

**Методичні вказівки  
до виконання практичних робіт  
з дисципліни «Ділова іноземна мова (англійська)»**



Міністерство освіти і науки України  
Вінницький національний технічний університет

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Рекомендовано до видання Радою з якості освіти Вінницького національного технічного університету Міністерства освіти і науки України (протокол №11 від 23.04.2026 р.)

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Видання містить матеріали ділового характеру, зразки офіційних ділових листів, практичні завдання до проведення практичних занять, завдання для організації самостійної роботи студентів та перелік рекомендованих джерел. Електронні методичні вказівки з ділової іноземної мови (англійська) призначені для використання студентами в процесі виконання самостійної роботи та підготовки до практичних занять. Методичні вказівки з ділової іноземної мови (англійська) для практичних занять та організації самостійної роботи студентів розроблено відповідно до програми дисципліни «Ділова іноземна мова (англійська)».

## Contents

1. Introduction .....	4
2. Official Business Style in Ukraine and International Standards.....	5
3. Business Letters: Structure, Formatting and Etiquette (UA – UK – US) .....	6
4. Resume & CV for IT Specialties: Ukrainian and International Standards .....	7
5. Official Applications, Requests, and Memos.....	9
6. Essay (Academic & Professional): International Requirements and Ukrainian Features .....	11
7. IT Vocabulary and Stylistics: Comparison, Common Mistakes, Exercises ...	13
8. Grammar Standards International Business Writing .....	13
9. Final Practical Cases and Tests .....	14
References .....	54

## **Introduction**

This practicum is designed for computer science students to develop skills in business correspondence, document formatting, resumes, essays, and other official documentation. The practicum includes comparisons of Ukrainian and international standards (UK/US), grammar rules, lexical constructions, and practical exercises.

### **Objectives**

1. Introduce students to business correspondence rules in Ukraine and abroad.
2. Develop skills in preparing resumes and CVs according to international standards.
3. Provide practical exercises to reinforce grammar and vocabulary.
4. Prepare students for independent work and tests.

### **Structure of the Practicum**

- Theoretical part: rules, standards, grammar, vocabulary.
- Practical tasks: letters, CVs, applications, essays, case studies.
- Tables and comparisons of UA / UK / US standards.

## Official Business Style

### Key Features

The official business style is used in documents regulating organizational activities and communication with officials. Key features include:

- clarity and precision of information;
- formal vocabulary and structures;
- absence of personal opinions or emotions;
- standard forms of salutations and closings.

### Comparison of UA / UK / US

Parameter	Ukraine	UK	US
Звернення / Salutation	Шановний(а)... / Dear...	Dear...	Dear...
Закінчення / Closing	З повагою, / Щиро ваш(а), / Yours faithfully / Yours sincerely	Yours sincerely / Yours faithfully	Sincerely / Best regards
Формат дати / Date format	ДД.ММ.РРРР	DD Month YYYY	Month DD, YYYY
Структура документа / Structure	Вступ, основна частина, висновок	Introduction, Body, Conclusion	Introduction, Body, Conclusion
Тон / Tone	Формальний, нейтральний	Формальний, коректний	Формальний, дружній, ясний

### Common Mistakes

- Using overly colloquial vocabulary;
- Ignoring document structure;
- Including personal opinions;
- Incorrect date format or signature.

### Exercise 1

Convert the following sentences into formal business style in English, following international standards:

1. Дайте мені, будь ласка, звіт сьогодні.
2. Ми отримали ваш лист, але трохи затримаємось з відповіддю.

# Business Letters

## Key Components of a Letter

Component	Ukraine	UK	US
Звернення / Salutation	Шановний(а) ...	Dear Mr./Ms. ...	Dear Mr./Ms. ...
Вступ / Opening	Коротко викласти мету листа	State purpose concisely	State purpose concisely
Основна частина / Body	Аргументація, факти, прохання	Present argument/facts/request	Present argument/facts/request
Закінчення / Closing	З повагою / Щиро ваш(а)	Yours sincerely / Yours faithfully	Sincerely / Best regards
Підпис / Signature	Прізвище, посада	Name, Position	Name, Position

## Formatting

- Standard margins (0.79–0.98 inches / 2–2.5 cm).
- Font: Times New Roman, 12–14 pt.
- Paragraphs: clear indentation, no blurred boundaries.

## Etiquette

- Use formal salutations and polite forms.
- Avoid colloquial or emotional language.
- Specify deadlines and contact details.

## Sample Letters

### Ukrainian Version

**Тема:** Запит щодо інформації

Шановний пане Іване,

Прошу надати інформацію щодо стану виконання проєкту до 30 листопада 2025 року. Дякую за співпрацю.

З повагою,  
Марія Петренко  
Менеджер проєкту

### English Version (UK)

**Subject:** Request for Project Information

Dear Mr. Ivanov,

Please provide the status of the project by 30 November 2025. Thank you for your cooperation.

Yours sincerely,  
Maria Petrenko  
Project Manager

### **English Version (US)**

**Subject:** Request for Project Information

Dear Mr. Ivanov,

Kindly provide the project status by November 30, 2025. Thank you for your cooperation.

Sincerely,  
Maria Petrenko  
Project Manager

### **Exercise 2**

Write a formal letter to an IT company requesting information about available job openings. Use the correct structure and polite form of address.

#### **Hint:**

- Start with a formal salutation
- State the purpose concisely
- End politely

## **Resume & CV**

### **Key Requirements**

A resume/CV is a document presenting education, experience, skills, and achievements. Key requirements for IT specialties:

- clear structure (personal data, education, work experience, skills, additional information);

- concise and precise wording;
- focus on professional competencies;
- avoid unnecessary information;
- bilingual: Ukrainian + English for international companies.

