

МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ

**ХАРКІВСЬКИЙ НАЦІОНАЛЬНИЙ ЕКОНОМІЧНИЙ УНІВЕРСИТЕТ
ІМЕНІ СЕМЕНА КУЗНЕЦЯ**

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**ПЕРЕКЛАД З АНГЛІЙСЬКОЇ МОВИ
ДОКУМЕНТАЦІЇ ЕКОНОМІЧНОГО ПРОФІЛЮ**

Навчальний посібник

**Харків
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Подано навчальні матеріали до самостійної роботи студентів, що сприяють розвитку мовних та перекладацьких компетентностей і поглибленню знань з англійської мови.

Рекомендовано для студентів V курсу всіх спеціальностей другого (магістерського) рівня.

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Вступ

Останнім часом формування навичок ділової комунікації у студентів пов'язане з соціальністю та переходом до нової системи господарювання, що впливає в першу чергу на систему вивчення іноземної мови. Це передбачає комунікативну компетентність для майбутніх фахівців, а отже, знання іноземної мови в умовах економічної глобалізації стає не лише пріоритетним завданням, але й невід'ємною частиною професійної підготовки спеціаліста і однією з передумов його подальшої успішної трудової діяльності.

Нові економічні умови в Україні, її просування в Європейську і світову спільноту вимагають від випускників ЗВО глибокого знання іноземних мов, що сприяє розвитку їх загальноосвітнього і професійного рівня, а також підвищенню кваліфікації. Останнім часом частіше цінують фахівця із знанням іноземної мови, здатного виконувати як перекладацькі завдання, так і завдання, до яких належить організація комунікації різних типів. Програма вищої школи передбачає комунікативно-орієнтоване навчання іноземним мовам, в якому чільне місце займає навчання перекладу як однієї із форм міжособистого і міжкультурного спілкування. Англійська мова як найбільш розвинута серед мов ділового та предметного спілкування дійсно стала у світовій педагогічній практиці окремим предметом навчання, який потребує спеціальної методики його викладання.

Навчальна дисципліна "Теорія та практика перекладу" розглядає основи професійної діяльності, дозволяє зрозуміти природу мови як засобу спілкування, формує здатність виконувати роль мовного та культурного посередника між рідною мовою і культурою та іноземною, сприяє формуванню мовного та соціокультурного компонента у професійній діяльності. У процесі навчання, під час практичних занять та виконання практичних завдань, студенти отримують необхідні компетентності, тобто здатність визначати, аналізувати і грамотно використовувати основні мовні категорії та структури перекладу, а також мовні труднощі, функції, характеристики та стилі перекладу. Велике значення в процесі вивчення та закріплення знань має самостійна робота студентів, яка

помагає формуванню навичок перекладу галузевих текстів та різних видів документації.

Всі завдання цього посібника спрямовані на створення і розвиток навичок перекладу з англійської мови на рідну і з рідної мови на англійську, реферування й анотування спеціальних, наукових і публіцистичних текстів, торговельної і рекламної продукції, ділової документації (специфікацій, каталогів, інструкцій, контрактів, угод тощо) і листів, юридичних документів і резюме до дипломних (магістерських) робіт і наукових статей.

Посібник містить 10 розділів, які подають інформацію про різні види текстів та їх жанри, одиниці і форми перекладу, інструментарій перекладача, а також методичні рекомендації і вимоги до перекладачів. Різноманітні автентичні тексти і вправи спрямовані на досягнення основної мети – навчити студентів перекладати, реферувати і анотувати тексти, а також робити усний переклад.

Посібник укладений у відповідності до вимог вищої школи і до робочої програми з курсу "Ділова іноземна мова", яку розроблено кафедрою педагогіки, іноземної філології та перекладу Харківського національного економічного університету імені С. Кузнеця, та призначений для студентів-економістів, які вивчають зовнішньоекономічну діяльність, а також для широкого загалу, який цікавиться проблемами теорії і практики перекладу.

Unit 1

The Language of Speciality. The Use of Terminology

Task 1. Choose the best variant.

1. Translation is ...

- a) rendering the meaning of the text into your native language;
- b) rendering the idea of the text from one language into another;
- c) retelling the text in your own words.

2. When translating the text, a translator must ...

- a) understand the meaning of the statement in the original language;
- b) correctly understand the meaning of the statement in the original language and retell it;
- c) correctly understand the meaning of the statement in the original language and fully and accurately convey it.

3. A translator needs ...

- a) to know terminology of the translatable material and to use a dictionary effectively;
- b) to have a good knowledge of English and be acquainted with a certain field of science and engineering;
- c) to have a translation technique in a certain field of science.

4. The typical features of the scientific literature are ...

- a) accurate and clear presentation of the material;
- b) accurate and clear presentation of the material as well as the use of metaphors, comparisons, metonymy;
- c) accurate and clear presentation of the material and the use of special terminology.

5. When translating scientific literature, it is important to know that the term is ...

- a) a specific word used only in one meaning;
- b) an emotionally colored word or phrase used only in one meaning;
- c) an emotionally neutral word or phrase used to express the concepts and names of objects.

6. The main way of translating terms in the context is ...

- a) to use the term equivalent in the language of translation;
- b) to use the term that has no equivalent in the language of translation;
- c) to describe the term in your own words.

7. There are terms that have multiple meanings. This phenomenon is called polysemanticity. The way to translate them is ...

- a) to select the analogue which most accurately conveys the meaning of the word in the context;
- b) to search the word in a terminological dictionary;
- c) to describe the meaning of the word in the context.

8. In cases when the English term has no direct equivalent or analogue, a translator can use ...

- a) an adequate substitute;
- b) description;
- c) another term.

9. A translator must know how to ...

- a) translate the written word;
- b) translate spoken language;
- c) translate business documents only.

10. An interpreter must know how to ...

- a) translate the written word;
- b) translate spoken language;
- c) translate business documents only.

Task 2. Fill the gaps in the sentences.

1. He told his business partners about their new project through the
2. The ... translated this book excellently.
3. She gave all her articles to the
4. The ... translated his speech orally.
5. We are looking for a ..., who will translate small texts into English.
6. They asked an ... to work at the meeting.
7. He is called ... because he works with legal documents.

Task 3. Match the ways of translation with their definitions.

1. Description	a) translation of an English word or phrase or their parts with the subsequent composition of these parts (e.g. <i>skyrocket</i>)
2. Antonymous translation	b) translation made with the help of a word explanation
3. Transliteration	c) translation that usually implies lexical and grammatical transformation: an affirmative construction is translated by a negative one or a negative construction by an affirmative one
4. Calquing or tracing	d) writing down recorded audio or spoken words in their original language, with complete word for word accuracy
5. Transcription	e) changing the letters of one language alphabet into the corresponding, similar-sounding characters of another language alphabet

Task 4. Transcription is used to transfer proper names, geographical names, names of companies and corporations.

A. Which of the following geographical names are translated, which are transcribed and for which are both ways used? Complete the table.

Lake Superior; the Pacific Ocean; the Cape of Good Hope; Prince Edward Island; the Rocky Mountains; Newfoundland; New Mexico; Salt Lake City; Anchorage; Pearl Harbor; Texas; Derby; Arkansas; North Dakota; New Zealand.

Translated	Transcribed	Both ways

B. Translate the following place names.

Mexico City; Munich; Venice; Nice; Paris; Rome.

Task 5. A. Names of companies are rendered by transcription. Write the names of the following companies.

Paramount Pictures; BBC; CNN; General Electric Corp.; Levi Strauss & Co., Johnson & Johnson Inc.

B. Names of periodicals, ships, streets, squares, theaters and music groups are also transcribed. Write the following names.

The Wall Street Journal; Agricultural Engineering; the Journal of Economics; Queen Elizabeth; Mayflower; Downing Street; Piccadilly Circus; Bedford Square; Madison Avenue; Trafalgar Square; Covent Garden; Metropolitan Opera; Deep Purple; The Rolling Stones; Spice Girls.

C. The names of parties, international organizations and public services are usually translated. Translate the following names.

The Conservative Party; the Security Council; the House of Representatives; the US Department of State; the Labor Party; Scotland Yard; the Foreign Office; the Intelligence Service.

Task 6. In every field of science and technology there are a significant number of international and pseudo-international terms. For example: manager, contract, inflation. Among them there are so-called false friends of the translator. These words are identical to the English words, but have different meaning. They can be divided into two groups.

A. The first group of words have similar spelling and pronunciation, but a completely different meaning. Translate the following words into your mother tongue.

1) accurate;	7) data;	13) fraction;	19) principal;
2) actual;	8) decade;	14) list;	20) production;
3) aspirant;	9) decoration;	15) invalid;	21) prospect;
4) clay;	10) Dutch;	16) magazine;	22) rapport;
5) complexion;	11) fabric;	17) mayor;	23) receipt;
6) compositor;	12) familiar;	18) physician;	24) therapist

B. More complex cases include false friends of the translator, which in only one or two meanings coincide with the Ukrainian words, but differ in other. Translate the following words into your mother tongue.

1) authority;	11) conductor;	21) interest;	31) position;
2) activity;	12) conference;	22) leader;	32) public;
3) aggressive;	13) contribution;	23) legal;	33) realize;
4) balance;	14) control;	24) mark;	34) record;
5) cabinet;	15) copy;	25) minister;	35) regular;
6) camera;	16) correspondence;	26) nation;	36) separate;
7) character;	17) credit;	27) number;	37) session;
8) champion;	18) dramatic;	28) object;	38) speculation
9) collect;	19) element;	29) officer;	
10) concrete;	20) figure;	30) party;	

Task 7. There are abbreviations in all languages, in every field of activity. The translator must know these abbreviations as well as new abbreviations in the field he works. Match the abbreviations with their definitions.

1. CIA	a) European Community
2. CIS	b) European Union
3. EC	c) International Organization of Journalists
4. EU	d) International Bank for Reconstruction and Development
5. FBI	e) International Monetary Fund
6. IBRD	f) Ireland (Irish) Republican Army
7. ILO	g) Oil Producing and Exporting Countries
8. IMF	h) South-East Asia Treaty Organization
9. IOC	i) Central Intelligence Agency
10. IOJ	j) United Nations International Children's Emergency Fund
11. IRA	k) Commonwealth of Independent States
12. NASA	l) United Nations Organization
13. NATO	m) International Olympic Committee
14. OPEC	n) International Labor Organization
15. OSCE	o) National Aeronautics and Space Administration
16. PLO	p) Federal Bureau of Investigation
17. SEATO	q) Organization for Security and Cooperation in Europe
18. UNESCO	r) North Atlantic Treaty Organization
19. UNICEF	s) Palestine Liberation Organization
20. UNO	t) United Nations Educational, Scientific and Cultural Organization

Task 8. Translate the following English proper names and surnames into Ukrainian. Substantiate your way of translation.

Model: John/Джон (common name), Іван/Іоан (biblical name, name of the Pope, king or prince).

Abel, Adrian, Albert, Anthony, Barnard, Basil, Christopher, Clarence, Cyril, Douglas, Duncan, Edmund, Erasmus, Evelyn, Gabriel, Gerald, Harold, Hilary, Henry, Ian, Jacob, James, Jonathan, Joshua, Lawrence, Luke, Mark, Matthew, Michael, Nicolas, Oscar, Paul, Peter, Phillip, Ralph, Sam(p)son, Simon, Solomon, Stewart, Timothy, Vivian, Walter, William.

Task 9. Translate the word combinations where false friends of interpreters are used.

1. Banking officers.
2. Public debt.
3. Interest rate.
4. Convention of the Entrepreneurs Union.
5. Personnel Department.
6. Champion of peace.
7. Ammunition storage.
8. Null document.
9. Legal matters.
10. Accurate data.
11. Title and position.
12. Human values.

Task 10. Translate the following sentences paying attention to the polysemantic words.

1. The company's directing *agency* is located in Detroit.
2. This can hardly be treated as a free *article*. You'll have to include the funds for the customs clearing.
3. Competitive *capacity* of enterprises is issue number one.
4. The rent and utilities *coverage* in the country is gradually growing and will reach as much as 80 % by this July.

5. Price *gap* has become the main reason for many domestic goods being brought out of the country.
6. They have been speculating on *margin* for a couple of years now.
7. The new chief executive *officer* was appointed in May.
8. The immediate task is to *temper* the impact of inflation.

Task 11. Complete the sentences below with the following words.

Amerasians, baby-boomers, capital flight, demerger, can-do, e-commerce, cross-marketing, synergy.

1. About 65 ... arrived in Thailand yesterday with their relatives on their way to their new homes in the United States.
2. The first generation of ... in Britain and the US was born in the late forties – early fifties.
3. Slowly, and unevenly, a ... attitude is beginning to replace the inertia in the trade unions.
4. ... is now becoming less accessible from foreign creditors.
5. If the merger boom is now nearing a close, will it be followed by a ... boom?
6. ... has become widely spread in the USA.
7. The companies are now joining their forces because the potential ... is evident.
8. If an insurance company wishes you a happy birthday, take it as a sure sign that they view you as a target for a touch of In other words, having sold to you once or twice before, they would like to do it over and over again.

Task 12. Complete the text with the correct option a – c.

Physicists are (1) ... surprises (2) ... quantum theory, as they try to understand the behaviour of the atomic world. Now two theoreticians, Dr. John Donoghue and Dr. Barry Holstein, of the University of Massachusetts, have found that the theory contradicts, (3) ... in a very small way, one of the foundations of Einstein's theory of gravity – general relativity.

Paradoxically, however, it (4) ... that heavier objects fall to the ground quicker than light ones. Galileo is (5) ... to have first shown experimentally

that heavy and light objects reach the ground at the same time, by dropping objects off the Leaning Tower of Pisa.

The explanation of this is that heavy objects (6) ... than light ones: they are more reluctant to (7) ... the action of a force. So although they feel the force of gravity more strongly than light objects when flung off the tower, they are more reluctant to respond to it, and the two properties (8) Einstein made this apparent equality between "inertial" mass and "gravitational" mass of an object a (9) ...of his theory of gravity. However, Drs. Donoghue and Holstein have shown that, according to quantum theory, the inertial mass of heavier bodies is slightly lower than normally believed, (10) ... to respond more readily to gravity and hence fall to the ground faster than light bodies.

The reason (11) ..., again according to quantum theory, every charged particle, such as an electron, is surrounded by a cloud of massless particles called photons, the carriers of the electromagnetic field. This cloud changes the total energy, and (12) ... mass, of the particle by an amount that depends on temperature.

1. a) accustomed to;
b) well used to;
c) habituated to.
2. a) thrown up;
b) generated by;
c) in the field of.
3. a) if only;
b) though perhaps;
c) albeit.
4. a) substantiates the popular belief;
b) proves the truth of what people have long believed;
c) confirms what the layman has long suspected.
5. a) supposed;
b) said;
c) known;
6. a) have more inertia;
b) are more inert;
c) react with greater inertia.

7. a) respond to;
b) move under;
c) be set in motion by.
8. a) act as equally opposing forces;
b) are precisely counterbalanced;
c) exactly cancel out.
9. a) cornerstone;
b) fundamental principle;
c) key point.
10. a) which allows them;
b) enabling them;
c) thus they are able.
11. a) may be attributed to the fact that;
b) is that;
c) lies in the fact that.
12. a) consequently;
b) hence;
c) likewise.

Task 13. Read the text and do the tasks A and B.

The Way We Do Things Round Here

Some years ago, I was hired by an American bank. I received a letter from the head of the Personnel Department that started, "Dear John, I am quite pleased that you have decided to join us". That 'quite' depressed me. I thought he was saying "we're kinda pleased you decided to join us although I wish we had hired someone else". Then I discovered that in American English 'quite' sometimes means 'very', whereas in British English it means 'fairly'.

So the first lesson about working in other countries is to learn the language and by that I don't just mean the words people speak. It is body language, dress, manners, ideas, the things that people do – their behavior. The way people behave highlights many of the differences we see between cultures.

Some of these differences may be only on the surface – dress, food, hours of work – while others may be deeper and take longer to deal with.

Mostly, it is simply a question of getting used to the differences and accepting them, like the climate or the plumbing, while getting on with business.

Some of the differences may be an improvement. People are politer, the service is better, you ask for something to be done and it happens without having to ask again.

However, other differences can be annoying, like punctuality. If you invite people to a party at 7 o'clock, your guests will consider it polite to turn up on the dot in Germany, five minutes early in the American Midwest, an hour early in Japan, 15 minutes afterwards in the UK, up to an hour afterwards in Italy and sometime in the evening in Greece. I deliberately avoided using the word 'late' because there is nothing wrong with the times people arrive. It is simply the accepted thing to do in their own country.

A. Find the words in the text which are synonyms to the words in the box below.

1) dispirited;	8) irksome;
2) but;	9) exactness;
3) demeanor;	10) to deem, to reckon;
4) to feature;	11) exactly on time;
5) exterior;	12) with intention;
6) to handle;	13) to elude;
7) melioration;	14) general

B. Answer the following questions.

1. What nationality is the author? Why do you think so?
2. Why did he misunderstand the letter?
3. How does the author of the text describe the language?
4. What does he think about the best way to deal with differences?
5. Why might different attitudes towards punctuality be annoying?
6. What differences may be an improvement?
7. What other annoying character traits do you know?
8. Why did the author avoid using the word "late"?
9. People of what cultures don't like to be late?
10. What does the word "behavior" mean?

Task 14. Match the sentences A – G to the gaps 1 – 6 in the text. There's one extra sentence.

To the rest of the world English business people still have a somewhat amateur air. They seem to prefer to rely on an instinctive approach to business. (1) ____ . This makes them slightly out of their depth in the global business arena.

Some of the more courageous members of the English business community are trying to push their colleagues forward with fighting talk about not being left behind. You can recognize these brave souls by their personal fax machines, portable telephones and lapel badges at international exhibitions. (2) ____ .

They are in touch with everyone at all times and in all time zones. (3) ____ . (4) ____ . Some small comfort was afforded by the community's original appellation "the Common Market" with its implication of "commonness", and therefore, dismissability. Subsequent rechristening of itself has been predictably slow to catch on in England where the idea of a European Union is still considered with deep suspicion and undisguised distaste. (5) ____ . Like timorous bathers, they prefer to hover on the brink until someone they can really trust tells them that "It's lovely once you're in". The problem is, whom can they believe?

In English business practice operations are characterized by an unusual devotion to democracy. (6) ____ . So much so, that whenever you try to get hold of an English businessman or woman, you will invariably be told that he or she is "in a meeting". Here they will sit trying to reach consensus in preference to a decision.

- A. Few are prepared to jump into the water.
- B. How long it will take them to get the rest of their compatriots connected remains to be seen.
- C. The English have been characteristically cautious when dealing with Europe.
- D. They mistrust foreign methods of analysis and working.
- E. Since individual decision making is considered dangerous, almost every decision is taken by a committee.
- F. Not for them is the horror of isolation.
- G. It is difficult to reach consensus immediately.

Task 15. Read the text and choose the best translation from the variants given below. Explain your choice.

The popularly held belief that the English work harder than other people took a hammering when a report showed that, on average, the Germans work 44.9 hours a week, the Italians 42.4 and the English 42. The English, of course, pointed out that both the Germans and the Italians have more holidays and that anyhow, it is not the quantity but the quality of work that counts.

They also pride themselves fiercely on their ability to "muddle through", that is to act without too much worry about discipline or planning. In the past this attitude had served them well, and the past holds all the lessons the English wish to learn.

English companies are still largely organized on traditional lines. That is to say, they are based on the concept of a many layered pyramid – a vertical chain of command from the Chairman and Managing Director at the top to the humblest employee at the bottom.

Variant 1

Колись широко розповсюджена думка про те, що англійці працюють більше і більш старанно, зараз значно похитнулась, бо, як свідчить статистика, німці в середньому працюють 44,9 години на тиждень, італійці – 42,4 години, в той час як англійці – тільки 42 години. Певна річ, останні відразу ж заявили, що у німців та італійців, по-перше, набагато більше вихідних і святкових днів, а по-друге, важлива не кількість робочих годин, а якість роботи.

