МИНИСТЕРСТВО НАУКИ И ВЫСШЕГО ОБРАЗОВАНИЯ РОССИЙСКОЙ ФЕДЕРАЦИИ

Федеральное государственное бюджетное образовательное учреждение

высшего образования

«Забайкальский государственный университет»

(ФГБОУ ВО «ЗабГУ»)

Факультет историко-филологический

Кафедра иностранных языков

**УЧЕБНЫЕ МАТЕРИАЛЫ**

**для студентов заочной формы обучения**

по дисциплине «Иностранный язык в сфере профессиональной коммуникации»

наименование дисциплины (модуля)

для направления подготовки (специальности) [09.03.01 Информатика и вычислительная техника](http://zabgu.ru/php/page.php?query=ivt)

код и наименование направления подготовки (специальности)

Общая трудоемкость дисциплины (модуля) –2 зачетные единицы.

Форма текущего контроля в семестре – контрольная работа, устный перевод текстов.

Курсовая работа (курсовой проект) (КР, КП) –нет.

Форма промежуточного контроля в семестре – зачет.

**Краткое содержание курса**

Перечень изучаемых разделов, тем дисциплины (модуля).

Тема 1. Job Hunting. Resume. Curriculum Vitae.

Тема 2. Business letters.

Тема 3. How to introduce one’s research to the Global Scientific Society (annotating articles).

**Форма текущего контроля**

**Контрольные работы**

**Выполнение контрольных заданий и оформление контрольных работ**

Контрольное задание пред­лагается в пяти вариантах. Вы должны выполнить один из пяти вариантов в соответствии с последними цифрами сту­денческого шифра: студенты, шифр которых оканчивается на 1 или 2, выполняют вариант № 1; на 3 или 4 - № 2; на 5 или 6 - № 3; на 7 или 8 — №4; на 9 или 0 - № 5.

Выполнять письменные контрольные работы следу­ет в отдельной тетради. На обложке тетради напишите свою фамилию, шифр, предмет, номер контрольной работы. На левой странице тетради располагается английский текст, параллельно располагается русский перевод.

**Тексты для устного перевода**

Для устного перевода текстов студентам можно составить словарь незнакомых слов и терминов.

**Text 1 A business letter**

Writing is one of the most important and valued skills in the business world today. The introduction and development of electronic communications has increased the need for written correspondence. More so than ever before, there is a requirement to ensure clarity and effectiveness in the written message.

E-mails may have reduced the need for stationery and snail mail but they still require the writer to convey his thoughts clearly and concisely, following the principles of good business writing.

A business letter is a formal communication between people or companies and it is written to conduct some sort of business. For example, you might write to inform readers of specific information, create proposals for clients, make an arrangement, request a price list, thank someone for a service or apply for a job. It differs from personal letters exchanged by friends in both its layout and content.

Writing letters has some pitfalls and many people go to great lengths to avoid it. Even when it means losing the business or customers. The threat of facing a blank page or a bare computer screen can be more powerful than the need to write a letter.

Every person within an organization is in customer relations, so writing an effective business letter is an important skill for every employee, manager and business owner.

Writing a business letter takes planning. First of all, you must analyze your audience and determine your purpose. Whatever the aim, create your letter from these goals. Then you need to gather information, create an outline, write a draft, and revise it.

Business letters can be challenging to write, because you have to consider how to get your reader’s attention. Getting the reader's attention is a tough job. If your letter is long-winded, pompous, or says nothing of interest, you'll lose the reader.

Capture your reader's attention with a hard-hitting lead paragraph that goes straight to the point or offers an element of intrigue. Then, hook the reader's interest: the hook is often a clear statement of the reader's problems, needs, or wants. For example, if you are writing to a customer who received damaged goods, acknowledge the problem and then offer a solution.

If your letter is an offer of something (a service, a product, or a contract), state the features and the benefits of your offer in plain, simple English. Give the reader reasons why he or she should buy your product or sign the contract. That creates a demand for your product. Finally, make the action that you want the reader to take, clear and easy to understand.

When writing a business letter, you should follow the format of a standard business letter. The typical business letter usually consists of about six essential parts: the heading (and the date), the inside address, the salutation or greeting, the body of the letter, the complimentary close, and the signature.

The heading of the letter contains the full address of the sender. Most companies have letterhead with this information already imprinted. The inside address coincides with the address that appears on the envelope and contains the name, title and address of person to whom you are writing. The salutation adds a personal touch to your letter and should be consistent with the whole tone. Include the addressee's name and courtesy title along with the greeting. The body of the letter is where you write the purpose of the letter. The complimentary close should be relevant to the tone of the letter and the salutation. And, your signature should be hand written legibly below the complimentary close.