## Resume Structure

Section	Ukrainian	English
Особисті дані / Personal Information	ПІБ, контактні дані	Name, contact details
Освіта / Education	Навчальні заклади, роки, спеціальність	Schools/universities, years, major
Досвід роботи / Work Experience	Місце роботи, посада, обов'язки	Company, position, responsibilities
Навички / Skills	Програмування, мови, інструменти	Programming, languages, tools
Додатково / Additional	Курси, сертифікати, проекти	Courses, certificates, projects

### Sample Resume (UA + EN)

#### Ukrainian

#### Марія Петренко

Тел.: +380 67 123 45 67

Email: maria.petrenko@email.com

#### Освіта:

Вінницький національний технічний університет, 2021–2025

Бакалавр комп'ютерних наук

#### Досвід роботи:

Intern, IT Solutions, 2024

- Розробка вебдодатків на JavaScript
- Тестування програмного забезпечення

#### Навички:

- HTML, CSS, JavaScript, Python
- Git, SQL
- Командна робота, аналітичне мислення

#### English

**Maria Petrenko**

Phone: +380 67 123 45 67

Email: maria.petrenko@email.com

**Education:**

Vinnitsia National Technical University, 2021–2025

Bachelor of Computer Science

**Work Experience:**

Intern, IT Solutions, 2024

- Developed web applications using JavaScript
- Performed software testing

**Skills:**

- HTML, CSS, JavaScript, Python
- Git, SQL
- Teamwork, analytical thinking

**Additional Information:**

- JavaScript Developer Certificate, 2023

**Exercise 3**

Create your own IT resume including education, work experience, and skills.

**Hint:**

- Use a clear structure
- Follow formal style
- Highlight professional skills

## **Official Applications, Requests, and Memos**

**Key Features**

Official documents are used for communication with organizations, management, or government institutions. Key features:

- clear structure and logical sequence;
- polite and formal language;
- stating the purpose of the document and contact information;
- date and signature required.

### Comparison of Standards

Parameter	Ukraine	UK / US
Структура / Structure	Заголовок, вступ, основна частина, висновок, підпис	Header, introduction, body, closing, signature
Звернення / Salutation	Шановний(а)...	Dear...
Формулювання / Wording	Формальні, ввічливі	Formal, polite
Закінчення / Closing	З повагою, Щиро ваш(а)	Yours sincerely, Sincerely
Дата / Date	ДД.ММ.РРРР	DD Month YYYY / Month DD, YYYY

### Sample Documents

#### Application (Українська)

**Тема:** Заявка на відрядження

Шановний пане Іване,

Прошу надати дозвіл на відрядження до Києва з 5 по 10 грудня 2025 року з метою участі у конференції з інформаційних технологій.

З повагою,  
Олена Коваль  
Менеджер проєкту

#### Application (English)

**Subject:** Business Trip Request

Dear Mr. Ivanov,

I kindly request permission for a business trip to Kyiv from 5 to 10 December 2025 to participate in the Information Technology Conference.

Sincerely,  
Olena Koval  
Project Manager

## **Request (Українська)**

Шановна пані Наталія,

Прошу розглянути моє прохання щодо збільшення терміну подачі звіту до 15 грудня 2025 року через непередбачені обставини.

Щиро ваш(а),  
Ігор Мельник  
Аналітик

## **Request (English)**

Dear Ms. Natalia,

I kindly request an extension of the report submission deadline to 15 December 2025 due to unforeseen circumstances.

Best regards,  
Ihor Melnyk  
Analyst

---

## **Exercise 4**

Write an official memo to your management requesting participation in a training seminar. Use formal salutations and logical document structure.

### **Hint:**

- Follow the structure
- Use formal vocabulary
- Include date and signature

## **Essay**

### **Key Features**

An essay is a written work expressing the author's opinion on a specific topic. In academic and professional settings, the main requirements are:

- clear structure: introduction, body, conclusion;
- logical exposition and argumentation;
- formal language without colloquial or emotional expressions;
- use of examples and facts to support arguments.

### Essay Structure

Section	Ukrainian	English
Вступ / Introduction	Коротко представляємо тему та мету	Briefly introduce the topic and purpose
Основна частина / Body	Аргументація, приклади, факти	Argumentation, examples, facts
Висновок / Conclusion	Підсумок, рекомендації, думка автора	Summary, recommendations, author's opinion

### Sample Essay

**Topic:** The Impact of Information Technology on Education

**Introduction:** Information technology has become an integral part of modern education. It changes approaches to learning and student development.

**Body:** The use of online platforms allows students to access various resources, improves interaction between teachers and learners, and promotes the development of critical thinking.

**Conclusion:** Integrating IT into the educational process is a necessary condition for preparing competitive specialists.

### Exercise 5

Write a short essay (150–200 words) on the topic: “The Role of Digital Technologies in the Professional Development of IT Specialists.”

#### Hint:

- Follow the essay structure
- Use formal style
- Support arguments with examples

# IT Vocabulary and Stylistics

## Key Features of IT Vocabulary

- Use of professional terminology (programming, algorithms, databases, cloud services).
- Frequent borrowing of English words (frontend, backend, cloud, debug).
- Formal style in documentation and reports.
- Conciseness and precision in expressions.

## Comparison of UA and International Terms

Ukrainian	English	Note
Веброботка	Web Development	Часто використовується англійський термін
Серверна частина	Backend	Зберігають англійський варіант
Клієнтська частина	Frontend	Стандартний міжнародний термін
Виправлення помилок	Debug	Використовують англійський термін
Хмарні сервіси	Cloud Services	Широко застосовується у документації

## Common Mistakes

1. Incorrect translation of Ukrainian terms (e.g., «база даних» incorrectly translated as «data base»).
2. Using colloquial words in official documentation.
3. Excessive use of abbreviations without explanation.

## Exercise 6

a) Match the correct English term for the following Ukrainian words:

1. Frontend
2. Debug
3. Cloud Services

b) Write 3 sentences of a formal business report using IT terminology.

## Grammar Standards

### Key Principles

1. Use formal grammar without colloquial constructions.
2. Avoid excessive use of passive voice, but it is acceptable in formal documents.

3. Clear sentence structure: subject – predicate – object.
4. Use conditional and modal constructions for polite requests.