Англійці особливо пишаються власною здібністю, нехай абияк, помиляючись і плутаючи, але ж доводити справу до кінця "без зайвого поспіху", тобто діяти, не піклуючись особливо про дисципліну або планування. В минулому подібне ставлення до роботи слугувало англійцям досить непогано, а саме в минулому вони отримали всі ті уроки які вони мріють засвоїти.

Англійські компанії і зараз повсюдно організуються на старий кшталт. Тобто в їх основі лежить концепція піраміди із багатьох шарів, на вершині якої знаходиться голова ради й виконавчий директор компанії, а в основі – скромні працівники.

Variant 2

Популярне переконання, що англійці працюють більше, ніж інші нації, виявилось невірним, коли в звіті було показано, що в середньому німці працюють 44,9 години на тиждень, італійці – 42,4, а англійці – 42. Англійці, безумовно, відзначили, що у німців та італійців більше свят і що, в будь-якому випадку, важлива не кількість роботи, а її якість.

Вони також без тям горді своєю здатністю "пробитися", тобто діяти, не особливо піклуючись дисципліною або плануванням. В минулі часи таке ставлення добре послугувало їм, а саме минуле для англійців містить всі уроки, які вони б бажали засвоїти.

Англійські компанії все ще організуються головним чином у традиційні способи. Це означає, що вони засновані на понятті піраміди із багатьох шарів – вертикальної низки управління від голови ради і менеджера на вершині до найскромнішого службовця внизу.

Task 16. Read the following text and match the politically correct terms 1 – 15 with their everyday English synonyms a – o.

In all English-speaking countries, there is a powerful movement to change the way we think, speak and write about ourselves and others. This attempt is often called the movement to political correctness (sometimes shortened to PC). Here are some examples from the Official Politically Correct Dictionary and Handbook, by Henry Beard and Christopher Cerf:

morally different / ethically disoriented = dishonest, immoral; chemically inconvenienced / sobriety-deprived = under the influence of alcohol or drugs; differently advantaged / economically exploited / economically marginalized = poor.

1. Alternative dentation.	a) an appropriate synonym for 'stupid';
2. Alternatively schooled.	b) a nonwhite person;
3. Chronologically gifted.	c) a woman;
4. Cosmetically different.	d) bald;
5. Differently abled.	e) clumsy;
6. Hair disadvantaged.	f) failure;
7. Incomplete success.	g) false teeth;
8. Larger-than-average citizen.	h) husband/wife/girlfriend/boyfriend/sex partner;
9. Least best.	i) lazy;
10. Mentally challenged	j) old;

11. Motivationally deficient.	k) fat;
12. Person of color.	l) physically or mentally disabled;
13. Person of gender.	m) ugly;
14. Significant other.	n) uneducated/illiterate;
15. Uniquely coordinated	o) worst

Task 17. Translate the names of firms and business organizations.

1. The International Monetary Fund.
2. The UN General Assembly.
3. The European Bank for Reconstruction and Development.
4. The Association of Southeast Asian Nations.
5. Sony Corporation.
6. Coca-Cola Co. Inc.
7. Cambridge University Press.
8. McDonald's.
9. The Financial Times.
10. 20th Century Fox.

Task 18. Translate the names of the following governmental organizations and parties.

The Conservative Party;
the Home Office;
the House of Commons;
the House of Lords;
the HM Treasury;
the Shadow Cabinet;
the Commonwealth;
the British Council;
the Trade Union Congress;
the Department of Education.

Unit 2

Styles and Functions of Texts.

Translation of Advertising Materials

Task 1. Translation is the transformation of a message in the source or original language into a message in the target or translated language. Depending on the communicative task, the translation may have different functions.

A. Match translation functions with their definitions.

1. Full translation	a) freely reproduces the general meaning of the original text. It may or may not closely follow the form of the original
2. Faithful or realistic translation	b) includes the translation of all components of the original text
3. Fidelity or faithfulness of translation	c) is performed for general acquaintance with the original text. Only some parts of the source language text are translated
4. Equivalent translation	d) reproducing the precise contextual meaning of the original text following grammatical structure of the target language
5. Abstract or partial translation	e) a translation performed at a rather precise level, suitable to render the main idea of the context
6. Literary translation	f) passing of the message from one language into another by producing the effect by which the reader of the translation would react exactly the same as the reader of the original text
7. Functional translation	g) this type of translation represents the highest level of a translator's work, acquiring the accuracy and the literary (or artistic) standard of the source language
8. Word-for-word translation	h) this type of translation is also known as interpretation which allows the real-time cross-linguistic conversation. The translator repeats the words that the speaker is saying. It is used rarely
9. Verbal translation	i) functional transformation of the original text. It is a literary translation in a simplified form

10. Semantic translation	j) translation of each word separately, without looking at how the words are used together in a phrase or sentence
11. Free translation	k) the process of using semantic information to aid in the translation of one data model to another data model

B. Answer the questions.

1. Why is word-for-word translation very popular among students?
2. What is meant by the term "verbal translation"?
3. In what cases is functional translation used?
4. What is the meaning of the term "fidelity or faithfulness of translation"?
5. What is abstract or partial translation?
6. Is free translation really free?
7. What is verbal translation?
8. What is literary translation in a simplified form?

Task 2. Choose the best translation from the variants given below.

Explain your choice.

1. Many booby traps may await a company reaching beyond its own cultural borders	<p>A. Може статися, що багато безглузких помилок очікують на компанію, яка виходить за свої власні культурні кордони.</p> <p>B. Багато безглузких помилок можуть очікувати на компанію, коли вона виходить за кордони своєї власної культури</p>
2. The company brought the same breezy familiar tone that worked so well in its US ad copy to a part of the world where anything less than formality between non-family members is considered rude	<p>A. Компанія принесла той легкий фамільярний тон, що спрацьовував в її рекламі в США, до частини світу, де все, що менше за формальність між не членами сім'ї, вважається грубим.</p> <p>B. Легкий фамільярний тон, що добре сприймався в рекламі вдома (США), був принесений компанією до тієї частини світу, де фамільярність в стосунках між чужими людьми вважається грубою</p>
3. To localize means to ensure that jokes remain funny and references make sense	<p>A. Прив'язати до місцевості – це забезпечити, щоб жарти залишалися смішними, а посилання мали сенс.</p> <p>B. Прив'язати до місцевості – це перекласти так, щоб жарти залишилися жартами, а посилання не втратили сенсу</p>

4. Their sophistication in the intercultural understanding of US businesses is growing	A. Ступінь їх розуміння міжкультурних особливостей американських підприємств зростає. B. Зростає їх обізнаність щодо міжкультурних розбіжностей підприємств у США
5. Its staff of 40 is augmented by a network of more than 700 independent contractors	A. В ній 40 співробітників, але ця кількість зростає завдяки 700 незалежних перекладачів, які працюють за контрактом. B. Їх штат з 40 співробітників збільшується цілою мережею з більш як 700 незалежних контакторів

Task 3. Translation does not only depend on the function, but also on the style of the text. There are the following styles: science (popular science), scientific and technical, science fiction, journalistic, publicist, fiction (fictional), dramaturgic (dramatic), business, advertising. They have their own characteristics. Choose the correct option a – c.

1. The text is characterized by long complex sentences, the presence of special terminology and neologisms, the use of indefinite tenses.

a) scientific and technical; b) scientific; c) science fiction.

2. The text is characterized by short sentences, abbreviations and translations of headings, the use of continuous and perfect tenses.

a) fictional; b) dramaturgic; c) journalistic.

3. The text is characterized by description, stories, dialogue, use of phraseological and catchphrases.

a) fiction; b) science fiction; c) dramaturgic.

4. The text is characterized by its construction: it is a polylogue with author's notes.

a) journalistic; b) dramaturgic; c) fictional.

5. The text is characterized by a complete translation, constant clichés, official expressions, formalization.

a) business; b) science fiction; c) science.

6. The text requires knowledge of cross-cultural differences – religious, aesthetic, communicative, personal, to prevent the risk of offending their potential customers and to avoid brutal mistakes that could lead to the fact that the goods will not be sold in foreign markets.

a) business; b) fictional; c) advertising.

Task 4. Translate the following texts, determine their style, genre and explain how you did it.

Text 1. Conservation and ecology are suddenly fashionable. Politicians on both sides of the Atlantic are seizing on the "environment" as a topical political issue. It seems, however, that they are in danger of missing the point. Protecting our environment cannot be achieved simply by some magic new technology, nor by tinkering with our present system. Saving the environment raises profound questions about some of fundamental assumptions of any society. It is doubtful whether some of the politicians now climbing on the conservation bandwagon fully realize this point, or whether they would be so enthusiastic if they did. Serious environment conservation means the governments will have to set pollution standards, despite cries from the offended industries that their foreign competitors will benefit.

Text 2. The problem I propose to discuss is rather a hard nut to crack. Why does homo sapiens, whose digestive track functions in precisely the same complicated ways the world over, whose biochemical fabric and genetic potential are essentially common in all the peoples and at every stage of social evolution – why does this unified mammalian species not use one common language? It inhales, for its life processes, one chemical element and dies if deprived of it. It makes do with the same number of teeth and vertebrae. In the light of anatomical and neurophysiological universals, a unitary language solution would be readily understandable. But there is also another "natural" model. A deaf, non-literate observer approaching the planet from outside and reporting on crucial aspects of human appearance and behavior, would conclude with some confidence that men speak a small number of different, though probably related, tongues. He would guess at a figure of the order of half a dozen with perhaps a cluster of dialects or pidgins. This number would be persuasively concordant with other major parameters of human diversity.

Text 3. Until the close of World War II active speculation about the technological features of the future was restricted in the main to the literature of science fiction. Undeterred by premonitions, the reader's imagination could soar freely through time and space. He might even smile at the naive reassurance provided by some of the tales of the pioneers of the genre as Jules Verne or H. G. Wells, in which the temporary society continued to move along the cataclysmic discoveries of some scientific maniac. And what could be cozier than a Wells time machine that, following a fearsome trip into

the far future, could be depended upon to return the author to the present in good time for tea around the parlor fire? It is this once-powerful sense of the here-and-now that has begun to recede since the war. Much that was only yesterday relegated airily to the realm of science fiction is now recognized as scientific fact. And there is virtually nothing in today's science fiction that is thought of as "impossible" tomorrow.

Text 4. Water has the extraordinary ability to dissolve a greater variety of substances than any other liquid. Falling through the air it collects atmosphere gases, salts, nitrogen, oxygen and other compounds, nutrients and pollutants alike. The carbon dioxide it gathers reacts with the water to form carbonic acid. This, in turn, gives it greater power to break down rocks and soil particles that are subsequently put into solutions as nutrients and utilized by growing plants and trees. Without this dissolving ability, our lakes and streams would be biological deserts for pure water cannot sustain aquatic life. Water dissolves, cleanses, serves plants and animals as a carrier of food and minerals, it is the only substance that occurs in all three states – solid, liquid and gas – and yet always retains its own identity and emerges again as water.

Text 5. I am often asked what I think of the latest opinion poll, especially when it has published what appears to be some dramatic swing in "public opinion". It is as if the public seeing itself reflected in a mirror, seeks reassurance that the warts of the face of its opinion are not quite ugly as all that! I react to these inquiries from the unreasonable posture of a man who being both a politician and a statistician cannot avoid wearing two hats. I am increasingly aware of the intangibility of the phenomenon described as "public opinion". It is the malevolent ghost in the haunted house of politics. But the definition of public opinion given by the majority of opinion polls is about the last source from which those responsible for deciding the great issues of the day should seek guidance.

Text 6.

Higgins: (*as he shuts the last drawer*). Well, I think, that's the whole show.

Pickering: It's really amazing. I haven't taken half of it in, you know.

Higgins: Would you like to go over any of it again?

Pickering: (*rising and coming to the fireplace, where he plants himself with his back to the fire*). No, thank you, not now. I'm quite done up for this morning.

Higgins: (*following him, and standing beside him on his left*). Tired of listening to sounds?

Pickering: Yes, it's a fearful strain. I rather fancied myself because I can pronounce twenty-four distinct vowel sounds, but your hundred and thirty beat me. I can't hear a bit of difference between them.

Higgins: (*chuckling, and going over to the piano to eat sweets*). Oh, that comes with practice. You hear no difference at first, but you keep on listening, and presently you find they're all as different as A from B.

Text 7.

I was one time Mr. Jones' lodger but I had to leave him because I could not see eye-to-eye with my landlord with his desire to dine in dress trousers, a flannel shirt, and a shooting coat. I had known him ever since I was a kid, and from boyhood up this old boy had put the fear of death into me. Time, the great healer, could never remove from my memory the occasion when he found me – then a stripling of fifteen – smoking one of his special cigars in the stables. Since then I always felt that unless I was jolly careful and nipped his arrogance in the bud, he would be always bossing me. He had the aspect of a distinctly resolute man. You have to keep these fellows in their place. You have to work the good old iron-hand-in-the-velvet-glove wheeze. If you give them what's-its-name, they take a thingummy (a person or thing whose name one has forgotten, does not know, or does not wish to mention).

But now he was a rather stiff, precise sort of an old boy who liked a quiet life. He was just finishing a history of the family or something, which he had been working on for the last year, and didn't stir much from the library.

Task 5. There are some fragments of language taken from different contexts. Suggest a possible source for each (a TV weather report, notes on a record sleeve, a book review). Compare your suggestions with those of others in the group, and then with the actual sources.

1. ... a cool, dry place. Keep well out of reach of ...
2. ... acknowledge the assistance of my colleagues, and lastly ...
3. ... magnificent vistas of coastline, beautiful beaches, ...
4. ... my whole body is caressed by a protective, creamy moisturizer ...
5. ... an octagon with a central pillar and spacious windows ...
6. ... smooth, slick, and atmospheric, ...
7. ... the Canadians were hammered ...

8. ... gazed out over her dark garden. The soft Normandy breeze, ...
9. ... bringing scattered thundershowers ...
10. ... opens with a sad little melody ...
11. ... faces stern new tests in coming months.

Sources:

1. Store in children. (*Standard instruction on medicine boxes*)
2. I should also like to ... of my wife, whose tact and common sense have been invaluable throughout. (*Bertrand Russell: The Problems of Philosophy*)
3. Situated at the crossroads of western, central, and eastern Europe, Yugoslavia offers ... the clear waters of the Adriatic, as well as unspoilt pine forests and tranquil lakes. (*PanAdriatic Travel tourist brochure*)
4. When I bathe in Fenjal, ... leaving my skin silky soft and sensuously smooth. (*Advertisement for Fenjal bath oil*)
5. Salisbury chapter-house of about 1275 is centrally planned, ... filling the walls entirely except for the arcade strip. (*Nikolaus Pevsner: An Outline of European Architecture*)
6. The three-part adaptation of Mr. Gavin Lyall's story was ... though as usual it rather overdid the Oxford scenes. (*Television review, The Listener*)
7. Meanwhile, ... 15:6,15:3,15:9 by Cuba in the final. (*Sports report on volleyball, The Guardian*)
8. She padded on bare feet to the open window and ... laden with fragrance, fondled her long black hair. (*In Love and Friendship, quoted in SHE magazine*)
9. During the afternoon, the wind will strengthen from the west, ... to coastal parts of Devon and Cornwall. (*BBC weather report*)
10. The first movement ... which asserts the key of C minor and is followed by a dialogue between the upper and lower woodwind. (*Notes on a record sleeve*)
12. The Congress Party, which took an electoral hammering in 1987, ... (*Article on Indian politics, The Guardian*)

Task 6. Put the various forms of advertising given below in the order of their efficiency. Then choose one and describe its advantages and disadvantages:

banners, billboards, brochures, company catalogues, flyers; internet, media, price lists.

Task 7. Read the following text and translate it into your mother tongue. Match the headings 1 – 5 with paragraphs A – E.

The Language of Advertising

1. A good brand name is guarantee of a product's success.
2. Who creates a good brand name.
3. The final stage of choosing a brand name.
4. The way a brand name is suggested.
5. A good brand name has to be shortened.

A. ___ When we buy a product we rarely think twice about its name. But a lot of time, money and effort goes into choosing the right name for the right product. We visited Novamark International, a company that specializes in finding names for consumer products, to see how complicated the process is. John Murphy, Novamark's Managing Director, believes that a good brand name is crucial for a product's success. This is because it creates a personality that makes people regard a product in a particular way. For example, suppose the product in question is a cheap family shampoo. If it is given an elegant, expensive sounding name, it would be inappropriate for the product and mislead the consumer. If it is given too feminine a name, some men may be reluctant to buy it. If it is given too "national" a name, that makes us think of England, France or wherever, this could cause marketing problems to other countries.

B. ___ Practical considerations have to be thought of as well. If the shampoo is to be sold in an upright plastic bottle, with the name on the front, then its name has to be short. It wouldn't make sense to have a long word that ran round the bottle, because it would be difficult to read it. If a brand name is to be molded on to a product, as with many soaps, the same sort of problem could arise.

C. ___ The last 20 years have seen a massive growth in consumer products that all have to be checked when anything new comes onto the market. Novamark's approach to creating brand names is very systematic. The Novamark team includes trade-mark lawyers, psychologists, linguists, copywriters and marketing experts. These people, with the help of a word library and a computer, seek to create a brand name that is legible, memorable, pronounceable and with positive meaning in the countries it is to be marketed.

D. ____ First of all, various detailed facts and figures have to be found concerning budget, competitors and existing trademarks. Then the product and its needs are examined in order to isolate key words, themes and ideas. Novamark's word library is invaluable at this stage because it can produce lists of words from various chosen roots. For example, suppose Novamark are working on a new soap and want to evoke an image of water and freshness, they might suggest *aqua* as a word root. This word is taken straight from Latin and literally means water. From this root all sorts of words are suggested such as aquamarine, aquarium, aquatic, aquarius, etc. The large number of words obtained are then screened for relevance and appropriateness (i.e. legibility, memorability, etc.).

E. ____ A short list of 300 – 500 words is now available. These are tested on consumers and ranked according to preference. The client is then asked to reject words which may suggest other products or which for other reasons are unacceptable. A second short list of 50 words is eventually made. These are scrutinized even further until finally a list of no more than 4 to 5 words is drawn. The trademark can then be confidently chosen.

Choosing a brand name in the scientific way shows another important use of language. Some brand names, such as biro or hoover, have become so famous that they have been incorporated into the English language as nouns. Others, such as Coca Cola, are well known worldwide. Only one question remains to be asked and that is: do we really need the consumer products the advertisers so skillfully persuade us to buy? What do you think?

Task 8. Explain the following statements. Your groupmates will translate your explanations into your native language.

1. The brand names of the products should have positive meaning in the countries they are to be marketed.

2. The task is not only to render the words into another language but to "localize" them in the sense of ensuring that jokes remain funny, references make sense, jingles (comical repetition of sounds) please the ear.

3. The company's sophistication in the intercultural understanding of US businesses is growing.

4. They've become more experienced overseas and aware of the polyglot nature of US domestic markets.

5. All the company's effort counted for nothing when it brought the same breezy, familiar tone that worked so well in its US ad copy to a part of the world

where anything less than formality between non-family members is considered rude.

6. Some brand names, such as biro or hoover, have become so famous that they have been incorporated into the English language as nouns.

7. The product and its needs are examined in order to isolate key words, themes and ideas.

8. What is tested on consumers and ranked according to preference? Why?

Task 9. Here are some very common and popular techniques used by the advertisers to get desired results. Translate them into your native language and put them in the order of importance.

- 1) bandwagon advertising;
- 2) complementing the customers;
- 3) emotional appeal;
- 4) facts and statistics; unfinished ads;
- 5) promotional advertising;
- 6) weasel words; endorsements.

Task 10. Translate the following ad copies into your native language using functional substitutions, additions, replacements so that the translation meets the standards of the national advertising. Pay attention to the headlines.

A. The Stafford Hotel – A quiet haven in a corner of St. James's

In a quiet corner of St. James's is a small hotel which up to now has been known only to a select clientele. Its exquisite furnishings and decor retain all the charm and elegance of an Edwardian town house. Every bedroom is furnished and decorated in a different style and many guests ask for "their own room" each time they stay with us. For business the Stafford is a perfect venue. The American Bar is an ideal place to meet for a quiet drink and the Restaurant is unsurpassed for business entertaining. More formal or confidential meetings can be held in one of our Private Salons which can accommodate up to 30 people. Discover the Stafford Hotel for yourself.

