands especially when the numbers on the two sides are about equal, for someone to rise and cast doubts on the accuracy of the resulting figures. When this occurs, the only thing to do is to have the voting again by poll. A poll however can only be demanded immediately the figures of the vote are announced and the demand must be in writing.

Now that all business is done and the meeting as coming towards the end the final duty of the Chairman is to call upon a member to make a vote of thanks.

This custom is considered in Britain and elsewhere to be very convenient to express gratitude to the Chair, the contributors, the sponsors, the audience and services and etc. In this closing speech the speaker

should try to mention favorably as many names as possible, good humor being highly appreciated in this case.

Here are some hints to match the occasion.

Mr. Chairman, Ladies and Gentlemen,
I have to ask the members to confirm my authority to express our general satisfaction with the wonderful way the Chair managed to pull the overload Noah Ark of our Conference through the gorges of headed debates to this successful final...

From the very beginning we felt that our Secretaries were obviously determined to handle the situation on a businesslike manner when they deprived those who did not attend the scheduled sittings of the much needed copies of the papers...

Sometimes a Conference does not plan to adopt any resolutions – especially scientific Congress. Instead it may simply adopt a document based on the minutes which is called Final Report, Resume of the Proceeding or otherwise.

VOCABULARY

To cast doubts	Поставить под сомнение
Recalling that	Учитывая, что ...
Considering that	Исходя из того, что ...
Noting that	Отмечая, что ...
Noting further	Отмечая далее
Terms of reference	Полномочия
Working party	Рабочая группа
Order of priority	Очередность
Matter of priority	Первоочередной вопрос
Casting vote	Голос, дающий перевес
To propose that the question to be put	Предложить поставить на обсуждение
To adjourn a meeting	Перенести, прервать заседание
A poll	Подсчет голосов
Vote of thanks	Благодарственная, заключительная речь перед закрытием конференции

REMEMBER THE FOLLOWING EXPRESSIONS:

I think that ...	Я думаю, что ...
I have a question (a comment)	У меня есть вопрос (замечание)
It must say that ...	Надо сказать, что ...
Do you consider that ...	Считаете ли ВЫ, что ...
What is your opinion on ...	Каково Ваше мнение ...
In my opinion, to my mind	По-моему ...

Exercise 1

Give the Russian equivalents for:

- To adopt a resolution;
- In oral form;
- To study thoroughly;
- In the form of a motion;
- To suggest alterations;
- To omit (add) words;
- A casting vote
- An offender
- To scrutinize a text;
- An adjourn meeting;
- To demand a poll;
- To express gratitude.

Exercise 2

Give the English equivalents for:

- Принять резолюцию;
- Проект резолюции;
- Внести изменения;
- Равенство голосов;
- Внести предложение;
- Голос, дающий перевес;
- Ставить на голосование;
- Тщательно рассмотреть текст;
- Отложить собрание;
- Выразить благодарность;

- Перегруженный Ноев Ковчег;
- В деловой манере;
- Посещать запланированные заседания.

Exercise 3

Give synonyms to the following expressions and word combinations:

- To present orally;
- To take a resolution;
- To study carefully;
- To make changes;
- Greater part of votes;
- To put forward a suggestion;
- During a discussion;
- To put off the meeting;
- The final figures;
- To vote for thanks;
- To suit the occasion;
- Hot discussions;
- To manage the situation;
- To express gratitude;
- A point of the agenda.

Exercise 4

Give antonyms to the following expressions and word combinations:

- To omit words;
- To reject a resolution;
- To study carelessly;
- A minority of votes;
- According of the wish;
- Presence of a delegate;
- A common thing;
- The first duty;
- In oral form;
- The opening speech;
- Under loaded;
- Non-needed copies;
- Unsuccessful beginning.

Exercise 5

Fill in the blanks with suitable words and word combinations from the text.

1. A scientific meeting may decide to ... some resolution.
2. The draft resolution is studied ... by delegates.
3. The delegates are free to make any ... or prepare a resolution.
4. Alterations are done in the form of ...
5. Words may be ..., added or ... by other words.
6. Questions are determined by a ... of votes.
7. In case of equality of the votes the Chairman will have a ...
8. If the closure of the debates has been seconded and carried by the meeting, the ... must give way.
9. When the Hour of the sitting is late, a motion to ... the meeting may be brought.
10. In case of doubts on the ... of the resulting figures, they have the voting again ...
11. In this closing speech the speaker should ... as many names as possible.
12. A conference may not ..., it may simply adopt a document based on ... which is called final report.