### **UA / UK / US / Grammar Comparison**

<b>Parameter</b>	<b>Ukraine</b>	<b>UK English</b>	<b>US English</b>
Пасивний стан / Passive Voice	Використовується помірно	Common in formal reports	Common in formal reports
Модальні дієслова / Modal Verbs	можна, потрібно	may, must, should	may, must, should
Час / Tense	Звичайний теперішній, майбутній	Present, Future, Present Perfect	Present, Future, Present Perfect
Складні речення / Complex Sentences	Обмежено	Common	Common
Ввічливі форми / Politeness	Будь ласка, прошу	Please, kindly	Please, kindly

### **Common Mistakes**

- Writing overly long complex sentences.
- Mixing colloquial words with formal vocabulary.
- Incorrect use of modal verbs.

### **Exercise 7**

a) Rewrite the sentences in formal English using modal verbs and passive voice:

1. We ask you to send the report tomorrow.
2. This document should be signed by the end of the week.

b) Correct the mistakes in the following email:

Hi, please send me the report, I will wait.

## **Final Practical Cases and Tests**

### **Objectives**

- Consolidate theoretical knowledge of business correspondence, resumes, applications, and essays.
- Practice document formatting according to Ukrainian and international standards.
- Prepare students for independent work and tests.

## **Practical Cases**

### **Case 1 – Request Letter**

Write a formal letter to the company where you interned requesting a recommendation letter.

### **Case 2 – Resume**

Update your resume according to international standards (UA + EN), including education, experience, skills, and additional courses.

### **Case 3 – Essay**

Write a short professional essay (200 words) on the topic: “Using Cloud Technologies in Software Development.”

### **Test Assignments**

1. Write a formal request letter to an IT company.
2. Create a UA + EN resume for a junior developer position.
3. Translate a Ukrainian official letter into English following formal standards.
4. Complete exercises using modal verbs and passive voice in business letters.

## **Tests**

### **Variant 1**

1. breakout room

- a) a problem with your microphone
- b) a small group space inside an online meeting
- c) a noisy background
- d) the person who leads the meeting

2. participant

- a) a person who joins the meeting
- b) the meeting host
- c) a person who records the meeting
- d) a computer program for meetings

### 3. unstable connection

- a) situation when the internet is weak
- b) when your camera doesn't work
- c) when you are too late for the meeting
- d) when you use your phone instead of a laptop

### 4. wrap up

- a) to put a link in the chat
- b) to start the meeting
- c) to finish the meeting or conversation
- d) to explain the rules

### 5. be on time

- a) to join the meeting at the correct time
- b) to speak louder than others
- c) to turn on your camera
- d) to send a file

### 6. drop the link

- a) to put a link in the chat for everyone
- b) to disconnect from the meeting
- c) to record the link
- d) to delete a file

### 7. out of sync

- a) when video and sound do not match
- b) when you are not using headphones
- c) when your sound is too loud
- d) when the internet speed is too high

### 8. background noise

- a) sounds from your room that people can hear
- b) silence during the call
- c) music shared in the meeting
- d) system error during call

9. link expires

- a) the link is too old and doesn't work anymore
- b) someone removes the link
- c) the link is copied twice
- d) the file becomes unavailable

10. lag

- a) to be slow or delayed (e.g., video or sound)
- b) to crash suddenly
- c) to skip the sound
- d) to turn off the screen

11. host

- a) the person who starts and controls the meeting
- b) the person who takes notes
- c) the person who speaks last
- d) the first participant

12. call in

- a) to join the meeting using a different device
- b) to ask a question
- c) to share your screen
- d) to connect your camera

13. follow up

- a) to continue working on tasks after the meeting
- b) to record a summary
- c) to start a new meeting
- d) to invite more people

14. Come again?

- a) a polite way to ask someone to repeat
- b) to join the meeting again
- c) to apologize for being late
- d) to start speaking

15. stay on mute

- a) to keep your microphone off
- b) to stop the camera
- c) to record sound
- d) to log out

16. get kicked out

- a) to be suddenly disconnected from the meeting
- b) to be removed for being late
- c) to lose your password
- d) to log in again

17. vote on

- a) to choose something together
- b) to make a presentation
- c) to write a summary
- d) to upload files

18. stick to the agenda

- a) to follow the meeting plan
- b) to speak longer than planned
- c) to share extra materials
- d) to open a new topic

19. breaking up

- a) when a person's voice is not clear
- b) when the internet disconnects
- c) when you end the call
- d) when sound is too loud

20. share your screen

- a) to show your computer screen to other people
- b) to record the screen
- c) to close other tabs
- d) to save the chat

21. The word “mimic” means:

- a) to avoid
- b) to hide
- c) to imitate
- d) to reject

22. Aligned means:

- a) disconnected
- b) in agreement or harmony
- c) unorganized
- d) confused

23. Boundaries are:

- a) plans
- b) limits or dividing lines
- c) goals
- d) time zones

24. Staff refers to:

- a) equipment
- b) employees working for a company
- c) office furniture
- d) schedules

25. Face-to-face interactions are:

- a) online meetings
- b) direct personal meetings
- c) text messages
- d) phone calls

26. The verb “hamstring” means:

- a) to restrict or make ineffective
- b) to motivate
- c) to decorate
- d) to encourage

27. To foster means:

- a) to damage
- b) to encourage growth or development
- c) to prevent
- d) to criticize

28. To boost morale means:

- a) to reduce
- b) to control
- c) to increase
- d) to ignore

29. To build connections means:

- a) to end them
- b) to create and strengthen relationships
- c) to hide from others
- d) to cancel meetings

30. To enhance engagement means:

- a) to block
- b) to reduce
- c) to improve or make stronger
- d) to ignore

## **Variant 2**

1. To drive success means:

- a) to cause or lead to success
- b) to stop success
- c) to describe success
- d) to delay success

2. To minimise burnout means:

- a) to encourage exhaustion
- b) to reduce stress and tiredness
- c) to ignore fatigue
- d) to prevent motivation

3. Scattered staff means:

- a) lazy workers
- b) noisy employees
- c) people working in different locations
- d) people on vacation

4. To foster communication means:

- a) to block emails
- b) to avoid meetings
- c) to encourage open dialogue
- d) to close discussions