B. Gentlemen, may we recommend a small hotel overlooking Green Park

Ever since Cesar Ritz built his famous hotel in Piccadilly to create "the most fashionable hotel in the most fashionable city in the world", it has been a firm favorite with business travelers coming to London. Many regard it as the finest business address in London. With only 128 rooms, the Ritz offers a friendly, personal service which is second to none. The famous Ritz Restaurant, described as "the most beautiful dining room in London", is perfect for business entertaining be it breakfast, lunch or dinner. For private meetings or business functions there are luxurious suites available. It's a pleasure to do business in the Ritz.

Task 11. Which of these statements do you agree with? Why?

1. People remember advertisements, not the products.
2. Advertising raises prices.
3. Advertising has a bad influence on children or teenagers.
4. Advertising is the form of art.

Task 12. A classified advertisement is written by an employer who is looking for the services of a person in his organization or to sell/purchase/rent any property or for many other purposes. Match the types of advertisement with their purposes.

Type of advertisement	Purpose
1. Accommodation wanted	a) this advertisement is written by an employer who is looking for the services of a person in his organization
2. For sale	b) this is written by a job-seeker
3. Matrimonials	c) this is written in an attempt to sell property, assets, office goods, etc.
4. Missing	d) this is written by a person looking for tenants for his/her property
5. Situation vacant	e) written by the ones looking for a place for accommodation

6. Situation wanted	f) this is written while looking for prospective marriage candidates
7. To let	g) this is written in case any object/person/pet goes missing giving descriptive details for the same

Task 13. Advertise your favorite brand of the following products:

soft drinks; clothes; cars; shampoo.

Task 14. Translate the advertisement. Can you guess what kind of goods it is advertising?

We are pleased that you have chosen ... and wish you many happy hours of travelling.

Guarantee: all ... products are manufactured from hardwearing materials. They have been designed and produced to give you many years of problem-free service.

The materials and workmanship of ... products are guaranteed. Normal wear, tear or inappropriate handling are excluded from this guarantee. ... will immediately replace all products with defective materials or manufacturing faults

Task 15. Complete the job advertisement with the correct form of the words in brackets and translate it.

JTC is one of the country's most established (1) ... (distribute) companies. We are currently looking for a highly-motivated and experienced Marketing Manager to join our (2) ... (organize). The (3) ... (succeed) candidate will lead a team of more than 50 staff throughout the region. We expected you to have a professional (4) ... (quality) and experience of brand management, market (5) ... (analyze), (6) ... (advertise) and communications. You will also have to be (7) ... (create) and willing to take responsibility for (8) ... (extend) our current market.

Task 16. You are a university graduate in economics with specialization in financing. You are well acquainted with audit and accounting. You are looking for a job in a bank. Write an advertisement of about 50 words for the situations wanted column of a local newspaper. Your contact No. is 999 751 234.

Unit 3

Types of Translation.

Translation of Precis and Annotations

Task 1. Depending on the article's purpose, choose the correct option a – c to find the best way of translation.

1. It helps to understand the general meaning of the text. It may or may not closely follow the form or organization of the original. Freely reproducing the general meaning, this type of translation is used in translation of abstracts, annotations, etc. In addition to knowledge of grammar and vocabulary, it requires the knowledge of science and technology.

a) free translation; b) equivalent translation; c) faithful translation.

2. It is the method of translating a real-time multilingual conversation. It is also commonly called interpretation. It allows a person to repeat the words spoken by a speaker in real time in a loud voice but in a different language.

a) faithful translation; b) equivalent translation; c) verbal translation.

3. It reproduces the precise contextual meaning and shades of the original within all the frames of the target language grammatical structures.

a) functional translation; b) faithful translation; c) verbal translation.

4. It is a summary of the content of an article, a book, etc. It is no more than one paragraph in size, sometimes consisting of two or three sentences.

a) free interpretation; b) summarized translation; c) equivalent translation.

5. A short paraphrase of the text (article). Its volume is wider than the annotation or summary. With this type of translation, the text may be shortened by 3 – 6 times. You should omit everything unnecessary and render the main idea of the original in your own words to explain the content.

a) abstract (partial) translation; b) verbal translation;
c) summarized translation.

6. An explanatory translation for the purpose of clarifying individual paragraphs, sentences or terms. More often it is interpretation. Sometimes this can be an author's explanation.

a) free interpretation; b) abstract translation; c) advisory translation.

7. The title renders the content of the text or identifies its most important ideas in a short form.

a) headline translation; b) summarized translation; c) abstract translation.

Task 2. A. Translate the following headlines from the newspaper "The Financial Times" and the magazines "Business Week" and "The Economist". While translating point out the peculiarities of the headline translation: grammar words like articles or auxiliary verbs are often left out; a simple form of the verb is used; the infinitive is used to express some future action.

1. Is This Deal Really Dead?
2. China Trade: Will the US Pull It Off?
3. Ford: A Comeback to Europe Is Job One.
4. Brussels Plan Aims to Boost Cross-Border Investment.
5. Fed Plans Disclosure System for Banks.
6. Israeli High-Tech Companies Need More Promising Land.
7. Hyundai Founder Steps down in Concession to Reform Plans.
8. Maybe What's Good for GM Is Good for Ford.
9. Globalization: What Americans Are Worried About.
10. Remember Interactive TV? It's Active Again.
11. The Struggle Against Red Tape.
12. A Difficult Meeting of Cultures.
13. A Cap on Bank Deposit Rates?
14. Did NAFTA Backers Bamboozle America?
15. A Nation of Risk-Takers.
16. Come See My Movie – Please!
17. Iran: Don't Write off the Reformers Yet.
18. Slowdown in Sales.
19. Give Me That Old-Time Economy.
20. California: "Public School System to the World?"
21. The Recovery: So Far, So Good.
22. New Tactics but US-EU Trade Disputes Remain.
23. OECD Is Warning of Inflation and Further Rate Rises.
24. Unfriendly Skies for an Airline Merger.
25. Is the Market Too High or Too Low? Maybe a Little of Both.

B. Match the headline with the appropriate topic.

1. PM Backs Peace Plan	a) marriage of a famous actress
2. MP Spy Drama	b) royal jewels are stolen
3. Space Probe Fails	c) person who saw crime in danger
4. Queen's Gems Riddle	d) proposal to end war

5. Star Weds	e) satellite is not launched
6. Key Witness Death Threat	f) politician sells secrets to enemy

Task 3. Headlines use a lot of distinctive vocabulary, they prefer words that are usually shorter and generally sound more dramatic than ordinary English words. Some of them are given in the table below. Read the words and translate them into your mother tongue.

Newspaper word	Meaning	Translation
aid	help	
axe	cut, remove	
back	support	
bar	exclude, forbid	
bid	attempt	
blast	explosion	
blaze	fire	
boost	encourage	
boss, head	manager	
clash	dispute	
curb	restraint, limit	
cut	reduction	
drama	tense situation	
key	essential	
link	connection	
move	step	
ordeal	painful experience	
oust	push out	
plea	request	
pledge	promise	
ploy	clever activity	
poll	election / public opinion survey	
probe	investigation	
quit	leave, resign	
riddle	mystery	
strife	conflict	

Task 4. Read and translate the text. Use the outline of the text given below, make up a synopsis of the text and report it to your groupmates.

1. Definition of Microsoft.
2. Antitrust fight in the European Union.

3. New principles: their pros and cons for both producers and consumers.

4. How did US regulators react to the European court decision?

Regulating Microsoft

Microsoft's resounding defeat in a European antitrust case establishes welcome principles that should be adopted in the United States as guideposts for the future development of the information economy.

The court agreed with European regulators that Microsoft had abused its operating system monopoly by incorporating its Media Player, which plays music and films, into Windows. That shut out rivals like RealPlayer. The decision sets a sound precedent that companies may not leverage their dominance in one market (the operating system) to extend it into new ones (the player).

The court also agreed that Microsoft should provide rival software companies with the information they need to make their products work with Microsoft's server software. That establishes the welcome principle of interoperability, which should spur innovation in the future.

Microsoft's near-monopoly can hurt consumers in two big ways: allowing the company to charge more for its software and potentially stifling innovation by rivals. Microsoft should not be allowed to use the bundling of its products to bury RealPlayer and other companies, just as it was convicted of doing to Netscape's Navigator.

In applying these principles, of course, regulators must be careful not to stifle innovation – including innovation by market-dominating forces like Microsoft. The principles contained in the European court decision should not be used to hamstring Microsoft and other big technology firms from simply adding features to their software, because that would harm consumers, too.

The court's decision is likely to have a profound impact on technology industries, emboldening European regulators in antitrust fights against other companies, including Apple, over its dominance of the music download market, and Intel, over its virtual control over the microchip industry.

The court's decision puts Europe at the cutting edge of technology regulation. Considering the global nature of the technology industry, the principles set in Europe could set the bar for products developed and sold around the world. The scrutiny of regulators appears to have already produced some positive results.

Responding to complaints by Google that it would use the search box in its new version of Internet Explorer to steer users toward the MSN search engine, Microsoft made it fairly easy for consumers to choose which search engine to use with the feature.

US regulators, who have reacted to the European court decision as if it were a mortal blow against capitalism itself, should embrace it as a healthy step in the growth of the information economy.

(International Herald Tribune, Sept. 2002)

Task 5. Translate the abstract of the article "Regulating Microsoft" into English.

Стаття, що розглядається, надрукована в "Інтернешенел Гералд Триб'юн" від 22 – 23 вересня 2007 року під рубрикою "Views/Editorials".

Стаття називається "Регулювання діяльності Майкрософт".

Тема статті – боротьба з монополіями.

Як відомо і як показано в статті, Майкрософт є домінуючою компанією на ринку програмного забезпечення, майже єдиним монополістом у своїй сфері.

Нещодавно суд Євросоюзу почав справу проти Майкрософта, тому що компанія зловживала своєю монополією на операційні системи, поставивши пристрій Медіа Плейер у Віндоуз. Майкрософт програла цю справу, і судові рішення, за повідомленням автора, було таким – компанії не мають права переносити свої монополії з одного ринку на інший, Майкрософт повинна забезпечувати своїх конкурентів потрібною інформацією, щоб сприяти взаємодії й інноваційному процесу в майбутньому.

Автор статті підкреслює, що нові принципи слід застосовувати дуже обережно, щоб не заважати інноваційній діяльності як Майкрософта, так і інших компаній, а також щоб не ставити перепон на шляху продуктів, які виробляються і продаються в усьому світі.

Цікаво відзначити, що американські інспектори сприйняли рішення Євросуду як удар по всій капіталістичній системі. Але в статті підкреслюється, що насправді це здоровий крок до подальшого розвитку інформаційної економіки.

Читаючи цю статтю, можна дійти висновку, що кожен рух, кожна дія на міжнародній арені повинні бути вивірені, щоб не загубилась їх позитивна дія.

Стаття, на мій погляд, може зацікавити економістів, фахівців з комп'ютерів, законодавців.

Task 6. Read the article and make its summarized translation. Pay attention to the headline translation.

Interest Rates in Focus as US Growth Forecasts Double

Economists at JP Morgan have raised their forecasts for US economic growth in the second half of 2003 to about 5 per cent, more than double the rate of expansion in the first half of the year. However, the Federal Open Market Committee is expected to keep US interest rates unchanged at its meeting on Tuesday.

The minutes of the FOMC meeting from last month, due for publication on Thursday, will provide some insight into policymakers' thinking about the progress of recovery.

The minutes of the September meeting of the UK's Monetary Policy Committee will be released on Wednesday and these will reveal how seriously the MPC considered reversing the cut in interest rates in July.

The US Institute of Supply Management manufacturing survey bounced to a four-year high in August and the Empire manufacturing survey for September published today is also expected to improve further. Official industrial production is also due for release today and the consensus forecast is for an increase of 0.3 per cent in industrial output in August but the upturn in the survey data is pointing to a more positive outcome.

Normally any rapid increase in output would awaken fears of inflationary pressure but pricing pressure remains weak because there is still plenty of spare capacity in the US economy. US capacity utilization fell to a 20-year low in June and the data for August due for release today are expected to show only a small increase. Details of the US current account are also out today and Commerzbank is forecasting the deficit to rise to \$138 bn (£87 bn, €123 bn) in the second quarter from \$136.1 bn in the first quarter.

The expanding current account deficit has to be financed by larger capital inflows. Until recently, the demand by foreigners for US corporate assets outstripped the growth in the current account deficit.

The net balance of these two is a key determinant of the strength of the dollar but recently the inflows into corporate assets (measured as a percentage of gross domestic product) have dropped sharply and renewed dollar weakness appears likely.

Both US and UK inflation data for August are released on Tuesday. Headline US inflation is expected to remain unchanged at about 2 per cent. Upward pressure from higher petrol prices should prevent the UK's RPIX inflation falling lower than July's 2.9 per cent.

Little inflationary pressure has developed from the UK labor market in spite of the numbers of people in employment reaching record levels. On Wednesday, the UK labor market release is expected to show only a modest increase in headline earnings growth to 3.2 per cent, driven by higher public sector earnings.

Survey data are pointing to expansion in service sector employment and another small decline in joblessness is likely, although not enough to lower the unemployment rate from the current 3.1 per cent.

In combination with low interest rates, the buoyant labor market has helped underpin strong growth in consumer spending. On Thursday, a small monthly decline in retail sales (apart from alcohol) is expected after the August heatwave but the trend rate of growth in retail spending remains robust.

Further signs of industrial recovery with improved order books and output expectations are expected in the CBI's industrial trends survey on Thursday.

Task 7. A. Explain the meaning of the word "annotation".

An annotation is:

- a) a note by way of explanation;
- b) a statement;
- c) a long story.

B. Read the article and write an annotation.

Better Signs for Italian Banking

Italy's banking sector appeared to have put its worst problems behind it after perennial trouble spots Capitalia and Banca Nazionale del Lavoro

reported sharp gains in first-half net profit and improved operating results on Friday.

In addition, Uni Credito Italiano and Capitalia, key shareholders in Mediobanca, the influential investment bank, are set to reduce their presence on Mediobanca's board when it meets today.

Each will drop one of their three boardroom representatives, ceding chairs for new directors close to Vincent Bollore, the French financier who has built up a small stake in Mediobanca.

The boardroom shuffle will consolidate a truce among Mediobanca's key shareholders after their agreement to remove Vincenzo Maranghi as chief executive last April.

Improved earnings at the retail banks and peace at Mediobanca could lead to a new round of alliances, mergers and acquisitions in the sector, although bank executives last week indicated that they still needed to concentrate on streamlining their own banks before taking on others.

BNL, Banca Monte dei Paschi di Siena and Anton Veneto – sleepy medium-sized banks often viewed as merger or takeover candidates – in recent months have hired new chief executives in order to cut costs and sharpen marketing.

Capitalia is Italy's fourth-largest lender. Operating since 2017, Capitalia, the leading financier and financial advisor to small and medium-sized companies in the Baltic sea region, reported second-quarter net profits of €50.5 m (\$57.1 m) and that first-half earnings swung to a profit of €61.6 m from a loss of €129.2 m the prior year.

Much of the turn round is due to lower provisions and expenses, although operating revenues also grew.

BNL and BNP Paribas private banking & wealth management reported a second-quarter profit of €23 m compared with a loss of €66 m the prior year. First-half revenues rose 4 per cent and net profit tripled to €100 m.

Sanpaolo IMI, an Italian banking and insurance conglomerate, based in Turin and employing about 44,000 people had about 7 million customers. Italy's third-largest lender said on Friday that first-half net profit had dropped by 27 per cent to €441 m because of provisions for job cuts. However, operating income rose 4 per cent.

Unit 4

Translation of Commercial Documents, Contracts and Agreements

Task 1. Read and translate the text. Answer the questions after the text.

The terms "agreement" and "contract" are connected with each other, but frankly speaking, they are two different things. An agreement is simply an understanding or arrangement between two or more parties. A contract is a specific agreement with terms and conditions that are enforceable in court.

Commercial documents include different contracts and agreements, sales documents formats, bond, legal bond, consumer disputes, etc. The agreement represents the contract (i.e., the transaction) between several parties, stating certain arrangements and legally assuring them. Formally, the contract is the legally broadest concept including all other versions. The agreement is considered the most common form of legal relations. Translation of agreements and contracts has to be linguistically and legally competent. The structure of the agreement can vary depending on the purpose. Frequently the form consists of the prolog with document numbers and parties' names, the main part with the subject of the contract, its conditions, rights, duties and the procedure of payments and the conclusion with details, signatures of the parties and applications in case of their existence.

Translation of agreements and contracts is required when a firm enters foreign sales markets. It can be carried out both for commercial and private purposes. Assured translation is crucial during settlement of trials in case of disagreements. Therefore, high translation quality and lack of semantic mistakes are so considerable.

Legal translation of agreements, contracts and other related documents has the following features:

The ambiguity of formulations, mistakes and typos are unacceptable; the literal or adapted translation is made to the discretion of the customer.

Formatting and structure of the text have to be kept similar unless specified.

Translation can be issued as a separate document; the bilingual format can also be used.

Text style has to be official, without personal and emotionally charged phrases and judgments, legally competent.

Terms, contractions, set expressions and other set phrases have to be uniformed and adapted to features of the target language.

In many companies there are "oral contracts" which are registered in the video format.

In translation of agreements and contracts it is necessary to pay attention to the spelling of full names, organizational forms, addresses of the parties and figures and abbreviations. Transliteration is carried out according to formal standards, either in coordination with the customer or according to registration documents. Frequently it is required that the original name be put in brackets after the translation, it is necessary to coordinate that with the customer. Also full coincidence of proper names is required. When translating figures, it is necessary to specify standards of spelling fractions, thousands and other symbols. Legal documents are signed by a Notary Public.

1. What documents are considered to be commercial?
2. What is the difference between an agreement and a contract?
3. What is common to translation of agreements and contracts?
4. Name the main features of translation of agreements and contracts.

Draw a mind map.



5. Why does the translation of agreements and contracts have to be linguistically and legally competent?
6. How can the structure of an agreement vary?
7. How is an "oral contract" registered?
8. Why is it necessary to pay attention to the translation of proper names?

9. Are there any standards used in translation of agreements and contracts?

10. What is a Notary Public?

11. Why do people sign contracts?

Task 2. Match the words with their definitions.

1. Consignee	a) a symbol indicating something
2. Penalty	b) supply conditions
3. Subject of the contract	c) those who receive freight (cargo)
4. Marking	d) resolving a dispute by means of the court of law
5. Shipping specification	e) a punishment imposed for breaking a contract
6. Terms of delivery	f) the part of a proposition about which a statement is made
7. Arbitration	g) unloading data
8. On behalf of	h) on the instructions (of)
9. Agent	i) a person who takes part in something
10. Participant	j) a document necessary for fulfilment
11. Binding document	k) a normative document
12. Guidelines	l) a person who acts on behalf of another

Task 3. Translate the following contract into your mother tongue.

Contract No.

Odessa

25 November, 2020

Iron and Steel Plant, Odessa, Ukraine, hereinafter referred to as the Buyers, on the one hand, and SEIMA S.A., Switzerland, hereinafter referred to as the Sellers, on the other hand, have concluded the present Contract on the following basis:

1. Subject of the Contract.

The Sellers have sold and the Buyers have bought the Goods on delivery basis CIF Odesa.

The specification of the Goods with prices per item is stipulated in Appendix No.1, which is an integral part of the Contract.

2. Price and Total Value of the Contract.

The prices are firm and subject to no alteration.

The prices are understood CIF Odessa and include export and/or seaworthy packing, marking, dock, port, crantage and customs duties.

The total value of the goods is € 69,617.00.

3. Terms of Payment.

Payment for the Goods shall be effected in Euro through prepayment of the total amount to the Account No. 518 10 785077 9 333 in the Bank of Switzerland, Case Postale 2054, 1211 Geneva 2, SUISSE not later than 45 days after the date of the Contract.

4. Delivery Date.

The Goods are to be delivered within three months after receiving the payment to the Sellers' Account.

5. Marking.

Marking is to be made in waterproof paint both in English and Ukrainian on 3 sides of the case (on the cover, on the front side and on the left side on each case):

Handle with care.

Do not drop.

Keep in dry place.

Consignee.