Exercise 6

Complete the following sentences.

1. Amendments take the following forms ...
2. As a rule, questions are determined ...
3. If someone insists on addressing the meeting against the wishes of the Chair, ...
4. If ..., the offender must give way.
5. A motion "that the Board proceeds to the text item of the agenda" can be ...
6. When a good reason can be alleged, a motion ...
7. It is no uncommon thing at the meeting when ...
8. The custom is considered in Britain and elsewhere to be very convenient ...

Exercise 7

Use the following words and word combinations in sentences of your own.

To adopt a resolution; to make alterations; by a majority of votes; a casting vote; an offender; a motion to adjourn the meeting; a show of hands; to demand a poll; a vote of thanks.

Exercise 8

Translate into English.

1. Научная конференция может принять какие-нибудь резолюции.
2. Проект резолюции тщательно изучается делегатами.
3. Делегаты могут делать любые изменения в резолюции и даже подготовить новую резолюцию.
4. Изменения резолюции проводятся в виде предложений.
5. Как правило, вопросы, возникающие на собрании, решаются простым большинством голосов присутствующих.
6. В случае равенства голосов, председатель имеет второй или решающий голос.
7. Если кто-то хочет обратиться к собранию против воли председателя, вопрос ставится на голосование.
8. Можно отложить собрание, если отсутствует нужный делегат.
9. Если есть сомнение относительно точности конечных цифр голосования, можно немедленно потребовать повторного голосования.
10. Последняя обязанность председателя – вызвать члена собрания для заключительной, благодарственной речи председателю, секретариату, спонсорам и т.д.

Exercise 9

Answer the questions.

1. May a scientific meeting decide to adopt any resolutions?
2. How is the draft resolution studied?
3. What alterations may be done?
4. What happens when the votes are equal?

5. Can a motion be moved at any time if the debates?
6. In what cases can the meeting be adjourned?
7. When can a poll be demanded?
8. What is the final duty of the Chairman?
9. What does the Chairman say in his closing speech?

Exercise 10

Read the dialogue. Dramatize it.

- How do you do Mr. White. I have a few questions to make. As far as know you are a member of the Drafting Committee, aren't you?
- Yes, I am. As you know, we're decided to adopt a resolution to crown our work.
- The fact is, Mr. White, I've looked through the draft resolution and I must say that it needs some alterations.
- I quite agree with you, Mr. Roberts. In fact all the delegates must study it thoroughly and make any alterations or even prepare a new resolution.
- I see, Mr. White. In what form is it done?
- All that is done in the form of a motion. The question is determined by a simply majority of the votes. I think it's very democratic.
- But what if there is an equality of the votes?
- Oh, that's very easy. In case of an equality of the votes the Chairman will have a casting vote.
- And if I rise and cast doubts on the accuracy of the resulting figures, will you allow me to take the floor?
- Why not, Mr. Roberts. When this is the case, the only thing to do is to have the voting against by poll. But don't forget that a poll can only be demanded immediately the figures of the votes are announced. It must be in writing. What is your opinion on the procedure?
- Oh, I'm quite satisfied. It has been thoroughly considered. I'd like to express my complete satisfaction with the work of the Committee.
- Thank you, Mr. Roberts.

UNIT 6

Read a few invitation letters and replies to them. You will find in them all you need when such letters have to be written.

First of all special attention should be paid to forms of address and conclusion. The forms of address usually used in official letters are:

Dear Sir,
Dear Madam,
Dear Colleague,
Dear Prof. X.

The word "Dear" has no meaning other but formal. Sirs or Gentlemen are used in addressing a body like a board or Committee.

The forms "Dear Mr. Ray, Dear Mrs. Black, Dear Prof. Green, etc." are used when the writer is on a familiar terms with his correspondent.

The form Dear Miss is never used. It must be either Dear Madam or Dear Miss Berg.

The conclusion now in use for official letters is:

Sincerely yours (Yours sincerely)

Faithfully yours (Yours faithfully)

With best regards.

It should be remembered that nowadays official letters are written in plain, simple, everyday English. Say what you mean in as few words as possible. Use short, direct sentences and avoid unnecessary information.

Here are some specimen letters that may prove useful

Invitation:

Dear Madam,

It gives me great pleasure to extend to you a formal invitation to attend our Congress that will be held in London in May, 2009. The Organizing Committee has been working with great enthusiasm to prepare a program that will be both informative and enjoyable. We are confident that your presence will contribute toward making the Congress an outstanding event.