5. Morale means:

- a) money
- b) the spirit or mood of a group
- c) physical health
- d) work schedule

6. Well-being refers to:

- a) a state of being healthy and happy
- b) economic success
- c) education
- d) attendance

7. Burnout is:

- a) a short holiday
- b) emotional and physical exhaustion from overwork
- c) a gym exercise
- d) team competition

8. To celebrate milestones means:

- a) to ignore results
- b) to recognize achievements
- c) to cancel meetings
- d) to reduce effort

9. Feedback session is:

- a) a meeting to discuss opinions and improvements
- b) a coffee break
- c) a performance award
- d) a training course

10. Team rapport means:

- a) friendly and positive relationships within a team
- b) competition between members
- c) office rules
- d) customer loyalty

11. apply

- a) to send money abroad
- b) to request something in writing
- c) to hire someone for a job
- d) to take an exam

12. attend

- a) to evaluate candidates
- b) to go to or take part in
- c) to leave a meeting early
- d) to cancel an appointment

13. candidate

- a) a person who is competing to get a job
- b) a company offering employment
- c) a worker on probation
- d) a recruiter

14. certificate

- a) a company rule
- b) an informal note
- c) an official document proving completion of a course
- d) a letter of recommendation

15. current

- a) of the present time
- b) belonging to last year
- c) temporary or part-time
- d) outdated

16. dismiss

- a) to officially make someone leave a job
- b) to promote someone
- c) to hire new employees
- d) to extend a contract

17. fill in

- a) to read carefully
- b) to apply online
- c) to give written information by completing a form
- d) to attend training

18. hire

- a) to employ or pay someone to do a job
- b) to fire an employee
- c) to train new workers
- d) to interview applicants

19. position

- a) a recommendation letter
- b) a work experience record
- c) a post of employment, a job
- d) an internship

20. probationary period

- a) a paid vacation
- b) a trial time before getting a permanent contract
- c) a temporary lay-off
- d) a job interview

21. recruit

- a) to actively seek new staff members
- b) to train existing workers
- c) to dismiss employees
- d) to attend a meeting

22. reference

- a) a statement from a former employer about suitability for a job
- b) a financial report
- c) a certificate of achievement
- d) a project plan

23. relevant

- a) outdated or unimportant
- b) impressive but false
- c) connected with what is being discussed
- d) too general to apply

24. resume

- a) a company slogan
- b) a document showing your education and work history
- c) an employee's evaluation
- d) an informal reference

25. submit

- a) to refuse or reject something
- b) to hire someone for a task
- c) to give or send to someone for a decision
- d) to attend a meeting

26. interview

- a) an informal meeting with friends
- b) a formal meeting to evaluate a candidate for a job
- c) a type of employment contract
- d) a letter of offer

27. vacancy

- a) a closed position
- b) a job opening that needs to be filled
- c) a temporary replacement
- d) a company's legal address

28. employer

- a) a person looking for a job
- b) a person or company that hires people
- c) a worker during probation
- d) a government agency

29. applicant

- a) someone who is already hired
- b) someone applying for a job
- c) someone dismissed from a company
- d) someone managing HR

30. promotion

- a) an event to recruit new staff
- b) a raise to a higher position or rank
- c) a period of unemployment
- d) a training session

### **Variant 3**

1. apply

- a) to take something away from someone
- b) to request something in writing
- c) to stay in one place for a long time
- d) to turn something off or stop it from working

2. attend

- a) to participate in event
- b) to officially make someone leave a job
- c) to give written information often by completing a form
- d) to go to or take part in

3. candidate

- a) a person who is competing to get a job
- b) a tool used for measuring distance
- c) a person who is trying to hire a new employee
- d) a type of machine used in factories

4. certificate

- a) a statement from a former employer
- b) a document showing your education and work history
- c) an official document proving completion of a course
- d) a post of employment, a job

5. current

- a) something that happened a long time ago
- b) at or to a place or time farther away
- c) of the present time
- d) connected with what is happening or being discussed

6. dismiss

- a) to participate in event
- b) to officially make someone leave a job
- c) to give written information often by completing a form
- d) to go to or take part in

7. fill in

- a) to participate in event
- b) to officially make someone leave a job
- c) to give written information often by completing a form
- d) to go to or take part in

8. hire

- a) to employ or pay someone to do a job
- b) to actively seek new staff members
- c) to give or send to someone for a decision
- d) to change a job

9. position

- a) a recommendation letter
- b) a work experience record
- c) an official document proving that one has finished a course
- d) a post of employment, a job

10. probationary period

- a) a period when an employee can be fired or resign without notice
- b) a vacation time
- c) a period when a company is closed for repairs
- d) a training session for new employees

11. recruit

- a) to employ or pay someone
- b) to actively seek new staff members
- c) to give or send to someone for a decision
- d) to change a job

12. reference

- a) a statement from a former employer
- b) a document showing education and work history
- c) an official document proving course completion
- d) a post of employment

13. relevant

- a) something that happened long ago
- b) a place or time farther away
- c) of the present time
- d) connected with what is being discussed

14. resume

- a) a statement from a former employer
- b) a document showing education and work history
- c) an official document proving course completion
- d) a post of employment

15. submit

- a) to employ or pay someone
- b) to actively seek new staff
- c) to give or send for a decision
- d) to change a job

16. admin (administration)

- a) a part of an organization dealing with a specific area
- b) a small office space with temporary walls
- c) a large piece of furniture for papers
- d) activities involved in managing a business

17. cubicle

- a) a part of an organization dealing with a specific area
- b) a small office space with temporary walls
- c) a large piece of furniture for papers
- d) activities involved in managing a business

18. department

- a) a part of an organization dealing with a specific area
- b) a small office space with temporary walls
- c) a large piece of furniture for papers
- d) activities involved in managing a business

19. dress code

- a) rules describing what employees can wear
- b) a special language used in formal documents
- c) a way to calculate clothing size
- d) a store that sells formal clothes

20. file

- a) to substitute someone for a short time
- b) to direct a phone call
- c) to store information carefully
- d) to destroy a paper document