Contract No.

Gross weight.

Net weight.

Case No.

Dimensions of case, cm.

Volume, m³.

The Goods under each transport number must be packed in separate cases.

If the Goods under the same transport number are to be packed in several cases, the case shall be marked in fraction as follows: the numerator refers to the consecutive number of the cases, the denominator refers to the total quantity of the cases required to pack this parcel (lot).

On cases higher than a meter the gravity center is to be shown by the mark 0+ЦТ.

The Sellers shall be responsible for all losses and/or damages proved due to inadequate/wrong marking.

6. Terms of Delivery.

The date of AWB shall be considered as the date of delivery.

The Sellers are to cable to the Buyers within 24 hours after shipment of the Goods the following: date of shipment, order number, transport number, number of the Goods, quantity of cases, weight, AWB number.

7. Guarantee.

The Sellers guarantee high quality of the Goods and their full conformity with the specification of the Contract.

The period of guarantee for the Goods is twelve months from the date of delivery.

Should the Goods prove to be defective or not in accordance with the terms and conditions of the Contract, the Sellers undertake at their expense to eliminate the defects by means of their repair or replacement.

Installation set up and guarantee repairs are included in the total value of the Contract.

8. Force Majeure.

Force majeure circumstances (fire, floods, earthquake) extend the period of delivery equal to the period of the force majeure as far as they considerably prevent the execution of the Contract or part of it in due time.

The Sellers within 10 days notify the Buyers of the commencement and the end of the force majeure circumstances. The notification of the existence and duration of the force majeure circumstances are to be confirmed by the competent Chamber of Commerce. In case the Sellers fail to send the confirmed notification as stated above they have no right to refer to the circumstances which free them from the responsibility.

9. Arbitration.

All the disputes which may arise out of the present Contract or in connection therewith are to be submitted without recourse to the court of law, to the Foreign Trade Arbitration Commission at the Ukrainian Chamber of Commerce and Industry, Kyiv, in accordance with the Rules of Procedure of the Commission.

This decision of the arbitration is final and binding upon both parties.

10. Other Terms and Conditions.

All taxes, customs and other duties charged in connection with the Contract and its fulfilment on the territory of the Buyers shall be paid by the Buyers and outside the Buyers' territory shall be paid by the Sellers.

Appendices, amendments and addenda to the Contract are valid only if they are issued in writing signed by authorized representatives of both parties.

All previous correspondence and discussions in connection with signing this Contract are consent null and void after the Contract becomes effective.

11. Legal Addresses of the Parties.

The Buyers: Odessa Iron and Steel Plant.

The Sellers: SEIMA S.A., Case Postale 316, CH-1290 Versoix/GE-Switzerland.

For and on behalf of the Sellers

For and on behalf of the Buyers

Task 4. Read the contract, choose the appropriate heading for each article from the list below. Translate the contract into your first language.

- A. Insurance.
- B. Force Majeure.
- C. Terms of delivery and payment.
- D. Transportation.
- E. Arbitration.
- F. Penalty.
- G. Subject of the contract

Contract

Manchester

24 February, 2020

GreenGlass Ltd, hereinafter referred to as the "Seller", with residence in Manchester, UK, represented by Managing Director Mr Goldsmith, and the Food plant "Ukrkhlil", hereinafter referred to as the "Buyer" with residence in Kyiv, Ukraine, represented by General Director Mr Bondarenko, both parties recognizing plenipotentiary representatives of the firms agreed in concluding and signing the Contract which involves the following provisions:

1. _____ The Seller shall sell and the Buyer shall purchase the new technological line for food processing industry, Model ZX 245.

2. _____ The Seller is obliged to deliver the new processing line, Model ZX 245, within 30 working days after the signing of the Contract if the payment was realized by the Buyer in the form of irrevocable confirmed indivisible letter of credit, to the account of the Seller not later than in 10 banking days after the Contract was signed to the amount stipulated in the Supplement to the Contract.

3. _____ The line shall be shipped and delivered on FOB conditions to the port indicated by the Buyer. The Seller shall be in charge of paying all the expenses connected with transportation up to the frontier, and then the Buyer shall undertake all the taxes and duties existing on the territory of Ukraine.

4. _____ The line is insured by the Seller in the amount of 1,000,000 USD. In case of any damage during the transportation the losses shall be refunded to the Buyer.

The Seller shall provide the Buyer with a one-year guarantee for the line and all the necessary technical documentation. In the case of breakdown the specialist of the Seller shall be ready to assist the Buyer free of charge within 2 years after the date of purchase.

5. _____ In case the Seller couldn't deliver the line in the mentioned above terms without any particular reason, the Seller should indemnify the Buyer for all possible losses including 0.5 % penalty every day of the shipment delay, and the Contract should be considered annulled.

In case the Buyer failed to pay the Contract within the term stipulated by the Contract, the Buyer should indemnify the Seller for all the possible losses including 0.5 % penalty every day for the delay of payment.

6. _____ All disputable questions if any, should be presented to the Arbitrage Court of Great Britain or Ukraine by the agreement of the Seller and the Buyer.

7. _____ In case of war, earthquake, flood or changes in the legislations or any other reasons which arise in the countries and couldn't be overcome by the Parties because they are force majeure and last more than 30 days, the Parties have the right to inform each other about these conditions and not to fulfil their obligations under the Contract.

The Contract was done in duplicate. Both copies have equal juridical validity.

8. _____

Seller

Buyer

.....

.....

Account

Account

.....

.....

Signatures

On behalf of the Seller

On behalf of the Buyer

.....

.....

Task 5. Fill in gaps 1 – 11 with the appropriate words a – k and translate the following sentences into English.

- a) binding document;
- b) contract terms;
- c) court costs;
- d) guarantee;
- e) guidelines;
- f) implementation;
- g) negotiated;
- h) payment;
- i) signatures;
- j) validity;
- k) written contract.

1. When negotiating the ... make sure the conditions of the contract are clearly defined and agreed to by all parties.

2. Before you sign a contract ensure that it reflects the terms and conditions that were

3. Financial and funding considerations shall become the subject of specific discussion within the framework of a separate ... agreement.

4. The Memorandum of Understanding as outlined in this document is not intended to be a legally

5. It is meant to describe the nature and cooperative intentions of those institutions involved and to suggest ... for cooperation.

6. In witness whereof, the Parties hereto have offered their

7. Compensation to the other party could include additional ... if the other party takes their claim against you to court.

8. Most contracts end once the work is complete and ... has been made.

9. If it is not possible to have a ... make sure you have other documentation such as emails, quotes, or notes about your discussions to help you identify what was agreed.

10. Both copies have equal juridical

11. The Seller shall provide the Buyer with a one-year ... for the line and all the necessary technical documentation.

Task 6. A. Study the following agreement and translate it into your mother tongue.

Agency Agreement No. _____

Kharkiv

" ____ " _____, 2021

JSC "TURBOGAZ", hereinafter referred to as the "PRINCIPAL", represented by I. V. Petrenko, Chairman of Board, General Director, acting on the basis of the Articles of Association, on the one hand, and Faraz Arghavan Company, hereinafter referred to as the "AGENT", represented by Ali Reza Rastkoo, Managing Director, acting on the basis of the Articles of Association, on the other hand, hereinafter referred to as the "PARTIES", have concluded the present Agency Agreement, hereinafter referred to as the "AGREEMENT", on the following:

1. Subject of the Agreement.

The PRINCIPAL authorizes the Agent to perform agency functions on marketing and search of possibilities for delivery of the PRINCIPAL's products, hereinafter referred to as the "PRODUCTS", to the territory of Iran, hereinafter referred to as the "TERRITORY".

2. Obligations of the AGENT.

2.1. Under this AGREEMENT, the AGENT undertakes to carry out the following actions at their own expense:

- promotion of the PRINCIPAL's PRODUCTS with the use of advertising and introduction materials provided by the PRINCIPAL and rendering an

active assistance to the PRINCIPAL in concluding contracts for sale of their PRODUCTS in the TERRITORY;

- study of the TERRITORY for finding potential Customers of the PRINCIPAL's PRODUCTS;

- check of availability of potential Customers' permits required for implementation of their projects and for their business solvency;

- distribution of advertising materials related to the PRINCIPAL PRODUCTS and presentation of these PRODUCTS;

- information of the PRINCIPAL on necessity of conducting negotiations;

- assistance in organization of meetings, as well as technical and commercial negotiations between representatives of the PRINCIPAL and Customers;

- assistance in concluding mutually advantageous contracts between the PRINCIPAL and Customers;

- consultation of the PRINCIPAL on legal and commercial issues related to export and currency regulation in the TERRITORY in connection with concluding contracts by the PRINCIPAL.

2.2. The AGENT shall have no right to conclude contracts on behalf of the PRINCIPAL.

2.3. The AGENT shall be independent in their activities.

2.4. The AGENT shall strictly follow the instructions of the PRINCIPAL as regards the prices and fulfillment of delivery and payment terms related to the PRODUCTS.

2.5. The AGENT shall be entitled to submit quotations to Customers without written consent of the PRINCIPAL.

3. Obligations of the Principal.

3.1. Under this AGREEMENT, the PRINCIPAL undertakes to carry out the following actions at their own expense:

- provision of the AGENT with the required latest advertising and introduction materials related to the Products;

- provision of the AGENT with information on approximate prices of the Products;

- transfer of quotations via the AGENT to the Customers found by the AGENT;

- provision of the AGENT with reports on sales carried out with the assistance of the AGENT;

- conducting technical and commercial negotiations on projects arising due to the actions of the AGENT or with the AGENT's participation.

3.2. The PRINCIPAL shall pay to the AGENT, in time and fully, the commission due to them under this AGREEMENT.

4. Commission Rate and Payment Procedure.

4.1. For the works performed under this AGREEMENT, the PRINCIPAL shall pay the commission of the sale cost of the PRODUCTS delivered to the Customers for each contract concluded due to the actions of the AGENT at the rate of 6 %.

4.2. If the AGENT is the Buyer (Importer) of the PRINCIPAL's PRODUCTS, the provisions contained in Para 4.1 of the present AGREEMENT shall be applicable to this case.

4.3. The PRINCIPAL shall pay to the AGENT the due commission within 10 days after full payment by the Customer for the PRODUCTS delivered by the PRINCIPAL under each contract, and in the currency of the appropriate Contract.

4.4. Payment under this Agreement shall be effected by transfer of the appropriate amount of money to the AGENT's banking account. The AGENT's bank confirmation of receipt of the transferred money shall be considered as a sufficient proof of fulfillment by the PRINCIPAL of their obligations.

4.5. The Parties may take decision on purchase by the PRINCIPAL for the AGENT of the products the latter needs on account of the commission due under this AGREEMENT. An appropriate list of the said PRODUCTS shall be agreed by the Parties additionally.

4.6. The present AGREEMENT covers the following services:

- aftersale service;
- putting PRODUCTS into operation;
- technical maintenance and training.

5. Final Clauses.

5.1. The present AGREEMENT shall come into force after being signed by the PRINCIPAL and by the AGENT and be valid for 2 years from the date of signing. Its validity period shall be automatically prolonged for 1 year,

provided neither Party advises the other Party of termination of the AGREEMENT two months before expiration of its validity.

5.2. This AGREEMENT may be terminated in ten days after presentation by one of the Parties of the written notice in case of nonfulfillment by the other Party of their obligations under this AGREEMENT.

5.3. The AGREEMENT shall be considered terminated after fulfillment of mutual obligations and settlement of all the payments between the PRINCIPAL and the AGENT.

5.4. In case of any disputes arising on issues covered by the present AGREEMENT or connected therewith, the Parties shall take every possible effort to settle them through negotiations.

5.5. In case no settlement of the disputes under this AGREEMENT or in connection therewith can be reached, these disputes are subject to jurisdiction of the general courts and shall be considered according to the Law of the defendant country in the appropriate court of the defendant country with application of the procedural provisions of the said court. The award of such court shall be final and binding upon the Parties.

5.6. The present AGREEMENT is made up in two original copies on ... pages in Ukrainian and in English having equal authenticity, one copy for each Party in Ukrainian and in English.

AGENT

PRINCIPAL

FARAZ ARGHAVAN COMPANY

JSC "TURBOGAZ"

Legal address:

Legal address:

12 Jooibar Jahad Sq.

8 Plodorodia Str.

Tehran – Iran

Kharkiv 61003, Ukraine

Banker:

Intermediary Bank:

.....

.....

For the AGENT

For the PRINCIPAL

Answer the following questions.

1. What are the main paragraphs of the agreement?
2. What is the subject of the agreement?
3. How many obligations of the AGENT are included in the agreement?
4. List the obligations of the AGENT.
5. What is the difference between the AGENT and the PRINCIPAL?
6. What is meant by the term "Commission Rate and Payment Procedure"?
7. Why is the last part of the agreement called the "Final Clauses"?
8. How many people will sign the agreement? Why?
9. Why is it necessary to make up two original copies in Ukrainian and in English?
10. In what case is the agreement subject to jurisdiction of general courts?

Task 7. Translate the following agreement into English.

Договір
на постачання друкованої продукції

" ____ " _____ 20__ р.

м. Харків

Видавництво "Основа" при Харківському національному університеті ім. В. Н. Каразіна, що надалі іменується "Продавець" , в особі директора Бойко Олени Олександрівни, яка діє на підставі Статуту, з однієї сторони,

та _____,

(організація)

що надалі іменується "Покупець" в особі

_____,

(посада, прізвище, ім'я та по батькові)

з другої сторони, уклали цей договір про таке:

1. Продавець продає, а Покупець купує з правом реалізації згідно з накладними видавництва книжкову продукцію за відпускною ціною видавництва.

2. Продукція має відпускатися в стандартній упаковці. Примірники, в яких виявлено поліграфічний брак, підлягають заміні.

3. Доставка книг здійснюється Покупцем за власний рахунок, за дорученням Продавця Покупець вивозить з друкарні літературу своїм транспортом і за свій рахунок протягом трьох днів після виготовлення тиражу.

4. Покупець розраховується з Продавцем безготівковим розрахунком за кожну окрему поставку за домовленістю з частковою передоплатою у розмірі _____ %.

Решта суми сплачується протягом 10 – 20 днів, але не пізніше 30 днів з дня отримання книг за накладними виробництва або друкарні.

5. У разі несвоєчасності оплати продукції Покупець сплачує Продавцеві 0.5 % пені від суми заборгованості за кожний день прострочення.

6. Сторони зобов'язуються вживати всіх заходів для вирішення спірних питань. У разі неможливості вирішення суперечок у добровільному порядку претензії розглядаються у господарському суді.

7. Цей договір набуває чинності з моменту підписання і діє протягом року.

8. Договір складено у двох примірниках, по одному для кожної із сторін, що його підписали, при цьому обидва примірники мають однакову юридичну силу.

9. Інші умови _____

Юридичні адреси та банківські реквізити сторін.

Unit 5

Translation of Technical Documents

Task 1. Read and translate the text. Put technical documents in the correct groups. Fill in the table below the text.

Translation of technical documents is the translation of specific documents produced by professionals with a high level of knowledge. This work is quite complex. It requires a deep understanding of the technical topic, not only technical terminology.

Translation of technical documents is needed for many industries, from commercial to purely technical. Any errors in the translated texts or lack of information can easily lead to costly litigation.

Scientific and technical literature can be divided into three types:

1) patent literature, which is the main form of exchange, because everything new in the field of science and technology officially takes the form of patents;

2) periodicals specially designed for the exchange of scientific and technical information, for example: industry bulletins containing abstracts, annotations and titles; branch scientific and technical journals containing discussion, problematic and reporting articles of special character; bibliographic indices with the names of topics, inventions and items of industrial products, as well as annotations and thematic reviews of works in a particular field;

3) various periodicals and non-periodicals and other sources of information that are not specifically intended for scientific and technical exchange but can be used for this purpose, for example: special magazines and books, advertising materials, instructions and other similar sources of special information.

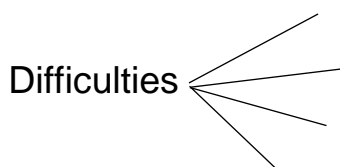
Technical documentation includes product definition and specification, quality assurance, manufacturing, description of features and functions, specifications, explanatory notes, technical reports, passports, technical descriptions, maintenance information, a set of documents used in the design

(construction), including drawings and equipment: buildings, structures, industrial products, software and hardware and repair documents (regulations, manuals, etc.).

When translating such documents, the translator encounters certain difficulties – such documents are very concise, short, they have no detailed explanations, they are saturated with special terminology used in context (translation of specifications, lists of parts, diagrams, drawings, etc.). When translating them, the unification of terminology should be followed, certain parts or devices should be called by one term, and standard terminology should be used.

Patent literature	Periodicals	Unscientific sources of information	Technical documentation

Task 2. Name the difficulties the translator encounters when translating technical documentation.



Task 3. Translate the following text. Use a technical dictionary to translate the technical terms. Choose the best translation from the variants given below. Explain your choice.

Single-Cell Mechanical Flotation Machine

The single-cell mechanical flotation machine is used for the concentration of coarse-grained material with a coarseness up to 3 mm.

The single-cell flotation machine is used chiefly on dressing works and is installed directly in the cycle of fine grinding, next to the ball mill or the rod mill, before the classifier, for the recovery of valuable particles before their overgrinding.

The single-cell mechanical flotation machine comprises a cell of square section in which the process of pulp agitation and aeration is carried out by means of a rotating impeller.

The single-cell flotation machines are manufactured of three types, according to sizes 50, 100 and 500, differing in cell dimensions and capacity.

Variant 1. Однокамерна флотаційна механічна машина використовується для збагачення великого зернистого матеріалу розміром до 3 мм.

Однокамерна флотаційна машина використовується, головним чином, на збагачувальних фабриках і встановлюється безпосередньо в циклі тонкого подрібнювання за шаровим або стрижньовим млином перед класифікатором для того, щоб ухоплювати цінні частки до їх подрібнювання.

Однокамерна флотаційна механічна машина являє собою камеру прямокутного перерізу, в якій процес агітації та аерації пульпи відбувається за допомогою обертального імелера. Однокамерні флотаційні механічні машини випускаються трьох типорозмірів – 50, 100 і 500, що відрізняються один від одного розмірами камери та продуктивністю.

Variant 2. Одноклітинна механічна флотаційна машина використовується для концентрації грубозернистого матеріалу з грубістю до 3 мм.

Одноклітинна флотаційна машина використовується головним чином на переробних роботах і встановлюється безпосередньо в циклі тонкого помелу, поруч із кульовим млином або стрижневим млином, перед класифікатором, для відновлення цінних частинок перед їх перетиранням.

Одноклітинна механічна флотаційна машина містить комірку квадратного перерізу, в якій процес перемішування і аерації целюлози здійснюється за допомогою обертового робочого колеса.

Одноклітинні флотаційні машини виготовляються трьох типів, за розмірами 50, 100 і 500, що відрізняються розмірами та місткістю комірок.

Task 4. Read and translate the text. Compare the technical documentation statement with an EU declaration of conformity (DoC). Show their difference and similarity.

How to Draw Up Technical Documentation?

Technical documentation is necessary to prove that the product meets the essential requirements and therefore justify and support an EU declaration of conformity. The following documentation must affix the CE marking to the product. For this reason, technical documentation should include at least:

- 1) the manufacturer's name and address, or those of any authorized representatives;
- 2) a brief description of the product;
- 3) identification of the product, for example, the product's serial number;
- 4) the name(s) and address(es) of the facilities involved in the design and manufacture of the product;
- 5) the name and address of any notified body involved in assessing the conformity of the product;
- 6) the statement of the conformity assessment procedure that has been followed;
- 7) the EU declaration of conformity;
- 8) the label and instructions of use;
- 9) the statement of relevant regulations with which the product complies;
- 10) identification of technical standards with which compliance is claimed;
- 11) the list of parts;
- 12) test results.

A manufacturer should be able to demonstrate where and how the various parts of the document are held and maintained. He can usually choose in which language he wants to prepare the technical documentation. However, the market surveillance authorities may ask to translate the technical documentation depending on the EU country where the product has been placed on the market. If requested, it is also provided in electronic format.

Risk assessment should be identified and the applicable essential requirements determined. They must be included in the technical documentation.