We should be very grateful if you would let to know, whether you agree to participate. If you wish to make a contribution, please, let us know its tentative title.

Sincerely yours. (signature)

Dear Prof. ...

Our Preparatory Committee would like to know whether you will be able to attend the Seminar on Communication problems that was agreed at our meeting in London last year.

We enclose here a preliminary program for the seminar to be held in June 2009. we hope there will not be any substantial changes.

The Committee unfortunately has no funds to provide for travel and accommodation expenses of the participants.

We should very much appreciate if you accept our invitation and chair one of the Seminar sessions.

With best regards. (signature)

Reply:

Dear Sir,

I have a pleasure to acknowledge the receipt of your letter of March 12, 2009.

Our Institute consider the ... meeting of experts very important and we look forward with great interest to participate in it. May I ask you to send us the working documents at your earliest convenience?

On behalf of my Institute I would like to express our gratitude for the extension of your invitation.

Sincerely yours. (signature)

Dear Sir,

Unfortunately I received your kind invitation too late to prepare my contribution for the Congress you have initiated. In addition to that I have some previous engagements which, I'm afraid, would be most inconvenient for me to cancel.

It was exteriorly inspiring for me to find in your letter a few words appreciating my studies. Thank you.

Sincerely yours. (signature)

Dear Sirs,

I have received your kind invitation. It appears from your letter that the Seminar will take place in June. It makes my participation impossible because of my previous engagements.

I should like to inform you that I shall be waiting for a new opportunity of meeting my colleagues. I wish every success to the Seminar.

I remain,
Sincerely yours. (signature)

VOCABULARY

Official letter	Официальное письмо
To be in familiar terms	Быть в дружеских отношениях
Specimen letter	Образец письма
Prove useful	Оказаться полезным
To extend an invitation	Прислать приглашение
A formal invitation	Официальное приглашение
To be held	Состояться
Informative program	Содержательная программа
1. To contribute towards (to) 2. To make a contribution	Внести вклад (в)
To provide the expenses	Оплатить расходы
To chair a session	Председательствовать на сессии
With best regards	С наилучшими пожеланиями
To acknowledge the receipt	Подтвердить получение
Look forward to	С нетерпением ожидать
On behalf of	По поручению
Previous engagement	Предварительное обязательство, договоренность
It appears from your letter ...	Из Вашего письма следует ...
Tentative title	Предварительное название, заглавие

Exercise 1

Give the Russian Equivalents for:

- Specimen letter;
- To enclose a program;

- In plain English;
- To avoid unnecessary information;
- To extend an invitation;
- A tentative title;
- To initiate a Congress;
- To cancel a previous engagement;
- To provide for travel expense.

Exercise 2

Give the English equivalents for:

- Пригласительное письмо;
- Официальное приглашение;
- Отправить приглашение на конференцию;
- Искренне Ваш;
- Заключительная часть письма;
- Простым языком;
- Избегать ненужной информации;
- Подготовить содержательную программу;
- Внести свой вклад;
- Принять соглашение;
- Принять участие в конференции;
- Отменить предыдущее приглашение.

Exercise 3

Give synonyms to the following expressions and word combinations:

- The end of the letter;
- On friendly terms;
- In simple English;
- An example letter;
- To send an invitation;
- Thankful;
- To participate in Congress;
- To attend the Seminar;
- It will take place in June;
- To pay for accommodation;
- To give up an earlier engagement.

Exercise 4

Give antonyms to the following expressions and word combinations:

- Official letter;
- On official terms;
- In formal English ;
- Not sure;
- Absence;
- Unimportant event;
- Final title;
- Minor changes;
- To accept invitation;
- Discouraging;
- To wish failure;
- To make possible.

Exercise 5

Fill in the blanks with suitable words and word combinations from the text.

1. Special attention should be paid to and conclusion.
2. Sirs and Gentlemen is used in addressing
3. Nowadays official letters are written in ... English.
4. Use short, ... sentences and avoid ... information.
5. Here are some ... letters.
6. Our Congress will be ... in May, 2009.
7. The program is both ... and enjoyable.
8. We ... here a preliminary program.
9. We should appreciate of you ... our invitation.
10. We look ... with great interest to ... in it.

Exercise 6

Use the following words and word combinations in sentences of your own.

To form of address and conclusion; plain English; to extend a formal invitation; informative program; to make a contribution; to participate;

to provide for accommodation expenses; to chair the Session; receipt of the letter; to have previous engagements.

Exercise 7

Write a few letters to your colleagues.