21. filing cabinet

- a) a part of an organization
- b) a small office space
- c) a large piece of furniture for holding papers
- d) activities involved in managing a business

22. fill in for

- a) to substitute someone for a short time
- b) to direct a phone call
- c) to store information in a careful way
- d) to destroy a paper document

23. in charge of

- a) relating to people who work in offices
- b) to work under pressure
- c) responsible for someone or something
- d) not divided by walls

24. open-plan

- a) relating to people who work in offices
- b) to work under pressure
- c) responsible for someone or something
- d) not divided by walls

25. orientation

- a) an introductory meeting or training session
- b) the part of the job involving documents
- c) a machine for destroying documents
- d) a machine for making copies

26. paperwork

- a) an introductory meeting or training session
- b) the part of a job involving documents
- c) a machine for destroying documents
- d) a machine for making copies

27. photocopier

- a) an introductory meeting or training session
- b) paper-based work
- c) a document-destroying machine
- d) a document-copying machine

28. put somebody through

- a) to substitute someone briefly
- b) to direct a phone call
- c) to store information
- d) to destroy a document

29. shred

- a) to substitute someone briefly
- b) to direct a phone call
- c) to store information
- d) to destroy a document

30. white-collar

- a) relating to people who work in offices
- b) to work under pressure
- c) responsible for something
- d) not divided by walls

#### **Variant 4**

1. Choose the best noun to complete each sentence. Environmental ... should be at the top of today's political agenda.

- a) topics
- b) issues
- c) principles
- d) -

2. Choose the best noun to complete each sentence. In the exam students had to choose three from a choice of ten essay ... .

- a) subjects
- b) theories

- c) topics
- d) -

3. Choose the best noun to complete each sentence. There are still people who are reluctant to accept Darwin's ... of evolution.

- a) nature
- b) topic
- c) theory
- d) -

4. Choose the best noun to complete each sentence. The professor decided to take moral courage as the ... for his inaugural lecture

- a) issue
- b) theme
- c) model
- d) -

5. Choose the best noun to complete each sentence. Economists used a ... of human behaviour to help them forecast likely inflation trends.

- a) model
- b) principle
- c) topic
- d) -

6. Choose the best noun to complete each sentence. The Peter ... states that members of a hierarchical group will usually end up being promoted to the point at which they become incompetent.

- a) Issue
- b) Principle
- c) Theme
- d) -

7. Match the beginning and ending of the sentence. The study revealed a regular ...

- a) approach to their theme.
- b) aspect of modern society.
- c) pattern of changes in temperature.
- d) case for restructuring parliament

8. Match the beginning and ending of the sentence. The research focuses on one particular ...

- a) approach to their theme.
- b) aspect of modern society.
- c) pattern of changes in temperature.
- d) case for restructuring parliament

9. Match the beginning and ending of the sentence. The writer makes a powerful ...

- a) approach to their theme.
- b) aspect of modern society.
- c) pattern of changes in temperature.
- d) case for restructuring parliament

10. Match the beginning and ending of the sentence. The writers take an original ...

- a) approach to their theme.
- b) aspect of modern society.
- c) pattern of changes in temperature.
- d) case for restructuring parliament

11. Match the beginning and ending of the sentence. Until recently there was little ...

- a) scope of your research.
- b) awareness of the problem.
- c) issues facing the world today.
- d) into the environmental effects of nanoparticles.

12. Match the beginning and ending of the sentence. I think you should broaden the ...

- a) scope of your research.
- b) awareness of the problem.
- c) issues facing the world today.
- d) into the environmental effects of nanoparticles.

13. Match the beginning and ending of the sentence. To date, there has been little research ...

- a) scope of your research.
- b) awareness of the problem.
- c) issues facing the world today.
- d) into the environmental effects of nanoparticles.

14. Match the beginning and ending of the sentence. There are many important ...

- a) scope of your research.
- b) awareness of the problem.
- c) issues facing the world today.
- d) into the environmental effects of nanoparticles.

15. Complete the sentence using a word from the list. What democracy is really like – The ... of Democracy.

- a) assessment
- b) features
- c) identification
- d) nature

16. Complete the sentence using a word from the list. Why dreams are important – The ... of Dreams.

- a) patterns
- b) perspectives
- c) principles
- d) significance

17. Complete the sentence using a word from the list. What do we see in glaciated landscapes? – The ... of Glaciated Landscapes.

- a) assessment
- b) features
- c) identification
- d) nature

18. Complete the sentence using a word from the list. How to evaluate language skills – The ... of Language Skills.

- a) assessment
- b) features
- c) identification
- d) nature

19. Complete the sentence using a word from the list. Ways in which human behaviour repeats itself – ... of Human Behaviour.

- a) patterns
- b) perspectives
- c) principles
- d) significance

20. Complete the sentence using a word from the list. How to recognise different species of bees – The ... of Bees.

- a) assessment
- b) features
- c) identification
- d) nature

21. Complete the sentence using a word from the list. Thinking about taxation from different angle – ... on Modern Taxation.

- a) patterns
- b) perspectives
- c) principles
- d) significance

22. Complete the sentence using a word from the list. How to make sure that a business is successful – The ... of Successful Business.

- a) patterns
- b) perspectives
- c) principles
- d) significance

23. Complete the sentence with an adjective from the list. The plant is difficult to grow and needs very ... conditions to survive.

- a) complex
- b) potential
- c) rigorous
- d) specific

24. Complete the sentence with an adjective from the list. His tutor was critical of his work for not being ... enough.

- a) complex
- b) potential
- c) rigorous
- d) specific

25. Complete the sentence with an adjective from the list. In the past the northern tribes looked on the tribes of the south as ... enemies.

- a) complex

- b) potential
- c) rigorous
- d) specific

26. Complete the sentence with an adjective from the list. We chose a ... approach to our research and interviewed individuals personally.

- a) rigorous
- b) specific
- c) rough
- d) qualitative

27. Complete the sentence with an adjective from the list. A ... set of circumstances led to a civil war in 1897.

- a) complex
- b) potential
- c) rigorous
- d) specific

28. Complete the sentence with an adjective from the list. The ... estimates that we made turned out to be surprisingly accurate.