An EU declaration of conformity (DoC) is a mandatory document that a manufacturer or his authorized representative needs to sign to declare that the products comply with the EU requirements. By signing the DoC a manufacturer or his authorized representative takes full responsibility for the product's compliance with the applicable EU law.

It is the manufacturer's responsibility to draw up the declaration of conformity. It should contain the following information:

- 1) the manufacturer's name and full business address or that of his authorized representative;
- 2) the product's serial number, model or type identification;
- 3) the statement, indicating your full responsibility;
- 4) means of identification of the product allowing traceability – this can include an image;
- 5) the details of the notified body which is responsible for carrying out the conformity assessment procedure (if applicable);
- 6) the relevant legislation with which the product complies, as well as any harmonized standards or other means used to prove compliance;
- 7) the manufacturer's name and signature;
- 8) the date the declaration was issued;
- 9) supplementary information (if applicable);

For imported products, the importer must ensure that the product is accompanied by the DoC and must keep a copy of it for 10 years after the product has been placed on the market.

Task 5. Discuss the following issues.

1. What type of translation is used in translation of documents?
2. Why is it necessary to draw up a declaration of conformity?
3. What difficulties does the translator encounter working with these documents?
4. Why should the unification of terminology in both documents be followed?
5. Which language can be chosen to prepare technical documentation?

Task 6. End-user documentation: Apple iPhone documentation is simple and clear with an option to select the iOS version the user currently has installed, a table of contents for referencing other features, device-specific screenshots, and even the option to connect with the support team directly. Put the steps of how to set up Find My iPhone in iOS 12 in correct order.

- A. Drag to turn on Find My iPhone and Send Last Location.
- B. Enter your Apple ID.
- C. Find My iPhone is automatically set up on your paired Apple Watch and Air Pods.
- D. Scroll down.
- E. Start from the Home screen.
- F. Tap [your name].
- G. Tap Find My iPhone.
- H. Tap iCloud.
- I. Tap Settings.

Task 7. Here is a part of the iPhone XR instruction. Match the titles with the paragraphs. Translate into your mother tongue.

- A. The apps Siri works with.
- B. Speak to your iPhone.
- C. Siri has the ability to listen.

- D. Siri provides you with information.
- E. Why is Siri connected to a power source?

Siri

1. ___ Make requests. Siri lets you speak to iPhone to send messages, schedule meetings, place phone calls, and much more. Siri understands natural speech, so you don't have to learn special commands or keywords.

Ask Siri anything, from "set the timer for 3 minutes" to "what movies are showing tonight?"

2. ___ Open apps, and turn features like Airplane Mode, Bluetooth, Do Not Disturb, and VoiceOver on or off. Siri is great for keeping you updated with the latest sports info, helping you decide on a restaurant, and searching the iTunes Store or App Store for purchases.

Note: To use Siri, iPhone must be connected to the Internet. See Connect to the Internet on Cellular charges may apply.

Summon Siri. Press and hold the Home button until Siri beeps, then make your request.

3. ___ Control when Siri listens. Instead of letting Siri notice when you stop talking, you can continue to hold down the Home button while you speak, and release it when you finish.

4. ___ Hey Siri. With iPhone connected to a power source (or if you've already started a conversation with Siri), you can use Siri without even pressing the Home button. Just say "Hey Siri", then make your request. To turn Hey Siri on or off, go to Settings > General > Siri > Allow "Hey Siri". If you're using a headset, you can use the center or call button in place of the Home button.

5. ___ Siri and apps. Siri works with many of the apps on iPhone, including Phone, Messages, Maps, Clock, Calendar, and more. For example, you can say things like: "Call Mom at home", "Do I have any new texts from Rick?", "I'm running low on gas", "Set an alarm for 8 a.m.", "Cancel all my meetings on Friday".

Task 8. Fill in the gaps with the missing sentences.

- A. After finding it, you can tap it.
- B. After it finishes, your iPhone has contained the Face ID that only you can open and operate the features in your iPhone XR.
- C. Find and tap the Face ID & Passcode.
- D. You need to do it in order to be able to follow the next step.

How to Set up Face ID on iPhone XR with Easy Steps

Go to Settings. Find the icon of Settings from your home screen ____ (1).

Click Face ID & Passcode. After you tap the Settings icon, there will appear some choices ____ (2).

Enter your passcode. In this section, you need to enter your passcode you have made ____ (3).

Click "Set up an alternative appearance".

Click on "Get started" on the "How to set up Face ID" window.

Register your Face ID and save it. To make it registered on your iPhone, don't forget to save it ____ (4).

Task 9. Translate the instruction into English adapting it to the English style.

Підготовка до роботи і порядок роботи з телевізором

Під час вибору місця для установки телевізора в приміщенні слід мати на увазі, що відстань від екрана телевізора для кращого сприйняття зображення складає 2,0 – 3,5 м. Центр зображення повинен знаходитись на висоті 0,7 – 1,2 м від підлоги.

Не рекомендується дивитись передачі в повній темряві або при яскравому світлі, тому що це стомлює очі і порушує сприйняття кольорів.

Перед першим включенням телевізора в мережу необхідно:

- 1) підключити антену до відповідного антенного гнізда телевізора;
- 2) підключити вилку шнура живлення до мережі;
- 3) установити елемент живлення в ПДУ перегляду вебсторінки.

Unit 6

Translation of Financial Documents

Task 1. Here are the terms used for reporting financial information about a business in a standardized format. The translator should know this format and the applied procedures, as well as the basic standard terms used in these documents.

A. What is the meaning of these terms?

1. A balance sheet.
2. The cash flow statement.
3. The certificate of insurance.
4. An income statement.
5. The letter of credit.
6. A packing list.
7. The P&L statement.
8. A pro forma invoice.
9. A sales contract.
10. A statement of shareholders' equity.

B. Put the terms from Task A into two columns: financial documentation and commercial documentation.

Financial documentation	Commercial documentation

Task 2. Translate the following standard financial statements and compare them with those used in your national practice.

Balance Sheet as of 31 December 2020 (thousand euros)

Assets	Notes	2020	2021
Cash and balances with the National Bank of Ukraine	7	3,384	2,877
Loans and advances to banks, net	8	2,903	2,560
Loans and advances to customers, net	9, 19	23,899	11,082
Deferred tax asset	6	213	207
Fixed and intangible assets, net	10	2,458	1,285
Other assets, net	11	345	233
Total assets		30,202	18,244
Liabilities and shareholders' equity			
Loans and advances from banks		1,857	2,669
Customer accounts	12, 19	3,755	1,709
Amounts due to international financial organizations	13, 19	15,080	3,758
Other liabilities	14	259	280
Total liabilities		20,951	8,416
Commitments and contingencies	15,16	–	–
Shareholders' equity			
Share capital	17	8,759	10,377
Retained earnings / Accumulated deficit		492	(549)
Total shareholders' equity		9,251	9,828
Total liabilities and shareholders' equity		30,202	18,244

B. The cash flow statement (CFS) measures how well a company manages its cash position, meaning how well the company generates cash to pay its debt obligations and fund its operating expenses.

Statement of cash flows
for the years ended 31 December 2020 and 2021
(thousand euros)

	Notes	2020	2021
Cash flows from operating activities			
Interest, fees and commissions received		4,230	1,062
Interest, fees and commissions paid		(756)	(164)
Dealing in foreign currency, net		130	34
Other operating income		20	6
Salaries and salary related expenses		(1,096)	(187)
Other operating and administrative expenses		(1,004)	(536)
Operating profit before changes in operating assets and liabilities		1,524	215

Changes in operating assets and liabilities			
Increase/decrease in operating assets:			
Reserve deposit with NBU		(326)	–
Amounts due from other banks		397	(2,559)
Loans and advances to customers		(14,747)	(11,496)
Other assets		(167)	(58)
Increase/decrease in operating liabilities:			
Amounts due to other banks		623	2,693
Amounts due to customers		2,319	1,709
Other liabilities		(32)	1
Net cash outflow provided by operating activities before income taxes		(10,409)	(9,495)
Income tax paid		(482)	(31)
Net cash outflow from operating activities		(10,891)	(9,526)
Cash flows from investing activities			
Purchase of fixed assets		(1,728)	(1,502)
Net cash outflow from investing activities		(1,728)	(1,502)
Cash flows from financing activities			
Issue of share capital		–	10,377
Long-term loans received from international financial organizations		11,327	3,798
Net cash inflow from financing activities		11,327	14,175
Effect of exchange rate changes on cash and cash equivalents		(73)	(181)
Net decrease/increase in cash and cash equivalents		(1,365)	2,966
Cash and cash equivalents, beginning of year	7	2,966	–
Cash and cash equivalents, end of year	7	1,601	2,966

C. The cash flow statement complements the balance sheet and income statement and is a mandatory part of a company's financial reports. Match the bank principal accounting policies with their definition and translate it into your mother tongue.

Notes to financial statements for the years ended 31 December 2020
and 2021 (thousand euros)

1. Accounting basis	a) The preparation of financial statements in conformity with the IFRS requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates. Estimates that are particularly susceptible to change relate to the provisions for losses on loans, investments and other transactions and the fair value of financial instruments
---------------------	--

2. Measurement and presentation currency	b) Derivative instruments embedded in other financial instruments are treated as a separate derivative as their risks and characteristics are not closely related to the host contracts and host contracts are not carried at fair value. Gains arising from changes in value of such derivatives are included in the profit and loss account as a change in fair value of financial instruments, net
3. Accounting estimates	c) Cash and cash equivalents include cash, unrestricted balances with the National Bank of Ukraine (NBU), advances to banks in the countries included in the Organization for Economic Cooperation and Development (OECD) and precious metals which may be converted to cash within a short period of time. For purposes of determining cash flows, the minimum reserve deposit required by the NBU is not included as a cash equivalent due to the restrictions on its availability
4. Financial instruments	d) The financial statements have been prepared on the accrual basis of accounting, under the historical cost convention. The Bank maintains its accounting records in accordance with Ukrainian accounting regulations applicable for banks. These financial statements have been prepared from the Ukrainian statutory accounting records and have been adjusted to conform to the International Financial Reporting Standards (IFRS)
5. Derivative financial instruments	e) Effective 1 January 2001, the Bank adopted IFRS No. 39 "Financial Instruments: Recognition and Measurement", as revised (IFRS No. 39)
6. Cash and cash equivalents	f) For the purpose of these financial statements the Bank separately identifies measurement and presentation currency in accordance with the requirements issued by the Standing Interpretations Committee of the International Financial Reporting Standards Board. It means that based on the economic substance of the underlying events and circumstances relevant to the Bank, the measurement currency for its transactions should be Ukrainian Hryvnia (UAH). Transactions in currencies other than Ukrainian Hryvnia are treated as transactions in foreign currency, Euro. Balances at the reporting date measured in Ukrainian Hryvnia, are translated at the end of period exchange rate (31 December 2020 – 5.5329 UAH/EUR, and 31 December 2021 – 4.6696 UAH/EUR) and transactions reported in the statement of operations are translated at the average monthly exchange rates. All resulting differences are reported directly in shareholders' equity as translation difference

Task 3. Match the words in column A with the definitions in column B. When translating them, mind the rule of unification of terminology, use one term for certain parts, and standard terminology.

A	B
1) financial statements	a) a common set of principles, standards and procedures that define the basis of financial accounting policies and practices
2) accounting	b) currencies are translated at the average monthly exchange rates for the period
3) accounting regulations	c) approximate calculation or judgement of the value
4) to conform to	d) conventional valuable resources controlled by a company, and obligations owned by a company
5) at the average monthly exchange rates	e) the reports that provide the details of the entity's financial information including assets, liabilities, equities, incomes and expenses, shareholders' contribution, cash flow, and other related information during the period of time
6) contingent assets and liabilities	f) an instance of buying or selling something or the action of conducting business
7) estimates	g) to behave according to a group's usual standards and expectations, or to operate according to a rule
8) transactions	h) the process of recording financial transactions pertaining to a business

Task 4. A. Translate the invoice and answer the questions about it.

1. What is the name of the supplier?
2. What is the name of the buyer?
3. What date was the invoice sent?
4. How many chairs did Transworld buy?
5. How much did one chair cost?
6. If Transworld paid the invoice on 10 May 2020, how much did they pay?
7. If Transworld paid the invoice on 20 April 2020, how much did they pay?
8. When Transworld paid, what number did they send with the payment?
9. What other parameters are shown in the invoice?
10. Are there any transactions described in the invoice?

**B. Do you know these abbreviations used in financial documents?
Find the unknown abbreviations in the Internet and name them.**

1. AIR	
2. APR	
3. CD	
4. Cont	
5. EFT	
6. ETF	
7. EUR	
8. FOREX	
9. IFRS	
10. LLC	
11. MMKT	
12. NBU	
13. OECD	
14. WTO	
15. Ref	
16. SEC	
17. SIC	
18. UAH	
19. WC	

C. Find eleven abbreviations and symbols in the invoice which stand for different words. What do they mean?

<p>INVOICE Invoice No.: 0455/0004 Order No.: 009762 Date: 05/04/20</p> <p>TO: Transworld Freight plc. 74 Dockside Manchester M15 7BJ</p>		<p>HOUSEHOLD DESIGNS & CO LTD 22 High St Manchester M1 2BL Tel: (061) 763 25555 Telex: 668542 HODES Cables/telegrams: HODES MANCHESTER</p>	
Qty	Description	Unit price	Amount
5	chairs ref. C299432B (blue)	£66	£330
5	chairs ref. C299432G (green)	£66	£330
10 % discount for payment received within one calendar month	Please quote invoice number when submitting payment	TOTAL	£660

Task 5. Read the text below and compare it with the translation paying attention to some grammar structures and specific financial terms. Find mistakes in the translation.

**CLOSED JOINT STOCK COMPANY "MICRO FINANCE BANK"
Independent Auditors' Report and Financial Statements
for the Year Ended 31 December 2020**

<p>To the Shareholders and the Board of Directors of the Closed Joint Stock Company "Micro Finance Bank".</p> <p>We have audited the accompanying balance sheet of the Closed Joint Stock Company "Micro Finance Bank" (the "Bank") as of 31 December 2020, and the related profit and loss account and the statements of changes in shareholders' equity and cash flows for the year then ended. These financial statements are the responsibility of the Bank's management. Our responsibility is to express an opinion of these financial statements based on our audit. The financial statements as of 31 December 2020 and for the year then ended were audited by another auditor, whose report dated 15 March 2021 expressed an unqualified opinion with regard to these financial statements. We conducted our audit in accordance with the International Standards of Auditing. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.</p>	<p>Звіт незалежних аудиторів Акціонерам та Правлінню Акціонерного комерційного банку Райффайзенбанк Україна.</p> <p>Ми виконали аудит балансу Акціонерного комерційного банку Райффайзенбанк Україна (надалі – Банк) станом на 31 грудня 2020 року та відповідних звітів про прибутки та збитки, зміни у власному капіталі та рух грошових коштів за рік, що закінчився зазначеною датою. Відповідальність за фінансову звітність на сторінках 1 – 26 несе керівництво Банку. Нашим обов'язком є надання висновку щодо цієї фінансової звітності на підставі проведених нами аудиторських процедур. Ми провели аудит у відповідності до Міжнародних стандартів аудиту. Ці стандарти вимагають, щоб планування і проведення нами аудиту здійснювалося з метою отримання розумних підтверджень щодо відсутності у фінансовій звітності суттєвих викривлень та невідповідностей. Аудит включає перевірку – на основі тестів – доказів обґрунтованості сум та інформації розкритих у фінансовій звітності. Аудит також включає оцінку застосованих принципів бухгалтерського обліку та основних припущень, зроблених керівництвом, а також оцінку загального представлення фінансової звітності. На нашу думку, проведений нами аудит є достатньою підставою для формулювання</p>
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<p>We believe that our audit provides a reasonable basis for our opinion.</p> <p>In our opinion, the financial statements present fairly, in all material respects, the financial position of the Bank as of 31 December 2020, and the results of its operations and its cash flow for the year then ended in accordance with the International Financial Reporting Standards.</p> <p>31 December 2020</p> <p>Ernst & Young Ukraine</p>	<p>нашого аудиторського висновку. Ми вважаємо, що зазначена вище фінансова звітність достовірно, в усіх суттєвих аспектах, відображає фінансовий стан Банку на 31 грудня 2020 року, результати його операцій та рух грошових коштів за рік, що закінчився зазначеною датою, відповідно до Міжнародних стандартів фінансового звітування.</p> <p>Ernst & Young Ukraine</p>
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Task 6. A. Match the words and word phrases 1 – 18 with their translation a – r.

1. Collection of Payment	a) рахунок-фактура
2. Receive money against the goods' documents	b) оплата рахунків продавця
3. An invoice	c) отримати гроші, забезпечені документами на товари (гроші проти документів на товар)
4. Shipping order	d) інкасове доручення
5. The order for collection	e) доставляти (товар); диспач (премія за дострокове виконання графіку завантаження/розвантаження, які подані в чартер-партії)
6. Settling accounts with the Seller	f) брати на себе зобов'язання виконати платежі
7. Letter of Credit	g) інкасо
8. Purchase invoice	h) акредитив
9. Dispatch	i) відвантажувальний ордер
10. Take on the obligation to effect the payments	j) рахунок на товари, що закуплені (рахунок-фактура)
11. Having satisfied these conditions	к) до того, як передається Імпортеру
12. Before finally being passed on to the importers	l) після виконання цих умов
13. Revocable Credit	m) безвідкличний акредитив
14. Irrevocable Credit	n) відкличний акредитив
15. Confirmed Credit	o) трансфертний акредитив

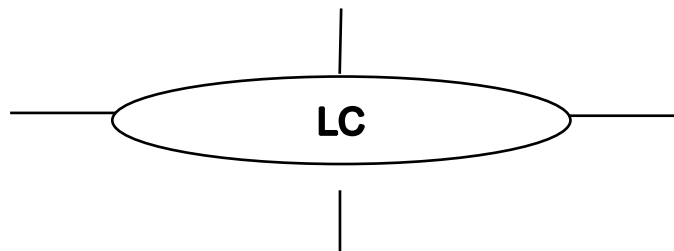
16. Unconfirmed Credit	р) підтверджений акредитив
17. Transferable Credit	q) автоматично відновлюваний акредитив
18. Revolving Credit	r) не підтверджений акредитив

B. Discuss the following questions.

1. What types of accounts do you know? Fill in the table.

Order	Invoice

2. What is a Letter of Credit? Draw a mind map of the main types of letters of credit.



3. What are the ways of taking on the obligation to effect payments?

4. How do you understand the expression "to receive money against the shipping documents"?

5. Is it easy to receive money without a Letter of Credit?

6. What documents should a client present to the bank to receive a Letter of Credit?

7. What are the duties of the Buyer and the Seller?

8. How long does the Letter of Credit's period last?

Task 7. Read and translate the text. Find the information necessary to answer the questions below.

Financial Terms

The financial terms or the forms of payment are clearly specified in every contract regardless of its particular nature (i.e. a Contract for a Business Trip,

a Consign Agreement, an Agent Treaty) in the clause "Terms of Payment". In foreign trade deals, the following forms of payment are applied:

Collection of payments. This is an order made by the Sellers to their Bank to receive from the Buyers money against the shipping documents and to transmit them to the Sellers' account. The necessary documents which the Sellers have to present to the Bank are: an invoice for every consignment of goods (the original and two copies); transport documents; packing slips (three copies for each package); a copy of the shipping order; a record of the quality tests.

These documents are sent on by the Bank to the Customer who has to fulfill all the conditions indicated in the Order for Collection. The notification of the transfer of the received sum to the corresponding account at the Sellers' Bank serves as the basis for settling accounts with the Seller.

A Letter of Credit gives the Sellers (Exporters) a guarantee that they will receive the money in the Letter of Credit when they have presented the shipping documents in the Bank. This set of documents includes: a purchase invoice for the dispatched consignment of goods; transport documents; packing slips; certificate of quality.

In accordance with the terms of a foreign trade contract the Buyers (Importers) request their Bank to draw up a Letter of Credit for the Exporter, at the same time indicate the sum and the Letter of Credit's period of validity, the type of the Letter of Credit, the terms for repaying the Exporters (as a rule, this is producing the necessary shipping documents) and other terms.