1. Обратитесь к секретарю подготовительного комитета, мисс Смит, с благодарностью за присланное Вам официальное приглашение на конференции по экологии. Поблагодарите также за приложенные рабочие документы конференции.

2. Напишите письмо в организационный комитет и выразите сожаление в связи с тем, что получили приглашение слишком поздно. Кроме того, у Вас имеются предварительные договоренности, которые Вы не можете отменить. Выразите уверенность, что примите участие в следующей конференции по этой проблеме. Пожелайте успеха конференции.

3. Напишите письмо в оргкомитет семинара по интенсивным методам ведения сельского хозяйства. Выразите свою признательность возглавить одну из комиссий. Попросите прислать предварительную программу.

4. Напишите письмо в редакционную комиссию. Поблагодарите за официальное приглашение и сообщите приблизительное название доклада.

UNIT 7

ROLE PLAY

CONFERENCE

1. A good report requires a lot of preparatory. Some specialists distinguish the procedures enumerated below.

Read all of them and:

- determine four of them which you find to be the most important;
- arrange all of them in the proper order;
- divide all of them into three groups:
Planning stage.
Script stage.
Rehearsal stage.

- Recording the presentation on audiotape.
- Recording the presentation on videotape to control body language.
- Planning the presentation (aim, time, place, length, form).
- Writing the presentation out in full.
- Producing a plan.
- Writing down all your ideas.
- Choosing the best demonstration materials (documents, pictures, photos, slides, diagrams, tables, graphs, charts, objects, models, etc.) and handouts.
- Producing demonstration materials and handouts.
- Reading the script.
- Producing cards with the notes of the presentation.
- Using a marker to underline the most important ideas and facts.
- Transferring the most important things into cards.
- Timing the presentation to fit the available time.
- Rehearsing the whole presentation from the cards.
- Reducing the script if necessary.
- Arranging the cards.

2. The planning stage is really important. At this stage you should provide answers to the seven basic questions: **why? to whom? what? where? when? how long? how?** Say what is meant by these questions matching the questions on the left with the information you need to answer them on the right.

why?	a) what the audience knows about the subject, their status, age, culture, specific interests – the information you present should tailor their needs
to whom?	b) the aims of your report, those evident and hidden
what?	c) the subject matter of the report
where?	d) the place where the report will be delivered (a large conference-hall, a small meeting room, with the help of a microphone or without it, etc.)
when?	e) the time (the first report, the last one, after or before the break, in the evening, etc.)
how long?	f) the length of the report is determined by many factors, but generally try to make your talk reasonably short
how?	g) the format, or form of the report including the use of demonstration materials and handouts.

3. The next stage is co-called script stage when you are writing the text of your report. To some extent it is possible to speak about the typical language used. As far as the structure is concerned, usually we can find three main parts in reports: introduction, main body, and conclusion. As for the main body of the report, specialists as a rule do not have any difficulty in presenting the problem they are working at. But it is not so easy “to frame” it following some universal rules and language. Now you will get acquainted with the main rules which will help you to be a success.

a) First of all we shall deal with the main sections of the introduction given below and their functions.

Opening	Signals of the start	To gain the attention of the audience or the people near you in the presidium.
	Greeting to the audience	To greet the audience.
	Self-identification	To introduce yourself or to thank the person who introduced you.
	Creating a positive emotional atmosphere	To attract attention, to give a smile, to tell a joke, to ask for something, to do something memorable.
Stating the target		To define clearly the purpose of your report.
Providing an overview		To outline the main points of the report.
Stating the rules		To inform the audience of the length of the report, what action, if any, is to be taken, the time and the form of questions.

Signaling the start

1. Read one of the sentences to signal the start.

Right. OK. Now then... Let's start / begin / get started / make a start.

Good. OK. So.

Right. OK. Right then...

Shall we begin?

Can I have your attention, please?

2. Say which of them are:

a) the most formal; b) the most informal; c) neutral.

Greeting the audience

1. Read the following expressions:

Good morning (afternoon, evening) Hello,	ladies and gentlemen. friends and colleagues. everyone / everybody
---	--

On behalf of _____
I'd like to welcome you to ...
Welcome to ...
I'd like to extend a welcome to ...

2. Say which of them are:

a) the most formal; b) the most informal.

Self-identification

You usually introduce yourself using the following models:

Let me introduce myself.
My name is ...
As you already probably know ...,
I'm ... of ...
I represent ...
I work for ... as ...

In order to create a positive emotional atmosphere you can give a smile, tell a joke, put a question or you can say:

It is my privilege today to be talking to professional experts in this field.
Now introduce yourself to the audience.