Try to organize your letter logically, making smooth transitions between sentences and paragraphs. It should be clear and concise, with short sentences and simple words. Use personal pronouns and active voice. Avoid *me, I, we, us* in the beginning of the letter. Avoid also formal and stuffy expressions (like "*thanking you in advance*", "*as per*", “*be advised*”, "*in compliance with your request*" or “*enclosed herewith*”), and don't use technical terms unless you are positive your reader will understand them as you do. You will never get what you're after, if your reader doesn't get the message.

Write positively and with confidence. Try to put yourself in the reader's shoes and to anticipate the reader's reaction to your comments. Don't be manipulative. Threatening, cajoling, begging, flattering, and making extravagant promises are manipulative and are usually ineffective. In fact, they may alienate the reader.

Don't ever forget to proof-read your letter. Check the spelling, particularly the name of the person and company. Minor errors in spelling, punctuation, and grammar hurt your credibility. Make sure that your letters look neat and tidy on the page. Sloppy appearance will detract from even a well-written letter.

When you send a business letter you create an image of you and your company in the reader's mind. When a reader scans a document he subconsciously builds a picture of the writer. The writer can project the image of a conscientious, energetic professional, or the image of a bored bureaucrat marking time with an antiquated company.

It is important to remember that a business letter is an official document. Of course, there are many other communications between people and companies, for instance telephone conversations, meetings and presentations. Still, a business letter is the most powerful communications tool for providing structured and considered information in a formal way.

Keep the letter to one page. Business people are busy and do not appreciate unnecessarily long letters. Most business letters are less than one A4 page long. If you need a second page for your letter, you should think about whether you could say want you want to say using less words.

An important factor in the readability of a letter is the chosen font. The generally accepted font is *Times New Roman*, *size 12*, although other fonts such as *Arial* may be used. When choosing a font, always consider your audience. If you are writing to a conservative company, you may want to use *Times New Roman*.

In most cases, the business letter will be the first impression that you make on someone. The way you write a letter and the etiquette you employ may have a significant impact on your success or failure in business. Failure to observe correct business letter etiquette can result in you adopting an inappropriate tone, causing offense or misunderstandings, lack of clarity or purpose and hostility or soured relations.

The best writers strive to write in a style that is so clear that their message cannot be misunderstood. Clarity should be the primary goal of your business writing style.

**Text 2 Resume**

An excellent resume may help you get the job of your dreams and apoor resume may mean a lost opportunity.

Since this is the first piece of information a company will receive about you, it is critically important that your resume be well-written. It should be presented at the beginning of any interview that you have with a company. Ideally, resume should not be longer than one page.

The contents of a resume can be roughly categorized as: 1) personal information (address and telephone number), 2) job objective, 3) education, 4) experience, 5) skills, 6) extracurricular activities, 7) references.

The resume begins with personal information, name, address, telephone number centered at the top page.

After your address, a statement of intent or job objective should be written. This objective should be well thought out from the very beginning j since it will influence how you will write the rest of the resume. It should not be too general, e.g.: "To obtain a managerial position in a Western company."

Think about your job search and career goals carefully, write them down in a way that shows you have given this much thought.

For example: "Objective: To obtain a position in telecommunication, that will allow me to use my knowledge of engineering and take advantage of my desire to work in sales."

Notice that your desire to have a well-paid job is not included in this statement. A focus on money in your résumé’s first sentence will not make the best impression anywhere in the world, not just in Russia.

After the statement of intent, describe your education. List the universities, institutes and colleges you have attended in reverse chronological order. Any studying you have done abroad should be included and courses that you have taken that are relevant. If you graduated with honors, you should definitely include this. A "red diploma" can be called "graduated with high honors" in English. Do not include your high school.

Your working experience is the next section. List your experience starting with your most recent place of employment and work backwards. Spell out the exact dates of employment, your position, and the name of the company you worked for. Provide information about your responsibilities, emphasizing important activities by listing the most relevant to your objective. Do not use complete sentences! List your responsibilities in short statements that do not include the words "my" or "I".

Following experience, you should list your special skills. These include your language skills, computer abilities, and any other talent that relates to your statement of intent. When describing your language abilities, it is best to be honest about assessing your level, "Fluent English," "native Russian," "intermediate German", and "beginning French" are all ways to describe your language abilities.

