**МИНИСТЕРСТВО ОБРАЗОВАНИЯ, НАУКИ И МОЛОДЕЖНОЙ ПОЛИТИКИ**

**КРАСНОДАРСКОГО КРАЯ**

Государственное автономное профессиональное образовательное учреждение Краснодарского края

**«НОВОРОССИЙСКИЙ КОЛЛЕДЖ СТРОИТЕЛЬСТВА И ЭКОНОМИКИ»**

**(ГАПОУ КК «НКСЭ)**

Научно-методический отдел

**МЕТОДИЧЕСКОЕ ПОСОБИЕ**

**по теме «Management»**

по дисциплине«Иностранный язык в профессиональной деятельности»

для специальности 38.02.01 Экономика и бухгалтерский учет ( по отраслям) углубленная подготовка

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 ( по отраслям) углубленная подготовка

 УТВЕРЖДЕНО СОГЛАСОВАНО

Научно-методическим Председатель ЦМК филологических

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**Пояснительная записка**

 Данная методическая разработка предназначается студентам старших курсов средних профессиональных образовательных учреждений, изучающих дисциплину «Иностранный язык в профессиональной деятельности» для специальности 38.02.01 Экономика и бухгалтерский учет ( по отраслям)

 Методическая разработка включает текст, насыщенный лексикой на предложенную тему, активный словарь, включающий специальную лексику, а также дополнительные слова, рекомендуемые для активного усвоения.

 Работа над предложенным для изучения текстом имеет целью развитие навыков работы с текстом профессиональной направленности.

 Упражнения делятся на лексические, грамматические и речевые. Ряд упражнений может быть использован для самостоятельной работы студентов дома.

 Такие тексты повышают интерес студентов к изучению языка и способствуют лучшему усвоению материала. Кроме того, они дают больше возможностей для разговорной речи.

 Настоящее методическое пособие предназначается для аудиторной и самостоятельной работы студентов, рассчитано на 4 часа аудиторной работы и на 2 часа самостоятельной работы студентов.

 Цель методической разработки – развитие навыков работы с текстом профессиональной направленности и подготовка студентов к самостоятельному чтению и пониманию английской литературы по специальности и к устному общению на английском языке в пределах изучаемой тематики.

**Задачи:**

**Общеобразовательные:**

а) систематизация знаний по теме **«Management»**

б) активизация лексических единиц, развитие навыков аудирования и чтения на английском языке по заданной теме.

 **Развивающие:**

* Развитие навыков работы с текстом профессиональной направленности
* Расширение познавательной сферы обучающегося через введение лексических единиц и решение познавательных задач.
* Формирование умения рассуждать в связи с прочитанными текстами; описывать события, излагать факты, делать сообщения.
* Расширение коммуникативных способностей обучающегося через работу в парах

**Воспитательные:**

* формирование научного мировоззрения;
* подготовка студентов к межкультурной коммуникации на иностранном языке.
* Воспитание уважительного отношения к собеседнику в процессе общения
* Воспитание интереса к изучению иностранного языка как инструмента в профессиональной деятельности.

**Перечень оснащения для проведения работы:**

тетрадь, письменные принадлежности, словарь, кейсы с заданиями.

 В данное методическое пособие входит текст для чтения **«Management»,** список лексических единиц, обязательных для активного употребления, ряд заданий и тренировочных упражнений для развития навыков чтения и устной речи. Методическое пособие включает дополнительные задания для самостоятельной работы студентов.

 Методическое пособие предполагает п**рименение информацинно-комммуникативных технологий,** фронтальнуюи индивидуальную работу.

**MANAGEMENT**

*If the leader is good, the followers will be good.*

**Your vocabulary**

**Management**

**-** the control and organizing of a business or other organization;

- those stuff within the firm who exert control over its activities on behalf of owners.

**Top management**

includes the chief executive of an organization, his or her deputy or deputies, the

board of directors and the managers in charge of the divisions or departments of the

organization.

**Middle management**

consists of the managers to whom top management delegates the day-to-day running of

the organization.

**Managing director**

**-** company director responsible for the day-to-day running of a company. Second in the

hierarchy only to the chairman, if there is one; the managing director is the company’s

chief executive.

**Manager**

**-** a person controlling or administrating a business or part of a business.

**Ex. 1.** *Do you know the meaning of the following derivatives? Show it with the help of*

*your own sentences.*

*to manage; manageable; management; manager; manageress; managerial.*

Translate the following sentences. Pay attention to the words in italics.

1. The reserved the right to make *managerial* decision.

2. What you need is advice from your bank *manager*.

3. I wish you could *manage* the time to come and to talk to us

4. Private banks are being nationalized, and are to be *managed* with workers’

participation.

5. They are part of my *management* team.

6. The baby can be greatly influenced by the parents’ *management*.

7. She has been working as the *manageress* of a bookshop.

8. It is perfectly *manageable* task to tackle systematically.

**Ex. 2. *Write down a synonym for each of the words on the left. Choose the one on the***

***right. In what do they differ?***

|  |  |
| --- | --- |
| Choiceobjectivecurrentpredicthappenhandleinfluencepossesgrantget | affectpresentowntargetprocessoptiongiveobtainforeseeoccur |

**Ex. 3. *The following words can be classified into 5 groups. What are they? Show the***

***difference in their meaning with the help of your own sentences.***

Choice, have, solve, dilemma, own, profit, posses, variant, cope with, to process, option, tackle, problem, handle, return, predicament, gain, alternative.