- a) rigorous
- b) specific
- c) rough
- d) qualitative

29. Replace the underlined adverb with its opposite from the list. There were roughly 350 people living in the village in 1958.

- a) roughly
- b) generally
- c) exactly
- d) indirectly

30. Replace the underlined adverb with its opposite from the list. Floods happen frequently in this part of the country.

- a) implicitly
- b) eventually
- c) infrequently
- d) precisely

## Variant 5

1. Replace the underlined adverb with its opposite from the list. We investigated the problem and initially found some small errors in the calculations.

- a) implicitly
- b) eventually
- c) infrequently
- d) precisely

2. Replace the underlined adverb with its opposite from the list. The temperature was exactly half a degree lower than the average.

- a) roughly
- b) generally
- c) exactly
- d) indirectly

3. Replace the underlined adverb with its opposite from the list. Singh (1998) explicitly criticizes existing theories of economic growth.

- a) implicitly
- b) eventually
- c) infrequently
- d) precisely

4. Replace the underlined adverb with its opposite from the list. Soil erosion is specifically caused by water or wind.

- a) roughly
- b) generally
- c) exactly
- d) indirectly

5. Replace the underlined adverb with its opposite from the list. The new results were broadly the same as the previous ones.

- a) implicitly
- b) eventually
- c) infrequently
- d) precisely

6. Replace the underlined adverb with its opposite from the list. The disease is directly linked to environmental factors.

- a) roughly
- b) generally
- c) exactly
- d) indirectly

7. Match the beginning and ending of the sentence. Feudal society was made ...

- a) out the solution to the algebra problem.
- b) a lot of basic information about all the world's countries.
- c) against what she had found in her earlier studies.
- d) up of clearly defined classes of people.

8. Match the beginning and ending of the sentence. Carlson was the first to put ...

- a) forward a convincing theory with regard to this question.
- b) up the flaws in the school's testing methods.
- c) out the solution to the algebra problem.
- d) out a lot of basic information about all the world's countries.

9. Match the beginning and ending of the sentence. Her results appear to go ...

- a) out the solution to the algebra problem.
- b) a lot of basic information about all the world's countries.
- c) against what she had found in her earlier studies.
- d) up of clearly defined classes of people.

10. Match the beginning and ending of the sentence. The investigation pointed ...

- a) forward a convincing theory with regard to this question.
- b) up the flaws in the school's testing methods.
- c) out the solution to the algebra problem.
- d) out a lot of basic information about all the world's countries.

11. Match the beginning and ending of the sentence. It took him a long time to work ...

- a) forward a convincing theory with regard to this question.
- b) up the flaws in the school's testing methods.
- c) out the solution to the algebra problem.
- d) out a lot of basic information about all the world's countries.

12. Match the beginning and ending of the sentence. The geography book sets ...

- a) forward a convincing theory with regard to this question.
- b) up the flaws in the school's testing methods.
- c) out the solution to the algebra problem.
- d) out a lot of basic information about all the world's countries.

13. Complete the sentence with the correct form of the word in the list. The results of the investigation have ... a light on the pressures of the global economy on farmers in developing countries.

- a) shed
- b) illuminating
- c) shone
- d) light

14. Complete the sentence with the correct form of the word in the list. Our whole notion of time and space has changed in the ... of recent developments in physics.

- a) shed
- b) illuminating
- c) shone
- d) light

15. Complete the sentence with the correct form of the word in the list. Professor Delrio gave a very ... talk on one of Shakespeare's later plays.

- a) shed
- b) illuminating
- c) shone
- d) light

16. Complete the sentence with the correct form of the word in the list. These communities have lived for decades in the ... of poverty and social deprivation.

- a) remained
- b) glaring
- c) illuminate
- d) shadow

17. Complete the sentence with the correct form of the word in the list. The team carried out a series of experiments in an attempt to ... the mysterious processes at work in the organism.

- a) remained

- b) glaring
- c) illuminate
- d) shadow

18. Complete the sentence with the correct form of the word in the list. The collapse of the bridge in 1998 ... the need for a more rigorous analysis of the effects of constant traffic movements.

- a) highlighted
- b) shed
- c) illuminating
- d) shone

19. Complete the sentence with the correct form of the word in the list. The professor found some ... errors in one student's calculations.

- a) remained
- b) glaring
- c) illuminate
- d) shadow

20. Match the beginning and ending of the sentence. It took the team a long time to devise ...

- a) seems to be emerging.
- b) the key elements in a graph.
- c) a way to solve their problem.
- d) the results of our experiments.

21. Match the beginning and ending of the sentence. During the war we had to break ...

- a) off contact with colleagues abroad.
- b) seems to be emerging.
- c) the key elements in a graph.
- d) a way to solve their problem.

22. Match the beginning and ending of the sentence. There has been a lot of heated debate ...

- a) surrounding the issue of global warming.
- b) a blood sample for analysis.
- c) the role of project leader.
- d) to the debate on cloning.

23. Match the beginning and ending of the sentence. Ian Hartmann was invited to take on ...

- a) surrounding the issue of global warming.
- b) a blood sample for analysis.
- c) the role of project leader.
- d) to the debate on cloning.

24. Match the beginning and ending of the sentence. Part of my role was to collate ...

- a) seems to be emerging.
- b) the key elements in a graph.
- c) a way to solve their problem.
- d) the results of our experiments.

25. Match the beginning and ending of the sentence. The doctor wanted me to provide ...

- a) surrounding the issue of global warming.
- b) a blood sample for analysis.
- c) the role of project leader.
- d) to the debate on cloning.

26. Match the beginning and ending of the sentence. Scientists all over the world contributed ...

- a) surrounding the issue of global warming.
- b) a blood sample for analysis.
- c) the role of project leader.
- d) to the debate on cloning.

27. Match the beginning and ending of the sentence. A new and unexpected phenomenon ...

- a) seems to be emerging.
- b) the key elements in a graph.
- c) a way to solve their problem.
- d) the results of our experiments.