Stating the target

It is necessary to define the purpose of your report at the beginning to help the audience to follow you.

Speaking about the target we can use the words: *target, goal, objective, purpose, main aim.*

My goal today (now, this morning ...) is to analyze (to present) ...

The goal of my (this) report (my (this) presentation) is to inform (to discuss, to review, to consider, to identify, to report) ...

Besides, I'm going to ...
 I would like to ...
 I'm here to ...

You are a participant of an international scientific conference and represent your university. Greet the audience, introduce yourself and state the target of your report as a beginner of your presentation. Don't forget to give its title.

Providing overview

It is a good if it is possible to structure your report. You can use the following language to inform your listeners about it:

I've divided my report into three parts (sections) as follows: ...
 I'll be developing the following problems in my report ...
 My report will be in three parts: ...

Stating the rules

At the beginning of your report it is good to inform your listeners of the time the report will take, whether handouts will be provided and the slides demonstrated, when questions can be asked.

1.

The report will take about	10 minutes
----------------------------	------------

I'm going to speak for about	a quarter of an hour half an hour
------------------------------	--------------------------------------

- If you have any questions I will be glad to answer them at the end of my report.
- If you don't understand please stop me.

Return to the scheme "Introduction" and illustrate all the stages of it with the phrases and structures you have learned.

Conclusion

Summary	You repeat briefly the main points of the report or give a summary of the main proposal or conclusion.
Closing	You thank people for their attention and invite them to ask questions.

a) Here you can find some useful expressions:

Thank you for	your attention being attentive listening to me attentively
You are welcome Feel free	to ask questions
If you have any questions, If there are any questions,	I'll be glade (pleased, happy) to answer them

b) Finish your report or presentation by addressing the audience.

Role Play

More and more people are concerned about environmental problems.

There appear a lot of articles in newspapers. There are special movements for environmental protection, "Green Peace" is among them. A lot is being done at the government level. But all the decisions taken should be based on scientific research. That is why conferences on ecological problems are very important not only for the specialists but to the public as well. The International Conference "The Environmental Problems Today" will be held in Dreamland.

Participation

You can use your own name if you like. Prepare your business card (first name, last name, profession, address, telephone number, the institution you represent).

Choose one of the topics from the list you are especially interested in. (If necessary you can add your own.)

Topics

1. Air pollution.
2. Water pollution.
3. Noise pollution.
4. Pollution in cities.
5. Pollution by industries.

Read the invitation you have received and fill in the registration form.

The Environmental Problems Today

25-27 May 2009
Hotel Hilton, 20 Bush Avenue,
Star City, Dreamland

The conference is designed to give you the information you need on the important issues of environmental protection in your industry. The conference will provide you with solutions to your questions; you will also get a chance to address the audience on challenging issues of ecology.

Please send your registration card and summary of your report.

Registration form

Yes! I would like to register for "The Environmental Problem Today"

25-27 May, 2009

Please complete and return to:
Global Forum, 22 Bush Avenue,
Star City, Dreamland

Name _____ (Mr/Ms)

Position _____

Firm/company _____

The _____ name _____ of _____ my _____ report

Address _____

City _____ Post _____

Code _____

Country _____

Telephone _____ Fax _____

Please register me for the conference. I have enclosed my cheque for \$ 200 made payable to: Global Forum.

Please add me to your mailing list

The conference language is English.

Topic:

Summary:

Key words:

Prepare the text of your report, visual aids, handouts and the necessary equipment using the materials given or which you can find yourself.

On your arrival at the conference find the program and make your report. Listen to other speakers, put at least three questions to some of them.

Chairman

According to the official program of the conference you are to open it pointing out the importance of the event, its main goals, and the number of the participants. You are to introduce all the speakers, to conduct all the competition and to close it.

This is the way you may open the competition:

**LADIES AND GENTLEMEN! DEAR FRIENDS!
WE HAVE GATHERED HERE TO ...
WE ARE VERY PLEASED WITH THE FACT THAT ... PEOPLE
OF DIFFERENT PROFESSIONS FROM ... COUNTRIES TAKE
PART IN OUR CONFERENCE. LET ME INTRODUCE ...
FROM ...
HE/SHE IS ... BY PROFESSION ...**

Учебное издание

АНГЛИЙСКИЙ ЯЗЫК

**«СТУДЕНЧЕСКАЯ НАУЧНО- ПРАКТИЧЕСКАЯ
КОНФЕРЕНЦИЯ»**

Учебно-методическое пособие

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