With the Letter of Credit, the Bank takes on the obligation to effect the payments on the client's instructions and at his expense, the amounts and terms of which are indicated in the order, the Letter of Credit's period of validity, the type of the Letter of Credit, the terms for repaying the Exporter (as a rule, this is producing the necessary shipping documents) and other terms.

The Letter of Credit is drawn up for a specific period, although the Importers have the right to extend this period. The Bank notifies the Exporters that the Letter of Credit has been drawn up for them and informs them of all the necessary conditions. Having satisfied these conditions, the Exporters receive the sum of money indicated in the Letter of Credit, while the shipping documents are sent on to the Importers' Bank before finally being passed on to the importer.

There are several types of Letters of Credit. A *Revocable Letter of Credit* may at any time be annulled or altered either on the Importers' instructions or independently by their Bank. This type of Letter of Credit does not give the Exporters the necessary advantages and guarantees. An *Irrevocable Letter of Credit* cannot be revoked or altered, within the stipulated period, without the consent of the exporter in whose favor it has been drawn up. This is the Bank's firm obligation regardless of its relationship with the Importers. A *Confirmed Letter of Credit* signifies that an authorized or any other third Party Bank, if required by the Bank which drew up the Letter of Credit, together with the latter takes the responsibility for payment by the Letter of Credit when the Exporters have fulfilled all the necessary conditions. An *Unconfirmed Letter of Credit* does not give such a guarantee. Thus, from the Exporters' point of view, the most profitable type of Letter of Credit is the Irrevocable or the Confirmed Letter of Credit. A *Transferable Letter of Credit* allows the Exporters to give their rights to a third Party by the Letter of Credit. A *Revolving Letter of Credit* is automatically renewed on its original terms after the transfer of the original sum and after the operating Bank has been compensated. This process continues until the full sum on the Letter of Credit is paid off. This Letter of Credit is convenient in the case of payment for a series of goods deliveries. It frees the Importers from the necessity of reworking separate Letters of Credit for every consecutive delivery.

A bank guarantee signifies a Bank order of its clients' obligations made out in relation to third Parties. This obligation may be conditional or unconditional, revocable or irrevocable.

1. What is Collection of Payment?
2. Who makes an order in the form of Collection of Payment?
3. What documents are needed to make it?
4. What document is the basis to settle accounts with the seller?
5. What is a Letter of Credit?
6. What do the Buyers inform their Bank about to make the Bank draw up a Letter of Credit?
7. What documents should the Sellers present to receive the money in the Letter of Credit?
8. What is called an Irrevocable Letter of Credit?

9. When cannot an Irrevocable Letter of Credit be revoked or altered?
10. Can it be altered without the consent of the exporter in whose favor it has been drawn up?
11. What are the Bank's obligations when a Letter of Credit is drawn up?
12. When does the Seller receive the money indicated in the Letter of Credit?
13. In what case is the Letter of Credit convenient?
14. When may the obligation be conditional or unconditional, revocable or irrevocable?

Task 8. The word "credit" is a polysemantic word. Translate some quotes with this word.

1. Never call an accountant a credit to his profession; a good accountant is a debit to his profession. (*Charles Lyell*)
2. If money was being invented now, it wouldn't be designed to look like cash or credit cards. It would look like a Bitcoin. (*Adam Draper*)
3. We always take credit for the good and attribute the bad to fortune. (*Charles Kuralt*)
4. Credit cards are like snakes: handle them long enough, and one will bite you. (*Elizabeth Warren*)
5. Credit is "I love debt" score. (*Dave Ramsey*)
6. Anybody who fights for human rights or to make this world a better place. Nurses, doctors, teachers: these are the people who deserve the credit these days. (*George Michael*)
7. Soldiers generally win battles; generals get credit for them. (*Napoleon Bonaparte*)
8. Social security, bank account and credit card number are not just data. In the wrong hands they can wipe out someone's life savings, wreck their credit and cause financial ruin. (*Melissa Bean*)

Unit 7

Translation of Legal Documents

Task 1. Make a full translation of the text and say whether the sentences below the text are true or false.

What Documents Are Legal

Legal translation is translation of documents that regulate legal relationships. It involves translation of legal documents necessary for bringing various types of international relations into practice as well as translation of legal texts for the sake of exchanging information and experience among law specialists of different countries. This type of translation is considered to be one of the most difficult as it does not only require for the translator to have sound language skills, he/she also needs to have excellent knowledge of law, various legislations and international standards. For this reason, it is necessary for the translated text to be adequate from the legal point of view in order to attain a precise and professional result.

There are the following types of legal translation:

translation of contracts, agreements and arrangements, purchase/sales contracts as well as premises lease agreements, labor agreements and license arrangements, sales documents formats, bond, legal bond, consumer disputes, etc.;

translation of establishment documents (Articles of Association, resolutions, minutes of meetings, registration certificates, etc.), legalization of documents;

translation of legislation acts of governmental authorities of various countries (laws, minutes of meeting, resolutions, orders and regulations),

translation of local legislation acts (translation of regulations, provisions, proclamations, legal notice, etc.);

translation of court documents (applications, petitions, court judgements, civil, criminal, family court forms, instructions and resolutions), legalization of documents;

translation of all types of auxiliary documents (powers of attorney, certificates, licenses and permits), legalization of documents.

A legal document, in general, is a document where two or more parties enter into an agreement and it is confirmed by the placement of their signatures at the end. If you do not sign the document, it cannot be held as binding in a Court of Law.

There are 7 steps explaining how to create legal documents. They are: planning out the documents, writing in clear and concise language, ensuring the correct use of grammar, being as accurate as possible, making information accessible, including all necessary information, always using the active voice. When a legal document is created to form a contract or an agreement, all parties must agree and sign the document at a Notary Public. Swearing or signing in front of a Notary Public is the best evidence that the document or contract was signed by that person.

The language of legal documents is used by the people connected to the legal profession, that is by lawyers, jurists and legislative draftsmen in their professional capacities. Legal English used in legal writing differs from ordinary English. It means a specialized use of certain terms and linguistic patterns. Great difficulties in translating legal documents arise due to terminology. This is related with the variety of areas of law and the specific terminology used in each of them. In addition to the specific terms, there are also legal clichés – phrases that carry a specific legal meaning. Legal translation of such phrases is even more complicated since it requires a fairly deep knowledge of the legal system and intelligent selection of linguistic structures.

There are different kinds (genres) of legal writing: academic legal writing as in law journals, juridical legal writing as in court judgments, or legislative legal writing as in laws, regulations, contracts, and treaties. Another variety is the language used by lawyers to communicate with clients requiring a more "reader-friendly" style of written communication than that used with law professionals. Legal English is now a global phenomenon. It may informally be referred to as Lawspeak.

1. A legal document is a document where two or more parties enter into an agreement and it is confirmed by the placement of their signatures at the end.

2. Swearing or signing in front of a Notary Public is the best evidence that the document or contract was signed by that person.

3. There are four key elements a handwritten contract or agreement contains.

4. Using a typed signature in business is not legal and accepted.

5. A picture of a signed document is merely proof of the contract.

6. Legal English used in legal writing doesn't differ from ordinary English.

7. Legal English used in legal writing must use specialized terms and linguistic patterns.

8. The language used by lawyers to communicate with clients may informally be referred to as Lawspeak.

Task 2. Translate the following sentences into your mother tongue.

1. This legal document gives the authority to act on your behalf.

2. You'd need to draw up a legal document spelling this out.

3. It appears you didn't draft a legal document specifying you would retain overriding control.

4. Each batch must have health certification and a legal document to verify its quality and origin.

5. She claims that he made her sign a legal document in 2015 without revealing that she was giving her consent to marriage.

6. Both officers recorded his words in their pocket books, a legal document routinely used by officers when giving evidence in court.

7. Then they handed the owner a legal document, taken from the Internet, which appeared to describe their rights as "squatters".

8. Why does he go through the archaic charade of getting two doctors to sign a legal document?

9. My first brief was to defend a young man accused of stealing a bicycle.

10. Contract is a formal agreement, usually written, between two or more parties.

Task 3. If you are a lawyer, a notary, or a translator, then learning legal English vocabulary can help you in your professional life. There are four groups of law. Translate the following words into your mother tongue and divide them according to these groups.

Murder, public law, victim, criminal law, theft, common law, hearing, labor law, evidence, the accused, robbery, injury, trial, counsel, procedural law, punishment, euthanasia, private law, judicial decisions, administrative law, substantive law, lawmaking, taxation, licensing, contract, guilty, judge, lawyer, sue, verdict, case, defendant, appeal, court, compensate, witness, attorney, barrister, Memorandum and Articles of Association.

Substantive law (the rights and duties of a person)	Procedural law (procedures for enforcing the rights and duties of a person)	Public law (relationships within government and between governments and individuals and private law)	Private law (relationships between people and the rules that determine their legal rights and duties)

Task 4. Translate the sentences into your mother tongue using functional substitutions, additions, replacements.

1. An attorney will be appointed to represent you in court.
2. In the UK barristers still wear wigs in court, don't they?

3. The prosecutor built a really strong case and the defendant was found guilty.
4. Before signing the contract, get a lawyer to check it for you.
5. There's a special court of law for corruption and bribery cases.
6. Do you think the jury will find the defendant guilty?
7. After deliberating for two days, the jury still hadn't reached a verdict.
8. After his neighbor refused to keep his dogs quiet, Jim asked a lawyer about taking legal action.
9. Our nephew is serving a three-year prison sentence for robbery.
10. Anyone can sit in the court's public gallery and watch a trial.
11. The company is duly constituted in terms of the Memorandum and Articles of Association.
12. A lawyer uses professional language to communicate with clients.

Task 5. Match the terms 1 – 15 with definitions a – o.

1. Appeal court	a) statement of the facts in a trial, the argument of one side
2. Brief	b) UK lawyer advising clients and briefing barristers; US law officer for a city, etc.
3. Case	c) to defend a law case; to declare oneself to be guilty or not guilty
4. Court of law	d) a special court where appeals are heard
5. Evidence	e) a lawyer who is trying to prove a person guilty
6. Sentence	f) the leader of a jury and the person who speaks for them
7. Solicitor	g) instructions to a barrister (UK); written statement of facts (US)
8. Bribery	h) not follow rules that are specifically set
9. Defense attorney	i) information presented to a court to prove or support a point in question
10. Plead	j) the crime of bringing something into a country that is illegal or not paying taxes related to the items
11. Prosecutor	k) a place where law cases are heard and decided; court, courtroom

12. Smuggling	l) giving something (normally money) to get an advantage
13. Testify	m) a lawyer who explains why a person did not do the crime or why they are innocent
14. Foreperson	n) to give evidence in a court
15. Violate	o) decision of a court, punishment

Task 6. Choose the correct definition of the legal vocabulary in this quiz.

1. "To appeal" means:
 - a) to address to all the judges within a court;
 - b) to claim someone did something, often something illegal;
 - c) to try to reverse the judgment of a court.
2. The meaning of "convict" is:
 - a) a court worker who enforces the judge's orders;
 - b) to hear the cases in the court;
 - c) to state that someone is guilty of a crime.
3. "Evidence" is:
 - a) a person who has been convicted by a court;
 - b) the crime of selling illegal drugs;
 - c) the information that is used in a court case to show innocence or guilt.
4. "Illegal" is:
 - a) something that is not allowed by the laws of a country;
 - b) a situation where a guilty person has been punished;
 - c) a person who is not an adult and is often dealt with in special courts.
5. "A prison sentence" is:
 - a) the time that a criminal has to spend in prison;
 - b) the crime of taking something from a shop without paying;
 - c) acting without proper care for the consequences.
6. "A lawsuit" means:
 - a) a legal action against someone in a court of law;
 - b) a trial at court between two private parties;
 - c) an official claim that a person broke the law.

Task 7. Translate the extract of the Company's Act (Memorandum of Association of a Public Company) into your mother tongue using functional substitutions, additions, replacements.

The Memorandum of Association of a company is an important corporate document in certain jurisdictions. In the UK, it is presented together with the Registrar of Companies during the process of incorporating a company. It is the document that regulates the company's external affairs and complements the articles of association which cover the company's internal constitution. It contains the fundamental conditions under which the company is allowed to operate. Every company must be run in accordance with its Memorandum of Association which expresses its purpose and powers showing its external status.

The Memorandum of Association covers key matters such as the company name, whether the company is a public company or private company, its domicile, its objects and its share capital. The objects clauses define the business activities of the company. Changes to each of these provisions of the Memorandum of Association generally require special procedures and must also be notified to the Company's Registry. Changes to the objects in the Memorandum of Association can be made in the same way as changes to the Articles of Association. Here is an example of a form of Memorandum of Association of a Public Company Limited by Shares (having a share capital). It includes the following information:

1. The name of the company is "The Western Packet, public limited company".
2. The company is to be a public company.
3. The registered office of the company will be situated in England and Wales.
4. The objects for which the company is established are, "the conveyance of passengers and goods in ships or boats between such places as the company may from time to time determine and the doing of all such things as are incidental or conducive to the attainment of the above object".
5. The liability of the members is limited.

6. The share capital of the company is £50.000 divided into 50,000 shares of £1 each.

7. We, the several people whose names and addresses are subscribed, are desirous of being formed into a company, in pursuance of this Memorandum of Association, and we respectively agree to take the number of shares in the capital of the company set opposite our respective names.

8. Dated the third day of March, 2020. Witness to the above signatures.

9. In this case it is added: "Every member of the company undertakes to contribute to the assets of the company in the event of its being wound up while he is a member, or within one year afterwards, for payment of the debts and liabilities of the company, contracted before he ceases to be a member, and the costs, charges and expenses of winding up the same and for the adjustment of the rights of the contributories amongst themselves, such amount as may be required, not exceeding £20".

Task 8. Imagine that you are going to write "The Memorandum of Association" between your company and the company of your partner. What steps will you undertake to sign this legal document?

Unit 8

Translation in Business Negotiations

Task 1. Negotiation is referred to as the style of discussing things among individuals in an effort to come to a conclusion satisfying all the parties involved. Read the text about some of negotiation techniques.

A. ___ One should be focused on what he wants. First ask yourself what is the purpose of this negotiation? What do you actually want? What is the affordable price for you? Be firm and stick to it. Be very specific and clear.

B. ___ Don't assume that the other person can read your mind on his own. One needs to ask for what he wants. A mother will not feed her child unless and until he cries. Speak your heart out. If you are not satisfied with the deal, show your displeasure to others. Express them that you are not very happy with the price and it needs to be revised.

C. ___ Listen to others as well. Think about their interest and needs as well. Don't ask for anything which would not benefit the second party. Don't jump to conclusions and never interfere when the other person is speaking. Listen to the other party's proposal as well; he might come up with something unique which you could not even think.

D. ___ Find out even the minutest detail you think is important and you might require at the time of negotiation. Be prepared for everything. Remember the second party might ask you anything.

E. ___ Don't ask for something you yourself know is not possible. Don't quote anything just for the sake of it. One should be a little practical in his approach. Don't ask for irrational discounts. Be logical. It's nothing bad to think about your personal interests, but one should not be mad for it. If you want to purchase something, also remember that the store owner has to earn his profits as well.

F. ___ Take care of your posture and body movements. While speaking, don't look around or play with things. It's just a discussion, no one will kill you if you are not able to close the deal. Don't stammer in between or start sweating in front of others. The second party will take undue advantage if they find you nervous. Take care of your dressing as well. Don't wear anything which is too casual. If you dress casually, people will not take you seriously.

G. ___ Take your time to discuss things among yourselves. Make sure you are deciding something which would be a win situation for all. Never drag

any discussion and make the conversation too long. Too much of pleading and persuasion result in a big zero and no conclusion can be drawn out of it.

H. ___ An individual has to compromise sometimes to come to an output. If you feel that if you accept some terms and conditions, things would be better and it would not harm you much, go ahead. Everyone needs to compromise sometimes or the other. Even in marriages, one partner needs to negotiate with the other for better understanding.

I. ___ Communication is also important in negotiation. One should not confuse others. Playing with words is one of the biggest threats to negotiation. Don't use derogatory or lewd remarks against anyone.

J. ___ For a third party it's always better to sign a contract or have something in black and white so that nobody backs out later. It's always better to sign agreements in the presence of both the parties for better transparency. At workplace after every discussion and negotiation, emails or minutes of the meeting must be circulated among all the team members for everyone to get a clear and the same picture.

Task 2. Match the subheadings 1 – 10 with paragraphs A – J.

1. Be a patient listener.
2. Be realistic.
3. Be very focused.
4. Be well informed about everything related to the deal.
5. Don't be in a hurry to close the deal.
6. Know where to compromise.
7. Look confident.
8. Maintain clarity when signing agreements.
9. Never keep things to yourself.
10. Speak clearly and precisely.

Task 3. Fill in the gaps in the sentences 1 – 10 with the missing words and expressions a – j.

- a) a successful outcome;
- b) background research;
- c) can benefit both parties;
- d) deal with stress;
- e) hasty decisions;
- f) seek clarification;

- g) self-control;
- h) to focus on the main issues;
- i) to reach a compromise;
- j) to reach an agreement.

1. ... is a key quality – you should be careful not to let emotional reactions influence your judgement.

2. Being able ... is a critical ingredient and it is important to understand that you may have to make concessions.

3. Understanding the position of the other side is essential if you are going

4. Allowing time for arguments to be developed and not making ... are two important qualities.

5. Distinguishing what is important from what is not helps

6. Reacting calmly to criticism will help to increase the chances of

7. Doing the ... before entering a negotiation means that you will be able to anticipate problems that may arise and the positions people will adopt on certain issues.

8. Looking for a solution that ... is the key to win-win negotiating.

9. Being able to ... will enable you to remain composed during a negotiation.

10. Listening carefully to what people have to say is essential in order to understand exactly what they are expecting from you and to ... where necessary.

Task 4. Choose the appropriate category and find Ukrainian equivalents for these expressions.

A. Opening a negotiation	1. Correct me if I'm wrong but are you saying that ...?
B. Putting forward a proposal	2. Could you be more specific?
C. Agreeing with a proposal	3. I don't think we can commit ourselves just yet.
D. Disagreeing with / refusing a proposal	4. I think we could give you ...
E. Imposing conditions	5. If I've got this right, you are suggesting ...
F. Asking for clarification	6. I'll have to get back to you on that.
G. Summarizing what has been said	7. I'm afraid that's not exactly what I had in mind.
H. Postponing a decision or playing for time	8. It seems best to start with ...
	9. It's a deal.
	10. That would be on condition that ...
	11. That's exactly what we are looking for ...
	12. That's fine by me ...
	13. That's not how we see it.
	14. The first thing I would like to discuss is ...

1. Concluding a deal	15. We can't accept that unless ... 16. What exactly are you proposing? 17. What we are proposing is ... 18. You've got yourself a deal
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Task 5. Put "Do" or "Don't" before each of the tips for successful negotiations.

1. _____ ask questions.
2. _____ attack.
3. _____ be sarcastic
4. _____ blame.
5. _____ build on common ground.
6. _____ criticize.
7. _____ explain your feelings.
8. _____ listen.
9. _____ summarize.
10. _____ threaten.

Task 6. Match four aspects of good preparation for negotiations (1 – 4) with their importance (a – d).

<ol style="list-style-type: none"> 1. Knowing your aims and objectives 2. Knowing your own strengths and weaknesses 3. Preparing an opening statement 4. Preparing any figures, calculations and other materials 	<ol style="list-style-type: none"> a) creates reasonable expectations. b) helps clear thinking and purpose. c) helps you to know the situation or context in which you want to work. d) means you can support your argument
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Task 7. Most formal negotiations begin with an opening statement from each part. Read an opening statement from the Production Manager of a Singaporean company called PJ. Tick four of the eight statements below which represent what is written in the text.

1. PJ Associates want to agree a complete sale of their ideas.
2. PJ Associates want to reach a final agreement in this negotiation.
3. PJ Associates would like to consider joint product development.
4. The two parties want to resolve a conflict.
5. These are preliminary talks.
6. They want to agree on a name for the joint venture.
7. They want to consider working on a consultancy basis.
8. They would also consider license agreements.