28. Match the beginning and ending of the sentence. Using shading helps to differentiate ...

- a) seems to be emerging.
- b) the key elements in a graph.
- c) a way to solve their problem.
- d) the results of our experiments.

29. Complete the sentence using a word from the list. Before we go any further we must ... each of our roles more precisely.

- a) define
- b) maintaining
- c) natural
- d) discern

30. Complete the sentence using a word from the list. The group succeeded in ... contact long after they had all left college.

- a) define
- b) maintaining
- c) natural
- d) discern

### **Variant 6**

1. Complete the sentence using a word from the list. My trip to Africa was the ... element in my decision to work in conservation.

- a) conflicting
- b) heated
- c) publish
- d) crucial

2. Match the two parts of the word combinations. Personal

- a) guarantee
- b) statement
- c) clarification
- d) loan

3. Match the two parts of the word combinations. Financial

- a) guarantee
- b) statement
- c) clarification
- d) loan

4. Match the two parts of the word combinations. Seek

- a) guarantee
- b) statement
- c) clarification
- d) loan

5. Match the two parts of the word combinations. Student

- a) guarantee
- b) statement
- c) clarification
- d) loan

6. Match the two parts of the word combinations. Equal

- a) opportunities
- b) score
- c) student
- d) degree

7. Match the two parts of the word combinations. Mature

- a) opportunities
- b) score
- c) student
- d) degree

8. Match the two parts of the word combinations. Application

- a) form
- b) guarantee
- c) statement
- d) clarification

9. Match the two parts of the word combinations. First

- a) opportunities
- b) score
- c) student
- d) degree

10. Match the two parts of the word combinations. Minimum

- a) opportunities
- b) score
- c) student
- d) degree

11. Complete the sentence using words from the list. Smart phones and tablets are useful ... resources.

- a) virtual campus
- b) mobile learning
- c) MOOCs
- d) adaptive learning

12. Complete the sentence using words from the list. ... improves as students input their essays to the system. The computer learns about each student's typical behaviour and can give individual feedback.

- a) virtual campus
- b) mobile learning
- c) MOOCs
- d) adaptive learning

13. Complete the sentence using words from the list. ... pedagogy only began on a large scale in the first decade of this century. Before that, most learning was done using books in face-to-face classrooms.

- a) computer-mediated
- b) flipped classroom
- c) virtual campus
- d) mobile learning

14. Complete the sentence using words from the list. The ... alters the balance between what is done in class and what is done for homework.

- a) computer-mediated

- b) flipped classroom
- c) virtual campus
- d) mobile learning

15. Complete the sentence using words from the list. When you enrol as a student in a ... , you do not even need to leave your home.

- a) computer-mediated
- b) flipped classroom
- c) virtual campus
- d) mobile learning

16. Complete the sentence using words from the list. Popular ... can often attract hundreds of thousands of participants globally.

- a) virtual campus
- b) mobile learning
- c) MOOCs
- d) adaptive learning

17. Complete the sentence using words from the list. Not all students get ... to help them study, so some students accumulate a lot of debt or else they have to take out a student loan to pay their tuition fees and to help make ends meet.

- a) awards
- b) grants
- c) entitlement
- d) cover

18. Complete the sentence using words from the list. It is sometimes possible to seek funding from other sources and some governments and official bodies give ... and other types of prizes or scholarships.

- a) awards
- b) grants
- c) entitlement
- d) cover

19. Complete the sentence using words from the list. If you intend to study abroad, you may have to provide financial guarantees to prove that you can pay your fees and ... your living costs.

- a) awards

- b) grants
- c) entitlement
- d) cover

20. Complete the sentence using words from the list. Your ... to funding may depend on your or your family's current financial situation.

- a) awards
- b) grants
- c) entitlement
- d) cover

21. Complete the sentence using words from the list. In addition to a grant to pay your fees, you may also be eligible for a ... grant to cover your day-to-day expenses.

- a) grants
- b) entitlement
- c) cover
- d) maintenance

22. Complete the sentence using words from the list. Our hope was to ... a public discussion of the ethical issues involved.

- a) instigate
- b) contribute
- c) attain
- d) -

23. Complete the sentence using words from the list. Their target was to achieve a ... mass of support for their proposal.

- a) deliberate
- b) creative
- c) critical
- d) -

24. Complete the sentence using words from the list. The research ... existing theories in some exciting ways.

- a) prioritises
- b) challenges
- c) achieves
- d) -

25. Complete the sentence using words from the list. I hope my dissertation ... all the relevant academic criteria.

- a) meets
- b) reaches
- c) has
- d) -

26. Complete the sentence using words from the list. At the moment writing the assignment has to take ... over my social life.

- a) target
- b) purpose
- c) priority
- d) -

27. Complete the sentence using words from the list. What was your ... for choosing this particular university?

- a) goal
- b) motive
- c) intention
- d) -

28. Match the beginning and ending of the sentence. The letters proved to be a valuable ...

- a) the literature on intellectual property rights.
- b) literature exists on human to animal communication.
- c) source for the period 1980-1985.
- d) resource for the study of the poet's life.

29. Match the beginning and ending of the sentence. An extensive body of ...

- a) study, which focuses on metals only.
- b) body of the book; they are in the appendix.
- c) the literature on intellectual property rights.
- d) literature exists on human to animal communication.

30. Match the beginning and ending of the sentence. Newspapers are a good primary ...

- a) the literature on intellectual property rights.
- b) literature exists on human to animal communication.
- c) source for the period 1980-1985.
- d) resource for the study of the poet's life.

### **Variant 7**

1. Match the beginning and ending of the sentence. The data are not given in the main ...

- a) study, which focuses on metals only.
- b) body of the book; they are in the appendix.
- c) the literature on intellectual property rights.
- d) literature exists on human to animal communication.

2. Match the beginning and ending of the sentence. Plastics are not dealt with in the present ...

- a) study, which focuses on metals only.
- b) body of the book; they are in the appendix.
- c) the literature on intellectual property rights.
- d) literature exists on human to animal communication.

