

УДК [811.111:33](075.8)

ББК 82.2Англ-923

ШЗ7

Рецензенты:

А.Т. Хвальнова (ст. преподаватель
Высших курсов иностранных языков Минэкономразвития РФ)

Л.В. Аверьянова (ст. преподаватель
Академии бюджета и казначейства Минфина РФ)

Автор благодарит *Victor A. Hill*, руководителя английской
фирмы *International Management Development, London*
и *L.P. Todd*, руководителя американской фирмы
International Business Development Council, Princeton
за помощь в создании учебника

Главный редактор издательства
доктор экономических наук *Н.Д. Эриашвили*

Шевелёва С.А.

ШЗ7 Деловой английский: Учеб. пособие для вузов. — 2-е изд.,
перераб. и доп. — М.: ЮНИТИ-ДАНА, 2015. — 382 с.

ISBN 978-5-238-01128-8

Второе издание популярного учебного пособия «Деловой английский»
значительно переработано и дополнено (1-е изд. — ЮНИТИ, 1997).

Новое издание состоит из двух частей: *Part One 13 Basic Units* и *Part Two
10 Business-Life Episodes*, а также четырех приложений: *English-Russian
Glossary, British-American English, Phrases from Business Correspondence,
Abbreviations in Business Correspondence*.

ББК 82.2Англ-923

ISBN 978-5-238-01128-8

© С.А. Шевелёва, 1997, 2004

© ИЗДАТЕЛЬСТВО ЮНИТИ-ДАНА, 1997, 2004

Принадлежит исключительное право на ис-
пользование и распространение издания.

Воспроизведение всей книги или любой ее
части любыми средствами или в какой-либо
форме, в том числе в Интернет-сети, запрещается
без письменного разрешения издательства.

Contents

Содержание

PART ONE 13 BASIC UNITS

Unit 1: CVs and interviews **11**

Grammar Revision: The Indefinite Tenses
Numerals (numbers, dates)

Word formation: Suffixes of nouns

Intonation: General, special and tag-questions

Basic function: Asking questions in an indirect way

Texts and Dialogues

Unit 2: Appointments, introductions **30**

Grammar Revision: The Continuous Tenses
Construction *to be going to do smth*
Ways of expressing the future
if- and *when*-clauses

Word formation: Conversion

Words: *a visit, to visit*

Basic function: Thanking

Dialogues and Letters

Unit 3: Telephoning **50**

Grammar Revision: The Perfect Tenses
Modal verbs *can/could, may*

Word formation: Suffixes of adjectives

Construction: *would like to do smth*

Intonation: Statements

Basic function: Apologising

Texts and Dialogues

Unit 4: Business trips (airports, hotels) **71**

Grammar Revision: The Perfect Continuous Tenses
Modal verbs *must, should, ought, shall*

Words: *to go, to come, to fly, to arrive, to stay, to leave*

Basic function: Directions

Intonation: Alternative questions

Dialogues, Announcements, Letter

Unit 5: Small talk

94

Grammar Revision: The equivalents of modal verbs

Words: *to have, have got*

to do — to make

too — either

Word formation: Suffixes of adverbs

Basic function: Wishes

Intonation: Echo questions

Text and Dialogues

Unit 6: Companies

115

Grammar Revision: The Passive Voice of the Indefinite Tenses

Modal verbs and Passive Infinitives

many — much

Word formation: Prefixes *re-, over-, under- and others*

Construction: *there is a document to study*

Basic function: Requests and asking for permission

Texts, Dialogue, Letter

Unit 7: Sales

124

Grammar Revision: The Passive Voice of the Continuous Tenses

few — a few, little — a little

Word formation: Suffixes of verbs

Basic function: Correcting

Constructions: *had better*

would rather

to be interested in smth/doing smth

Texts, Dialogues, Letters

Unit 8: Contracts

153

Grammar Revision: The Passive Voice of the Perfect Tenses

Countable and uncountable nouns

Construction: *so do I / neither do I*

Basic function: Agreement and disagreement

Word formation: Compounds

Texts, Dialogues, Letters

Unit 9: Marketing, advertising, Public Relations

170

Grammar Revision: The Rules of the Sequence of Tenses

Degrees of comparison of adjectives and adverbs

Word formation: Negative prefixes

Basic functions: Polite commands, negative requests, written requests

Construction: *managing director*

Texts, Dialogues

Unit 10: Company meetings and decisions

188

Grammar Revision: Modals and the Rules of the Sequence of Tenses

<i>another — other — others</i>	
The use of articles with names of companies, banks, titles	
Words: <i>to speak — to say — to tell</i>	
Construction: <i>to ask smb to do/not to do smth</i>	
Basic function: Presenting ideas	
Texts, Dialogues, Memorandum	
Unit 11: Costs and production	208
Grammar Revision: Modals + Perfect Infinitives	
Complex Object	
Articles with names of goods and commodities	
Words: <i>hundred, thousand, million</i>	
<i>cost, price, value</i>	
<i>to increase ... to/by ...</i>	
Basic function: Giving advice	
Texts, Dialogues	
Unit 12: Payments	224
Grammar Revision: The Conditional Mood	
<i>would</i>	
Numerals (decimals and fractions)	
Articles with names of documents	
Construction: <i>to have smth done</i>	
Words: <i>like, as</i>	
Basic function: Emphasising a point	
Texts, Dialogues, Letter	
Unit 13: Finance and the company	244
Grammar Revision: Participles	
Absolute forms of possessive pronouns	
Possessive Case of nouns	
Articles (a 10% discount)	
Constructions: <i>to suggest/recommend ... that smb should do smth</i>	
<i>to wish smb did smth</i>	
<i>to wish smb had done smth</i>	
Basic functions: Possibility and probability	
Texts	
PART TWO 50 BUSINESS-LIFE EPISODES	262
Preparing and realising a seminar in London	
APPENDICES	316
Appendix 1. English-Russian Glossary	316
Appendix 2. British-American English	345
Appendix 3. Phrases from Business Correspondence	348
Appendix 4. Abbreviations in Business Correspondence	370