**Ex. 4.** *Match the definitions with the words given below.*

**fee, executive, insure, skill, capacity, profile, applicant, charisma, ensure, guideline,**

**superior.**

1. Ability to do something well.

2. Short biographical or character sketch.

3. Payment made for professional advice or services.

4. Person or body with managerial or administrative responsibility.

5. Make certain.

6. Secure compensation in the event of loss or damage by advance regular

payments.

7. In a higher position; of higher rank.

8. Principle directing action.

9. Power to certain, receive, experience, or produce.

10. The ability to attract, influence, and inspire people by your personal qualities.

11. Someone who formally asks to be given something, such as a job or a place at a

college or university.

**Ex. 5. *Give the Russian equivalents to the following****.*

Involved in management; production oriented; impose regulations, ever-morecomplex

environment; encompasses both science and art; business executives; code of

conduct; develop the body of knowledge; with respect to the second criterion; the issue

is much less clear-out; is consistent with their interest; self-interest or concern for others;

decision-making machinery; cross-cultural skills; consulting fee; character attributes;

compare against the places set earlier; authority.

**Ex. 6. *Translate the following text into Russian in written form.***

People working for a company are referred as its **workforce**, **employees**, **staff**, or

**personnel** and are on its payroll.

In some context, especially more conservative ones, employees and **workforce**

refer to those working on the shopfloor of a factory actually making things. Similarly,

staff is sometimes used to refer only to managers and office-based workers. This

traditional division is also found in the expressions **white-collar and blue-collar**.

Another traditional division is that between management and **labour.**

Personnel departments are usually involved in finding new staff and **recruit**ing

them, hiring them, or taking them on, in a process of recruitment. Someone recruited is **a**

**recruit**, or in American English only, **a hire**.

They are also involved when people are made to leave the organization, or fired.

These responsibilities are referred to, relatively informally, as hiring and **firing.**

If you leave the job voluntarily, you **quit.**

Middle-managers are now most often mentioned in the context of re-engineering,

delaying, downsizing, or rightsizing: all these expressions describe the recent trend for

companies to reduce the numbers of people they employ, often by **get**ting **rid of** **layers** of

managers from the middle of hierarchy.

An organization that has undergone this process is lean and its hierarchy is flat.

***Read the text once again and in turn explain, in your own words, the meaning of***

***the following terms:***

1. workforce, employee, staff, personnel, a recruit, a hire, layer, labour.

2. white-collar, blue-collar.

3. to recruit, to employ, to hire.

4. to fire, to quit, to get rid of.

**PRINCIPLES OF THE MANAGEMENT**

Different scholars offer different sets of principles of management. The most

famous are the following fourteen. But the main principle should be read as follows:

"there is nothing rigid or absolute in management affairs, it is all a question of

proportion". Accordingly if you view the following list of these principles as a set of

important topics and sometimes applicable guidelines for managers, you will be keeping

close to the spirit in which they were originally suggested.

**1. *Division of work****.* Within limits, reduction in the number of tasks a worker performs or

the number of responsibilities a manger has can increase skill and performance.

**2. *Authority.***Authority is the right to give orders and enforce them with reward or

penalty. Responsibility is accountability for results. The two should be balanced, neither

exceeding nor being less than the other.

**3. *Discipline.***Discipline is the condition of compliance and commitment that results from

the network of stated or implied understandings between employees and managers.

Discipline is mostly a result of the ability of leadership. It depends upon good supervisors

at all levels making and keeping clear and fair agreements concerning work.

**4. *Unity of command.***Each employee should receive orders from one superior only.

**5. *Unity of direction.***One manager and one plan for each group of activities having the

same objective is necessary to coordinate, unify, and focus action.

**6. *Subordination of individual interests to general interest.***Ignorance, ambition,

selfishness, laziness, weakness, and all human passion tend to cause self-serving instead

of organization-serving behavior on the job. Managers need to find ways to reconcile

these interests by setting a good example and supervising firmly and fairly.

**7. *Remuneration of personnel.***Various methods of payment may be suitable, but

amounts should reflect economic conditions and be administered to reward well-directed

effort..

**8. *Centralization.***Like other organisms, organizations need direction and coordination

from a central nervous system. But how much centralization or decentralization is

appropriate depends upon the situation. The degree of centralization that makes best use

of the abilities of employees is the goal.

**9. *Scalar chain***(line of authority). The scalar chain is the chain of command ranging

from the top executive to the lowest ranks. Adhering to the chain of command helps

implement unity of direction, but sometimes the chain is too long, and better

communications and better decisions can result from two or more department heads

solving problems directly rather than referring them up the chain until a common superior

is reached.

**10. *Order.***Both equipment and people must be well chosen, well placed, and well

organized for a smooth-running organization.

**11. *Equity.***Kindliness and justice will encourage employees to work well and be loyal.

**12. *Stability of tenure of personnel.***Changes in employee assignments will be necessary,

but if they occur too frequently they can damage morale and efficiency.

**13. *Initiative.***Thinking through a plan and carrying it out successfully can be deeply

satisfying. Managers should set aside personal vanity and encourage employees to do this

as much as possible.

**14. *Esprit de corps.*** Build teamwork.