Well, thank you for coming here today. As you know, we have a busy agenda. May I begin by outlining some basic thoughts that we have on this meeting. First of all, we see it very much as a first meeting, a preliminary negotiation to identify areas in which we can perhaps work together on certain products – prototype products – that we have developed. There are two, possibly three, ways in which we might go forward. I'd like to summarize these under three headings. First, development projects, second, license agreements. The third is the possibility of some kind of consultancy relationship. Is everyone happy if I say a few words about these to begin with? Right, well, first of all, joint development projects.

Task 8. Find the correct definitions for the following words.

1. Agenda.
2. Agreement.
3. Compromise.
4. Contract.
5. Evidence.
6. Negotiation.
7. Priorities.
8. Proposal.

- a) a legal document that gives details of an agreement;
- b) meeting between at least two parties that aims to reach an agreement;
- c) plan for the meeting or negotiation;
- d) information used to help make your point in a negotiation or meeting;
- e) agreement that is between the starting positions of both sides in a negotiation;
- f) most important needs or demands;
- g) position (maybe a final one) that both sides accept;
- h) offer.

Task 9. The documents which are usually written at any negotiations are called "agenda and minutes". Translate both documents and do the activity that follows.

Agenda. The negotiations are conducted at 10 a.m. Wednesday 25 March 2021, Boardroom of Of-Op Ltd, Mowbray Road. The issues to argue are:

1. Minutes of last meeting.

2. Parking facilities.
3. Holiday staffing problems.
4. Any other business.

Minutes

The meeting took place on Wednesday 25th March in the boardroom at Of-Op Ltd, Mowbray Road. Those present were Mr. Norman (the chairman), Ms. Roberts, Ms. Kramer and Mr. Griffiths. Mr. Goode sent his apologies.

Mr. Norman opened the meeting at 10:05 a.m. The minutes of the last meeting (Monday 23rd February) were read and approved.

Parking facilities were discussed. Ms. Roberts said that the staff were unhappy because there were no parking facilities at Of-Op. She said that local meters and car parks were inconvenient and expensive. Ms. Kramer suggested that the firm should subsidize parking on meters and in the car parks. Mr. Griffiths said this discriminated against people who did not have cars. The meeting turned down Ms. Kramer's suggestion.

Mr. Griffiths said that there was room at Of-Op for six parking positions. Ms. Roberts said that two positions were permanently taken up by company vans. Ms. Kramer suggested that the executives of Of-Op should have a rota system for parking in the remaining four places. Mr. Norman took a vote and the meeting agreed with Ms. Kramer's suggestion. Ms. Kramer said that she would draw up the rota.

Mr. Griffiths and Ms. Roberts had to leave early. The discussion of holiday staffing problems was postponed until the next meeting.

Mr. Norman closed the meeting at 10:55.

Choose the best answer in each sentence.

1. One of these people was not at the meeting:
 - a) Mr. Goode;
 - b) Mr. Norman;
 - c) Ms. Roberts;
 - d) Ms. Kramer.
2. "To reject" means:
 - a) to draw up;
 - b) to turn down;

- c) to take up;
 - d) to take place.
3. What was the main issue to discuss at the meeting:
- a) parking facilities;
 - b) people who have no cars;
 - c) holiday staffing problems;
 - d) rota?

Task 10. Translate the following letter from Milton Trust Ltd. to a property developer, Uptrans Development Limited, summarizing the points agreed in the negotiation and outlining the next steps. Fill in gaps 1 – 10 with appropriate words a – j.

- a) agreed;
- b) confirm;
- c) developed;
- d) drawn up;
- e) enclosed;
- f) examined;
- g) excluded;
- h) included;
- i) signed;
- j) specified.

Dear Mr. Crane,

I am writing to (1) ... the points (2) ... in the above meeting, held to discuss the sale of the former railway land to Milton Trust Limited.

We would like to confirm through this letter and the (3) ... drawings that the property (4) ... in the above sale consists of the land presently occupied by the station buildings and also the former car parks to the east of the station, the offices to the west and the warehouses alongside the tracks. The government-owned housing on the north side of the railway lines is (5)

We also agree that the station will be renovated by Uptrans Development Ltd. and that Uptrans will be responsible for running an eventual museum and paying a rent of £100,000 per year to Milton Trust. The remaining land will be (6) ... by Gibson Trust and later sold off separately. The development is intended to be for commercial and residential use. The eventual use of the land should be (7) ... in the contract.

Our next meeting will be on May 15 at 10 a.m., at which development plans will be (8) Soon after this, contracts will be (9) ... then we will need time to consider the contracts but hopefully they will be (10) ... by the end of September. Do contact us if you have any comments or alterations you would like to make to this summary.

Thank you once again for a very constructive meeting and we look forward to seeing you again on May 15.

Yours sincerely,
Jack Beargman
Chief Negotiator

Task 11. Translate the negotiation quotes, negotiation sayings, and negotiation proverbs. Find Ukrainian equivalents for these expressions.

1. Let us never negotiate out of fear. But let us never fear to negotiate.
(John F. Kennedy)

2. To win a negotiation you have to show you're willing to walk away. And the best way to show you're willing to walk away is to walk away.
(Michael Weston)

3. Relationships are a constant negotiation and balance. *(Claire Danes)*

4. During a negotiation, it would be wise not to take anything personally. If you leave personalities out of it, you will be able to see opportunities more objectively. *(Brian Koslow)*

5. In any negotiation, the one who first gives a number is the loser.
(Kenneth Eade)

6. In all negotiations of difficulty, a man may not look to sow and reap at once; but must prepare business, and so ripen it by degrees. *(Francis Bacon)*

7. If you come to a negotiation table saying you have the final truth, that you know nothing but the truth and that is final, you will get nothing. *(Harri Holkeri)*

8. What is negotiation but the accumulation of small lies leading to advantage? *(Felix Dennis)*

9. Any negotiation involves compromise and no one will get everything they want. *(Nicky Morgan)*

Unit 9

Translation of Business Letters

Task 1. Read the text and find the end of the sentences below.

A letter is a written form of interaction and communication between people. Translation of letters is required in case of commercial correspondence with foreign partners, business notifying documentation and private necessity. Translation of letters can be literal or approximate, according to requirements of the customer. The main feature of translation is the linguistic literacy, only in this case translation of a letter can be of high quality. Business letters include corporate correspondence, written proposals, complaints, instructions, internal orders, etc. Before translating this type of documentation, it is necessary to adhere strictly to the style of the original. A mistake can entail financial and moral losses for the customer. Translation of business letters has to meet standards of business ethics and the lexical component which includes terminology according to the firm's specialization.

Letters can be written and sent in paper form, both in printing and in a hand-written look. Nowadays the most popular form of letters is digital correspondence. It includes not only e-mails, but also messages in the programs "Skype", "Viber", "WhatsApp" and other applications in which sending text messages is provided. Internet publications in the form of a proposal to clients, business corporate correspondence and personal communication are also considered to be letters. As a rule, any letter contains information on the names of the sender and the recipient, the date of the letter and the text.

When translating personal letters, it is necessary to observe the requirement of confidentiality. Translation has to be carried out with the observation of linguistic standards, information transfer has to be as close as possible to the original.

1. Translation of letters is necessary in case of
2. Translation of letters can be literal or
3. Business letters include
4. Translation of business letters has to meet
5. Nowadays the most popular form of letters is
6. There are such applications in which sending text messages is provided as
7. The internet publications, which are considered to be letters, are

8. Translation of personal letters must be
9. Translation of letters has to follow
10. As a rule, any letter contains information
11. When translating personal letters

Task 2. A translator should be well aware of strict rules of writing business letters.

A. Put the parts of the letter in the correct order.

- A. The letterhead (the address of the firm sending the letter, often printed on paper).
- B. The name, position, firm and address of the addressee.
- C. The polite ending.
- D. In this paragraph you state one or more reasons for writing the letter.
- E. The name of the addresser.
- F. The addresser's position in the firm.
- G. This paragraph says what you want or what you are doing (the real reason for writing the letter).
- H. You write 'yours sincerely', if you know the name of the addressee, and 'yours faithfully', if you don't.
- I. The date.
- J. The addresser's signature.
- K. The additional material that is part of the message (here the enclosures are the brochure and the pricelist).
- L. The salutation to the addressee.

R. Willow & Son Ltd.
21 Mead Road, Swansea, Glamorgan 3 ST IDR
Telephone: 58441

Mr. Klein,
Travel Agency, 54 – 59 Riverside,
Cardiff CFI 1 JW
14th July, 2020

Dear Mr. Klein,

I would like to inform you that I received 6 travel route brochures from your firm yesterday. My order number is 1325. It was ordered from your

winter catalogue No. TR116. But on unpacking it I found that those were not the brochures I asked for. I will not be able to satisfy my customers' orders.

I hope that you will send the necessary brochures and pack them thoroughly up as soon as possible, if you don't want to lose a client. We would be greatly appreciating if you fulfil our order efficiently.

Yours sincerely,
R. Hughes

Encl.

B. Answer the questions about the letter content.

1. Why did Mr. Hughes write a letter to Mr. Klein?
2. What is Mr. Klein supposed to do about the problem?
3. Why is Mr. Hughes not going to complain to executive offices to fix the situation?
4. Is Mr. Hughes sure that Mr. Klein will not make the same mistake again?
5. Which words in the letter correspond to the following: investigated, seems, ordered, collect, lost?
6. How is the letter finished?

Task 3. Read the rules and answer the questions below.

Rule 1. In English the capital letter is used with proper names (English, French); names of companies, firms, departments, positions; abbreviations; names of cities, states, streets, hotels, rooms; names of months, days and weeks.

1. How will you write the same words in your mother tongue?
2. How will you translate Харківський національний економічний університет ім. С. Кузнеця?
3. How do you translate пан, пані, бухгалтерія; відділ наукових досліджень?
4. How do you translate № 6, вул. Яблунова, Харків, 61005, готель "Савой", кімната 308?
5. How do you translate Президент, Рада директорів?

Rule 2. In English a comma is put after the name of a month before a year (12th April, 2021); if the date is after the name of a month, a comma is put after the date (April 12, 2021). A comma is put after the names of firms, companies or organizations, names of districts, cities, states. Sometimes it is not put between the house number and the street's name. A comma is put after the greetings in British (Dear Sir,) and a colon is put in American English (Dear Sir:).

1. Where do we put punctuation marks in English and where we don't?
2. Is there any difference in putting punctuation marks in Br. and Am. English?
3. How do you translate "The Modern Machine Tool Company, Ltd"?
4. How do you translate "Dear Sir, in answer to your letter"?
5. How do you translate "Dear Sirs: We have received your letter of May 1, 2020 ..."?

Task 4. This is a formal letter to a Bank Manager complaining about a cheque that was not honored by the Bank. Some words and phrases are not suitable for a formal letter. Find them in the text and correct. The list of correct words and phrases is given below.

A member of your staff; I should be grateful if you could; at your earliest convenience; 20 January, 2019; contacted my branch; I am writing to lodge a complaint about the fact; therefore; the gentleman; the bank; I should also like; I look forward to hearing from you; failed to honor; telephone; 25 January, 2019; what action you propose to take; sufficient; was in credit; Yours sincerely; very; received; Dear.

Hello Mr Underall,

Just a few lines to say that you bounced a cheque, which was presented for payment on 25/1/96, in spite of the fact that my account had money in it at the time of presentation. I would also like to make a complaint about the subsequent service I got from one of your chaps.

I would call your attention to the fact that a banker's draft for £150 was paid into my account at your branch by my elder daughter, Rebecca Merstone, on 20/1/96, five days before the said cheque was presented and refused. The following day my younger daughter, Rosie, also paid £100 in cash into

my account. There were, then, enough funds in my account at the time of presentation and the cheque should have been cleared. And I'd like to point out that I got in touch with you by phone and the chap I spoke to was really rude. Not being used to such behavior, I was, as you can imagine, left speechless.

Please inform me what compensation you propose to offer me for my inconvenience in this matter and what you are going to do with the rudeness of the cashier.

Look forward to hearing from you when you've got the time.

Best wishes,

Ms Caroline Grinaide.

Task 5. Translate the following letter into your mother tongue.

Шановний Олександр Валерійовичу!

Компанія "Web-IT" активно працює на українському ринку з 2005 року та надає повний спектр послуг у сфері ІТ-технологій. Співробітники нашої компанії мають відповідну кваліфікацію і великий досвід роботи.

Нашим головним напрямом є допомога в успішному веденні бізнесу в інтернеті. За час нашої діяльності ми виконали ряд великих замовлень та допомогли перевести бізнес наших клієнтів в інтернет, серед яких є такі компанії як: ТОВ "Край", інтернет-магазини "Сіріус", "Холод", "СантехСвіт", агентства "Квартал", "ПодорожТур" та інші.

Своїм клієнтам ми надаємо наступні послуги:

розробку сайтів візиток, інтернет-магазинів;

створення логотипів, зміна дизайну сайтів;

просування сайтів в пошукових системах Google, Яндекс, Yahoo;

супровід та наповнення інтернет-ресурсів;

проведення робіт направлених на збільшення конверсій, прямих замовлень;

автоматизація продажів.

Ми завжди прислухаємося до вимог клієнтів і виконуємо роботу вчасно та згідно з договором. Своїм постійним клієнтам ми пропонуємо постійні знижки.

Для отримання більш докладної інформації завітайте до нашого сайту – rozovna.in.ua, або зверніться за телефоном, вказаним нижче.

З повагою,

Директор "Web-IT" Кошовий В. І.

Task 6. An e-mail is usually shorter than other forms of communication and the language is simple and concise. The tone of e-mails to superiors or people outside the company should be formal. But 'in-house' e-mails between colleagues can be semi-formal.

Write an e-mail (February 17, 2021, 5:30 p.m.) to your business partner, Kate Gragory, Top Manager of a small consulting firm explaining your reasons to start a new business and your ideas about the business plan.

Task 7. This letter was dictated by Laurence Bradbury to his secretary, Sylvia Moody. She must put in the capital letters and punctuation. Write out the letter using the proper business letter format. Don't forget the date and the addresses. Remember that not everything he says will go in the letter.

Take a letter please, Miss Moody. It's to Dennis Kiley of Brownlee & Co. His address is on his letter to us – dear Mr. Kiley thank you for your letter of 26th October and for the enclosed catalogue and price list (new paragraph) I am very interested in your high-backed executive chairs but I notice that you only advertise them in olive green or dark brown is it possible to order them in black if so I would like to order twelve for our boardroom (new paragraph) I look forward to hearing from you in the near future yours sincerely etc.

Task 8. A business memo is a short yet formal document used for communication between employees. Memos are brief, effective and easy to navigate. A memo is primarily used for internal purposes. It begins with the date: (current month, day, year); the names of employees within the organization to whom it is addressed; from whom it is addressed; the subject; memo's body and initials in most cases at the end of it.

Send a memo to all departments from the head of the accounts department. Remind everyone to send all their signed delivery notes to the accounts department as soon as they arrive. Say that some departments are not doing this at the moment. Explain why it is important.

Unit 10

Translation of a Thesis Abstract

Task 1. Read and translate the text and determine its style and genre.

Why Are Abstracts Used?

An abstract is an integral part of the thesis. Abstracts give readers a chance to see quickly what the main contents and sometimes methods of a piece of writing are. They enable readers to decide whether the work is of interest for them. An abstract usually includes: a title identical to the title of the thesis; the name of the author; the date of the thesis; where the thesis is submitted or published; the main topic of the thesis; the purpose of the thesis; the methods used to research information; further subsections within the thesis; results; conclusions or recommendations. References are not allowed, there should be no references to certain tables and illustrations. Using key words and regular terminological phrases (printed in capital letters in the nominative case in a line through a comma) in an abstract is important because of today's electronic information systems. A web search will find an abstract containing certain key words. Among the key words there should be words that can describe the essence of the problems considered in the diploma paper.

There is no exact standard of writing a resume. Usually the form of writing it is sufficiently liberal. Each university has its own requirements for writing such works. More detailed information is provided in the introduction to the thesis, the relevance of the topic of the scientific paper, the level of development, as well as the ways of solving the problems. 150 – 350 words should be enough for an abstract for a bachelor's or master's thesis, but you can check with your thesis supervisor. To write an effective abstract, follow these steps: write the abstract after you have finished the thesis; identify the aims, methods, scope, results, conclusions, and recommendations of your thesis in key words; use your headings and table of contents as a guide to writing your abstract; when you have finished, use spellcheck software; show the abstract to someone who has not read your thesis and ask him/her if the abstract makes good sense.

A short abstract can be either a single paragraph or you can divide your abstract into short paragraphs: first paragraph: state what the thesis is about, give a simple statement of aims and methods; second paragraph: explain the structure of the thesis and say something about the content; third paragraph: give a concluding statement, including a short summary of the thesis.

Abstract and thesis titles should be kept as short and sweet as possible and be to the point: headings and subheadings should not end with full stops; do not place headings and subheadings within quotation marks; first and last word should always be capitalized; do not capitalize articles (the, a, an), prepositions (to, from, with, over, etc.), or coordinating conjunctions (and, for, or, nor, etc.); do capitalize nouns, verbs (even short ones like Is), adverbs, adjectives, subordinating conjunctions (Although, Because, Due to, etc.) and pronouns.

Task 2. Match the halves of the sentences.

<ol style="list-style-type: none"> 1. An abstract usually includes 2. References are not allowed 3. A web search will find 4. 150 – 350 words should be enough for 5. Abstract and thesis titles should be kept 	<ol style="list-style-type: none"> a) an abstract containing certain key words. b) a title identical to the title of the thesis; the name of the author; the date of the thesis; where the thesis is submitted or published; the main topic of the thesis; the purpose of the thesis; the methods used to research information; further subsections within the thesis; results; conclusions or recommendations. c) to certain tables and illustrations. d) an abstract for a bachelor's or master's thesis, but you can check with your thesis supervisor. e) as short and sweet as possible and be to the point: headings and subheadings should not end with full stops; do not place headings and subheadings within quotation marks
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Task 3. Writing an abstract requires the use of special terms. Match the words in column B with their translation in column A.

Abstract terms

A	B
1. Тема реферату	a) novelty
2. Об'єкт дослідження	b) outcomes/results
3. Предмет дослідження	c) extent of implementation
4. Мета роботи/дослідження	d) key words
5. Метод/методологія проведення дослідження	e) validation
6. Актуальність	f) reliability of materials and results
7. Отримані результати	g) object of research
8. Новизна	h) topic of summary/abstract/résumé
9. Ступінь впровадження	i) subject of research
10. Рекомендації щодо впровадження	j) recommendations on implementation
11. Техніко-економічна значущість	k) technical and economic/social value
12. Ключові слова	l) goal/aim/purpose of research
13. Підтвердження	m) method/methodology of carrying out / conducting research
14. Вірогідність матеріалів і результатів	n) independence of doing university degree research/diploma paper
15. Самостійність виконання дипломної роботи	o) topicality

Task 4. Language is very important for writing an abstract. Translate the following phrases and put them in the correct groups.

Introduction (usually in the present, present perfect or simple past tense)	Materials and methods (in the past tense)	Conclusions (in the simple present or past tense)

A. The purpose of this study is to investigate/determine the effects of ... on; the goals of this study are to determine; this study is specifically concerned with the effect of ... on; this study is an initial attempt to investigate the relationship; this study has two major purposes: (1) to investigate ... (2) to demonstrate; the aim of this study is to identify the characteristics of; the major objective of this study is to; the aim/topic/goal of the present paper is to; this thesis discusses/describes/analyses/studies/focuses on / deals with; this study/experiment/research/survey was aimed at developing /improving/ testing; the project was designed to.

B. This study was conducted in; the empirical part of this study was conducted in May 2020; data for this study/research were collected / gathered/obtained from/by/through/with the help of/among; the subjects of this study were; the sample was selected from; six groups, each consisting of; twenty companies were selected for this investigation; using local and national data, this study was designed to investigate; this questionnaire investigated how companies view their; respondents filled in a form / indicated their preferences; interviews were conducted by/with.

C. These results suggest that; the results show/reveal; it was concluded that; this study/survey shows/supports/questions/implies/indicates; on the basis of the results of this research, it can be concluded that; the results provide some support for; the results did not support the expectations that; these data support the view that.

Task 5. Fill in the gaps with the appropriate words.