3. Match the beginning and ending of the sentence. The thesis begins with a review of ...

- a) study, which focuses on metals only.
- b) body of the book; they are in the appendix.
- c) the literature on intellectual property rights.
- d) literature exists on human to animal communication.

4. Complete the sentences with the correct form of the verbs in the list. Labov's early work ... the foundations for modern sociolinguistics.

- a) sets out
- b) surveys
- c) consulted
- d) laid

5. Complete the sentences with the correct form of the verbs in the list. Reeves ... several Italian museum archives for her book on the history of violinmaking and revealed some fascinating facts about the instrument.

- a) sets out
- b) surveys
- c) consulted
- d) laid

6. Complete the sentences with the correct form of the verbs in the list. This book ... the theory of planetary formation in language that ordinary people can understand.

- a) sets out
- b) surveys
- c) consulted
- d) laid

7. Complete the sentences with the correct form of the verbs in the list. Poliakov ... some interesting facts about the civil war that other scholars had overlooked.

- a) notes
- b) catalogues
- c) cited
- d) sets out

8. Complete the sentences with the correct form of the verbs in the list. Three contemporary critics are ... by Somerton to support her argument about the evolution of early 20th century poetry.

- a) notes
- b) catalogues
- c) cited
- d) sets out

9. Match the beginning and ending of the sentence. We must never accept the notion ...

- a) that intelligence is connected to race.
- b) of family healthcare which changed everything.
- c) of what low price and high quality mean.
- d) framework is an important stage in any research.

10. Match the beginning and ending of the sentence. The task of choosing an analytical ...

- a) that intelligence is connected to race.
- b) of family healthcare which changed everything.
- c) of what low price and high quality mean.
- d) framework is an important stage in any research.

11. Match the beginning and ending of the sentence. The book expresses his viewpoint ...

- a) on the role of the United Nations in times of war.
- b) on gender and language use very clear.
- c) of dark matter to explain certain observations.
- d) that intelligence is connected to race.

12. Match the beginning and ending of the sentence. Tannen has always made her stance ...

- a) on the role of the United Nations in times of war.
- b) on gender and language use very clear.
- c) of dark matter to explain certain observations.
- d) that intelligence is connected to race.

13. Match the beginning and ending of the sentence. Consumers have different perceptions ...

- a) that intelligence is connected to race.
- b) of family healthcare which changed everything.
- c) of what low price and high quality mean.
- d) framework is an important stage in any research.

14. Match the beginning and ending of the sentence. The report laid out a new model ...

- a) that intelligence is connected to race.
- b) of family healthcare which changed everything.
- c) of what low price and high quality mean.
- d) framework is an important stage in any research.

15. Match the beginning and ending of the sentence. Physicists developed the concept ...

- a) on the role of the United Nations in times of war.
- b) on gender and language use very clear.
- c) of dark matter to explain certain observations.
- d) that intelligence is connected to race.

16. Choose the word which is NOT possible in each sentence.  
Sims ... that commodity prices change depending on the season.

- a) notes
- b) observes
- c) pinpoints
- d) -

17. Choose the word which is NOT possible in each sentence.  
Grey puts ... a controversial theory to explain climate change.

- a) forward
- b) proves
- c) advances
- d) -

18. Choose the word which is NOT possible in each sentence.  
Philipson ... the accuracy of Malwar's figures.

- a) claims
- b) questions
- c) challenges
- d) -

19. Choose the word which is NOT possible in each sentence.  
Trail ... the importance of pilot testing before carrying out a survey.

- a) stresses
- b) emphasises
- c) asserts
- d) -

20. Choose the word which is NOT possible in each sentence.  
Ripoll ... how large-scale urban planning can go wrong.

- a) advances
- b) demonstrates
- c) shows
- d) -

21. Choose the word which is NOT possible in each sentence.  
Evans ... there was no causal link between the events.

- a) declared
- b) cast doubt
- c) maintained
- d) -

22. Complete the sentence using the correct form of word from the list. The ... principles of Asian and European philosophies are very similar.

- a) underlying
- b) philosophy
- c) held
- d) ethical

23. Complete the sentence using the correct form of word from the list. People tend ... a more conservative stance as they get older.

- a) rooted
- b) shifted
- c) to adopt
- d) encounter

24. Complete the sentence using the correct form of word from the list. She has always ... the view that primary education should not start before the age of seven.

- a) underlying
- b) philosophy
- c) held
- d) ethical

25. Complete the sentence using the correct form of word from the list. Many people have ... objections to investing in companies which support corrupt regimes.

- a) underlying
- b) philosophy
- c) held
- d) ethical

26. Complete the sentence using the correct form of word from the list. Some employers still have a deep- ... prejudice against employing older people, and many older people encounter such prejudice when they apply for jobs.

- a) rooted
- b) shifted
- c) to adopt
- d) encounter

27. Complete the sentence using the correct form of word from the list. The government seems to have ... its position recently.

- a) rooted
- b) shifted
- c) to adopt
- d) encounter

28. Complete the sentence using the correct form of word from the list. Life insurance companies base their calculations on the laws of (1) ... , that is they assess the likely outcomes, given the different variables such as age, sex, lifestyle and medical history of their clients.

- a) trends
- b) varieties
- c) significantly
- d) probability

29. Complete the sentence using the correct form of word from the list. The premiums are therefore not chosen at (2) ... but are carefully calculated.

- a) random
- b) correlate
- c) outcomes
- d) variables

30. Complete the sentence using the correct form of word from the list. The (3) ... of ages at which death occurs and causes of death are studied to see if they correlate with other factors to be taken into account in setting the premiums.

- a) distribution
- b) trends
- c) varieties
- d) significantly

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### Online Resources

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2. <https://owl.purdue.edu> – Purdue Online Writing Lab, академічне та ділове письмо
3. <https://www.grammarly.com/business> – поради з ділового листування та стилю
4. <https://www.coursera.org> – курси з бізнес-англійської та письма для ІТ-спеціалістів

*Електронне навчальне видання*

**Ліана Вікторівна Куліш  
Юлія Германівна Сабадош**

**Методичні вказівки до виконання практичних робіт  
з дисципліни «Ділова іноземна мова (англійська)»**

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