Connecting words, verbs, nouns.

1. _____

Show, demonstrate, illustrate, prove, argue, examine, explore, look into, consider, deal with, address, involve, relate to, refer to, draw on, explain, investigate, highlight, outline, provide an overview of, define, distinguish between, indicate, support, reveal, suggest, conclude, recommend.

2. _____

Intention, purpose, aim, objective, thesis, argument, issue, assumptions, methods, premises, results, conclusions, outcome, recommendations.

3. _____

However, first, second, then, finally, thus, for example, furthermore, in addition, in conclusion, by contrast, nonetheless, consequently, etc.

Task 6. Read two translations of the texts below, compare them paying attention to some grammar structures and the specific financial terms. Choose the best translation and explain your choice.

Key words: labor migration, youth migration, intellectual migration, contract migration, migratory policy	1. Ключові слова: міграція робочої сили, молодіжна міграція, міграція на основі офіційних угод, еміграційна та імміграційна політика	2. Ключові слова: трудова міграція, міграція молоді, інтелектуальна міграція, контрактна міграція, міграційна політика
A. The subject of the research is regulation of international migration processes	1. Предметом дослідження є регулювання міжнародних міграційних процесів	2. Об'єкт дослідження – регулювання міжнародних еміграційних процесів
B. The goal of the work is to work out various mechanisms of improving the state migration policy	1. Мета дослідження – розробка механізмів удосконалення державної міграційної політики	2. Метою роботи є відпрацювання різних механізмів вдосконалення державної міграційної політики
C. In order to achieve the goal the following research was conducted: the research on the processes of regulation of labor migration, various instruments of processes of international labor migration, various measures of labor migration regulation,	1. В процесі роботи були проведені такі дослідження: дослідження процесів міжнародної міграції робочої сили, заходи регулювання трудової міграції, проведений аналіз міграційних процесів і механізмів регулювання трудової міграції в державі Україна, визначені основні	2. Досліджено процеси регулювання трудової міграції, різні інструменти процесів міжнародної трудової міграції, різні заходи регулювання трудової міграції, аналіз міжнародних міграційних процесів та заходи щодо її регулювання в Україні; були визначені основні методи

analysis of international migration processes, and measures for regulation of migration in Ukraine were studied, the major techniques of improving the Ukrainian migration policy were identified	шляхи удосконалення міграційної політики в Україні	вдосконалення української міграційної політики
D. The novelty of the research is in the recommendations on the improvement of the migration policy of Ukraine	1. Елементами новизни проведеного дослідження є рекомендації щодо удосконалення міграційної політики України	2. Новизна дослідження полягає в рекомендаціях щодо вдосконалення міграційної політики України
E. The area of perspective application is using recommendations in migration policy of Ukraine in order to improve effectiveness of international labor migration policy	1. Галузь можливого практичного використання: рекомендації можуть бути використані в галузі регулювання міжнародних міграційних процесів в Україні з метою підвищення ефективності процесів регулювання міжнародної міграції робочої сили	2. Сферою перспективного застосування є використання рекомендацій міграційної політики України з метою підвищення ефективності міжнародної трудової міграційної політики
F. The author of the paper confirms that analytical and calculated data given here objectively reflect the state of the process researched in a right way and all the theoretical and methodological statements and ideas that have been borrowed from published and other types of sources are precisely referred to the respective quotations	1. Автор статті засвідчує, що аналітичні та розрахункові дані, наведені тут, об'єктивно відображають стан досліджуваного процесу у правильному порядку, та всі теоретичні та методологічні твердження та ідеї, які були запозичені з опублікованих та інших типів джерел точно посилаються на відповідні цитати	2. Автор роботи підтверджує, що розрахунково-аналітичний матеріал, який поданий в ній, правильно і об'єктивно відображує стан досліджуваного процесу, а всі запозичені з літературних або інших джерел теоретичні та методологічні твердження і концепції супроводжуються посиланнями на їх авторів

Task 7. Translate the following part of the abstract into English.

Організація зовнішньоекономічної діяльності склозаводу "Неман" і стратегія його розвитку.

Об'єктом дослідження є ВАТ "Склозавод "Неман".

Мета роботи – визначення напрямів стратегічного розвитку зовнішньоекономічної діяльності склозаводу "Неман".

В процесі роботи проведено аналіз внутрішнього і зовнішнього середовища склозаводу, визначено ступінь впливу макросередовища і безпосереднього оточення на стратегічний розвиток підприємства, зроблено розрахунки за структурою основних видів сировини і допоміжних матеріалів, які використовують у виготовленні виробів із скла.

Як результат проведеного аналізу виявлено основні проблеми проведення зовнішньоекономічної діяльності на підприємстві і визначено основні напрями реструктуризації й перспективи розвитку склозаводу "Неман".

Автор роботи підтверджує, що наданий в ній цифровий матеріал вірогідно і об'єктивно відбиває стан досліджуваного процесу, а всі запозичені із літературних та інших джерел теоретичні і методологічні твердження і концепції супроводжуються посиланнями на їх авторів.

Task 8. Here is an abstract sample of a student of the Technical University of Applied Sciences Wildau, Germany. Read and analyze it. Answer the questions below the text.

Master's Thesis

Greg Bond, Physics Engineering, Technical University of Applied Sciences Wildau.

Abstract of Master's Thesis, Submitted 29 February, 2020:

Development of NonoXYZ Technologies to Ascertain the Existence of Cheese on the Moon.

The aim of this thesis is to test the use of NonoXYZ technologies in ascertaining the existence of cheese on the moon.

NonoXYZ technologies have been successfully used to test the existence of water in Wildau, but to date no further applications are known. For this reason, the author decided to test further applications, with the aim of describing the technology's suitability for further development.

This thesis first examines the testing procedures for the water in Wildau experiment, and presents the results. In a second stage several adaptations to NonoXYZ for the testing of the existence of cheese on the moon are undertaken. Finally, the technology is applied to the question of cheese on the moon, within a six-week testing phase. At the end of each week the testing apparatus is fine-tuned, and experiment results are charted every twenty-four hours.

The results of the experiment show that NonoXYZ technologies are well suited to ascertaining the presence of water in Wildau, but were unable to be sufficiently modified for the purpose of ascertaining the existence of cheese on the moon. The author recommends further modification to the technology before any other uses are considered.

1. Who is the author of the thesis?
2. What is the title of the thesis?
3. What is the aim of the thesis?
4. What is new in the carried out experiment?
5. What does the thesis examine first?
6. What is recited in the second part of the work?
7. What is charted at the end of each week?
8. What did the results of the experiment show?
9. What is the drawback of this thesis?
10. What are the author's recommendations?

Task 9. Write an abstract of your diploma project using the recommendations given in this unit.

Practice Test Sample

Task 1. Match the parts of the invoice in column B with the layout of the invoice in column A.

A	B
1. The name of the supplier	a. 2-08-2020
2. The name of the buyer	b. 5,24
3. The date when the invoice was sent	c. 26,20
4. Description	d. 5
5. Unit price	e. KONINKLIJKE MOORMAN KARTON WEESP B. V. Pampuslaan 125, 1382 JM Weesp, Netherlands
6. Amount	f. LIA Ltd, 27/7 Vorobieva str., Kharkiv, Ukraine
7. Total	g. Passepartoutkarton 81,3 X 101,6 cm

Task 2. Translate the part of an auditor's report into your first language.

We have audited the Consolidated Financial Statements of BASF SE and its subsidiaries (the Group), which comprise the balance sheet as of December 31, 2020, statement of income, statement of income and expense recognized in equity, statement of cash flows, statement of equity for the financial year from January 1, 2020 to December 31, 2020 and Notes to the Consolidated Financial Statements, including a summary of significant accounting policies. In addition, we have been instructed to express an opinion as to whether the Consolidated Financial Statements comply with full IFRS. In accordance with the German legal requirements we have not audited the content of the non-financial statement and the corporate governance statement which are included in the Group Management's Report and are identified as unaudited other information.

The accompanying Consolidated Financial Statements comply, in all material respects, with the IFRSs as adopted by the EU, the additional requirements of German commercial law pursuant to Section 315e (1) of the German Commercial Code (HGB) and full IFRS, and in compliance with these requirements, give a true and fair view of the assets, liabilities, and financial position of the Group as of December 31, 2020, and of its financial performance for the financial year from January 1, 2020 to December 31, 2020.

Task 3. Match the English sentences with their Ukrainian translation.

1. Whatever the cause of the fogging it must have extended high above the surface of the planet and therefore it may be distinguishable from the earth with careful observation.

2. Meanwhile the tape-recorded version of Picture No. 1 was fed into a television-like picture tube and photographed, to produce a picture in a more familiar form.

3. At the same time that the lens cover was removed the scanning platform that carried the camera was tested and left in a position that was correctly aimed at the planet.

4. It all too frequently occurs that specialists whose attention is focused on conditions of happenings at someone structural level fail to notice or fairly to appraise the relations of what they see to facts emerging at other structural levels.

A. Компактно записані сигнали першого зображення були відтворені за допомогою приймальної електронно-променевої трубки і сфотографовані у вигляді звичайного знімка.

B. Дуже часто трапляється так, що фахівці зосереджують всю свою увагу на умовах подій, що відбуваються на якомусь одному структурному рівні, і не помічають або недооцінюють зв'язок того, що вони спостерігають з фактами на інших структурних рівнях.

C. Незалежно від природи туману він певно розповсюдився високо над поверхнею планети і, отже, може бути виявленим при уважному спостереженні з землі.

D. Була дана команда для скидання кришки об'єктива телевізійної камери. Одночасно була проведена перевірка механізму повороту камери, яка після цього була націлена на планету і залишилась в цьому положенні.

Task 4. Translate the annotation into English.

Анотація

У статті розглядається питання управління процесом упровадження дистанційного навчання в школі. Визначено сутність дистанційного навчання, охарактеризовано зміст діяльності адміністрації школи щодо впровадження дистанційного навчання в школі. Розглянуто спосіб організації процесу навчання, заснований на використанні сучасних інформаційних і телекомунікаційних технологій, що дозволяють здійснювати навчання на відстані без безпосереднього контакту між викладачем і учнем.

Task 5. Write a formal business letter (40 – 50 words) (December 5, 2020) from Mike Downes, the PR Manager in the Microsoft Company (34627, Bleeker Str., Redmond, WA, USA) to Mrs. Wilson, Chief Executive in The New York Times (620, 8th Avenue, Manhattan, New York, 10018, U.S.) inviting the top management staff to the annual party of main shareholders. Include all details about the event.

Key

Unit 1

Task 1. 1. b; 2. c; 3. b; 4. c; 5. c; 6. a; 7. a; 8. a; 9. a; 10. b.

Task 2. 1. interpreter; 2. translator; 3. translator; 4. interpreter; 5. translator; 6. interpreter; 7. translator.

Task 3. 1. b; 2. c; 3. e; 4. a; 5. d.

Task 5. A. Парамант Пікчерз; Бі-Бі-Сі; Сі-Ен-Ен; Дженерал Електрик Корпорейшн; Лівай Стросс енд компані; Джонсон-енд-Джонсон Інкорпорейтед.

B. Уолл Стрит Джорнал (*артикуль не перекладається*); Егрікалчерал Енджинірінг; Джорнал оф Економікс; Куін Елізабет; Мейфлауер; Даунінг Стріт; Піккаділлі Серкус; Бедфорд Сквер; Медісон Авеню; Трафальгарський майдан; Ковент Гарден; Метрополітен Опера; Діп Перпл; Роллінг Стоунз; Спайс Герлз.

C. Консервативна партія; Рада безпеки; Палата представників; Держдепартамент США; Лейбористська партія, а не Трудова; Скотланд Ярд, а не Шотландський двір (*управління Лондонської поліції*); Форин Офіс, а не іноземна контора (МЗС Об'єднаного Королівства); Інтеллідженс Сервіс, а не служба розвідки (*розвідування Великобританії*).

Task 6. A. 1) точний, а не акуратний; 2) дійсний, а не актуальний; 3) претендент, кандидат, а не аспірант; 4) глина, а не клей; 5) колір обличчя, а не комплекція; 6) складальник, а не композитор; 7) дані, а не дата; 8) десятиріччя, а не декада; 9) відзнака, прикраса, а не декорація; 10) голландський, а не датський; 11) тканина, а не фабрика; 12) відомий, знайомий, а не фамільярний; 13) дріб (матем.), а не фракція; 14) список, а не лист; 15) недійсний, а не інвалід (*якщо наголос на другому складі*); 16) журнал, а не магазин; 17) мер, а не майор; 18) лікар-терапевт, а не фізик; 19) ректор, директор, а не принциповий; 20) виробництво, а не продукція; 21) перспектива, а не проспект; 22) добрі стосунки, а не рапорт; 23) квитанція, чек (із крамниці), одержання, а не рецепт; 24) психотерапевт, психоаналітик, а не терапевт.

В. 1) влада (рідше – авторитет); 2) діяльність, активність; 3) енергійний, наполегливий, а не тільки агресивний; 4) сальдо, залишок (на рахунку), а не тільки баланс, рівновага; 5) меблева секція, шафка; кабінет (міністрів); 6) фотоапарат, камера; 7) дійова особа; характер; 8) борець, прихильник, чемпіон; 9) стягувати, збирати, колекціонувати; 10) бетон; конкретний; 11) провідник, диригент, кондуктор; 12) зустріч, конференція; 13) внесок, контрибуція; 14) керувати, контролювати; 15) примірник, копія; 16) відповідність, допис в газеті; кореспонденція, листування; 17) заслуга, кредит; довір'я; 18) дуже важливий, критичний; 19) стихія, елемент; 20) малюнок, цифра, фігура; 21) відсоток (у банку), зацікавленість, інтерес; 22) керівник, лідер; 23) правовий, юридичний, легальний; 24) мітка, пляма, марка (торговельна); 25) священик, міністр; 26) країна, народ, нація; 27) число, кількість, цифра, номер; 28) мета, задача, об'єкт; 29) посадова особа, офіцер; 30) званий вечір, вечірка; сторона (в угоді), партія; 31) посада, позиція; 32) державний, суспільний; публічний; 33) розуміти, уявляти, реалізувати; 34) запис, звіт, платівка, рекорд; 35) звичайний, регулярний; 36) окремий сепаратний; 37) зустріч, заняття, репетиція; сесія; засідання; 38) роздуми, гіпотеза, припущення, спекуляція.

Task 7. 1. i; 2. k; 3. a; 4. b; 5. p; 6. d; 7. n; 8. e; 9. m; 10. c; 11. f; 12. o; 13. u; 14. g; 15. q; 16. s; 17. h; 18. t; 19. j; 20. l.

Task 11. 1. Amerasians; 2. baby-boomers; 3. can-do; 4. capital flight; 5. demerger; 6. e-commerce; 7. synergy; 8. cross-marketing.

Task 12. 1. a; 2. c; 3. c; 4. a; 5. c; 6. b; 7. a; 8. b; 9. b; 10. b; 11. c; 12. b.

Task 13. 1. depressed; 2. and by that; 3. behavior; 4. highlight; 5. on the surface; 6. to deal with; 7. improvement; 8. annoying; 9. punctuality; 10. consider; 11. on the dot; 12. deliberately; 13. to avoid; 14. accepted.

Task 14. 1. D; 2. F; 3. B; 4. C; 5. A; 6. E.

Task 16. 1. g; 2. n; 3. j; 4. m; 5. l; 6. d; 7. f; 8. k; 9. o; 10. a; 11. i; 12. b; 13. c; 14. h; 15. e.

Unit 2

Task 1. 1. b; 2. d; 3. f; 4. e; 5. c; 6. g; 7. i; 8. j; 9. h; 10. k; 11. a.

Task 2. 1. a; 2. b; 3. b; 4. a; 5. a.

Task 3. 1. b; 2. c; 3. a; 4. b; 5. a; 6. c.

Task 4. 1. journalistic; 2. science-popular; 3. science fiction; 4. scientific and technical; 5. publicist; 6. dramatic; 7. fiction.

Task 7. 1. A; 2. C; 3. E; 4. D; 5. B.

Task 12. 1. e; 2. c; 3. f; 4. g; 5. a; 6. b; 7. d.

Task 14. Luggage and travel bags.

Task 15. 1. distribution; 2. organization; 3. successful; 4. qualification; 5. analysis; 6. advertising; 7. creative; 8. extending.

Unit 3

Task 1. 1. a; 2. c; 3. b; 4. b; 5. a; 6. c; 7. a.

Task 2. B. 1. d; 2. f; 3. e; 4. b; 5. a; 6. c.

Unit 4

Task 2. 1. c; 2. e; 3. f; 4. a; 5. g; 6. b; 7. d; 8. h; 9. l; 10. i; 11. j; 12. k.

Task 5. 1. b; 2. g; 3. f; 4. a; 5. e; 6. i; 7. c; 8. h; 9. k; 10. j; 11. d.

Unit 5

Task 6. E; I; F; H; D; G; A; B; C.

Task 7. 1. B; 2. D; 3. C; 4. E; 5. A.

Task 8. 1. A; 2. C; 3. D; 4. B.

Unit 6

Task 1. B. Financial documentation: 1; 2; 4; 7; 10. Commercial documentation: 3; 5; 6; 8; 9.

Task 3. 1. e; 2. h; 3. a; 4. g; 5. b; 6. d; 7. c; 8. f.

Task 4. B. 1. Assumed Interest Rate. 2. Annual Percentage Rate. 3. Certificate of Deposit; 4. Contract; 5. Electronic Funds Transfer; 6. Exchange Traded Funds. 7. Euro. 8. Foreign Exchange. 9. International Financial Reporting Standards. 10. Limited Liability Company. 11. Money Market. 12. National Bank of Ukraine. 13. Organisation for Economic Co-operation and Development. 14. World Trade Organization. 15. Reference. 16. Securities Exchange Commission. 17. Standard Industrial Classification. 18. Ukrainian hryvnia. 19. Working capital.

Task 4. C. 1) No.; 2) plc.; 3) M15; 4) 7BJ; 5) Qty; 6) &; 7) CO; 8) LTD; 9) St; 10) Tel; 11) ref.

Task 6. A. 1. g; 2. c; 3. a; 4. i; 5. d; 6. b; 7. h; 8. j; 9. e; 10. f; 11. l; 12. k; 13. n; 14. m; 15. p; 16. r; 17. o; 18. q.

Unit 7

Task 5. 1. d; 2. g; 3. a; 4. k; 5. i; 6. o; 7. b; 8. l; 9. m; 10. c; 11. e; 12. j; 13. n; 14. f; 15. h.

Task 6. 1. c; 2. c; 3. c; 4. a; 5. a; 6. b.

Unit 8

Task 2. A. 3; B. 9; C. 1; D. 4; E. 2; F. 7; G. 5; H. 6; I. 10; J. 8.

Task 3. 1. g; 2. i; 3. j; 4. e; 5. h; 6. a; 7. b; 8. c; 9. d; 10. f.

Task 4. A. 8, 14; B. 4, 17; C. 11, 12; D. 7, 13; E. 10, 15; F. 2, 16; G. 1, 5; H. 3, 6; I. 9, 18.

Task 5. 1. Do; 2. Don't; 3. Don't; 4. Don't; 5. Do; 6. Don't; 7. Do; 8. Do; 9. Do; 10. Don't.

Task 6. 1. b; 2. c; 3. a; 4. d.

Task 7. 3; 5; 7; 8.

Task 8. 1. c; 2. g; 3. e; 4. a; 5. d; 6. b; 7. f; 8. h.

Task 9. 1. a; 2. b; 3. a.

Task 10. 1. b; 2. a; 3. e; 4. h; 5. g; 6. c; 7. j; 8. f; 9. d; 10. i.

Unit 9

Task 2. A. 1. A; 2. B; 3. I; 4. L; 5. D; 6. G; 7. C; 8. H; 9. J; 10. E; 11. F; 12. K.

Unit 10

Task 2. 1. b; 2. c; 3. a; 4. d; 5. e.

Task 3. 1. h; 2. g; 3. i; 4. l; 5. m; 6. o; 7. b; 8. a; 9. c; 10. j; 11. k; 12. d; 13. e; 14. f; 15. n.

Task 5. 1. Verb; 2. Noun; 3. Connecting words.

Рекомендована література

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