Extracurricular activities should be included in the next section. Student or professional organizations you belong to, travel, sports and hobbies should be listed here. Do not list "reading" or "writing" as an activity. It is assumed most people with a higher education do these things regularly.

The last section of your resume is the references section. List at least two people, not related to you, who can describe your qualification for the job. Their names, titles, places of work, and telephone numbers should be included. If you do not have space on your resume for this, write "Available upon request." You will then be expected to give this information to a prospective employer if it is requested.

The style and format of a resume are extremely important. Your resume must be typed, preferably on a computer in order to format it most effectively. A neat and well-written resume with no spelling mistakes will give an employer the impression that you are accurate and take care of details.

A resume will not get you a job. An interview with a company will get you a job. In order to have the opportunity of interviewing with a company you should send your resume with a cover letter.

**Контрольные работы**

**Вариант 1**

1. Прочитайте и письменно переведите текст на русский язык.

# Software Piracy

Software is easy to steal. You don’t have to walk out of a store with a $495 DVD Workshop software box under your shirt. You can simply borrow your friend’s DVD Workshop distribution CDs and install a copy of the program on your computer’s hard disk. It seems so simple that it couldn’t be illegal. But it is.

Piracy takes many forms. End-user piracy includes friends loaning distribution disks to each other and installing software on more computers than the license allows. Although it is perfectly legal to lend a physical object, such as a sweater, to a friend, it is not legal to lend digital copies of software and music because, unlike a sweater that can be worn by only one person at a time, copies of digital things can be simultaneously used by many people.

Counterfeiting is the large-scale illegal duplication of software distribution media, and sometimes even its packaging. According to Microsoft, many software counterfeiting groups are linked to organized crime and money-laundering schemes that fund a diverse collection of illegal activities, such as smuggling, gambling, extortion. Counterfeiting software is sold in retail stores and through online auctions– often the packaging looks so authentic that buyers have no idea they have purchased illegal goods.

Internet piracy uses the Web as a way to illegally distribute unauthorized software. The Business Software Alliance (BSA) estimates that more than 800.000 Web sites illegally sell or distribute software.

In many countries software pirates are subject to civil lawsuits for monetary damages and criminal prosecution, which can result in jail time and stiff fines. Is software piracy really damaging? Who cares if you use a program without paying for it? Software piracy is damaging because it has a negative effect on the economy. Software production fuels economic development of many countries. A BSA economic impact study concluded that lowering global piracy from an average of 36 % to only 26 % would add more than 1 million jobs and $400 billion in worldwide economic growth.

Decreases in software revenues can have a direct effect on consumers, too. When software publishers are forced to cut corners, they tend to reduce customer service and technical support. As a result, you, the consumer, get put on hold when you call for technical support, find fewer free support sites, and encounter customer support personnel who are only moderately knowledgeable about their products. The bottom line – software piracy negatively affects customer service. As an alternative to cutting support costs, some software publishers might build the cost of software piracy into the price of the software.

Some analysts suggest that people need more education about software copyrights and the economic implications of piracy. Other analysts believe that copyright enforcement must be increased by implementing more vigorous efforts to identify and prosecute pirates.

2. Сделайте аннотацию данной статьи на английском языке.

**Вариант 2**

1. Прочитайте и письменно переведите текст на русский язык.

# Computer Viruses

A computer virus is a set of program instructions that attaches itself to a file, reproduces itself, and spreads to other files. The term “computer virus” is often used to refer to any malicious code or software that invades a computer system. The term malicious code (sometimes called “malware”) refers to a program or set of program instructions designed to surreptitiously enter a computer and disrupt its normal work. Many types of malicious code, including viruses, worms, and Trojan horses, are created andunleashed by individuals referred to as “hackers” or “crackers”.

Viruses spread when people distribute infected files by exchanging disks and CDs, sending e-mail attachments, exchanging music on file-sharing networks, and downloading software from the Web. Many computer viruses infect files executed by your computer – files with extensions such as .exe, .com. or .vbs. When your computer executes an infected program, it also executes the attached virus instructions.

A virus can be classified as a file virus, boot sector virus, or macro virus. A file virus infects application programs, such as games. A boot sector virus infects the system files your computer uses every time you turn it on. These viruses can cause widespread damage to your computer files and recurring problems. A macro virus infects a set of instructions called a “macro” – a miniature program that usually contains legitimate instructions to automate document and worksheet production. When you view a document containing an infected macro, the macro virus duplicates itself into the general macro pool, where it is picked up by other documents. In addition to replicating itself, a virus might deliver a payload, which could be as harmless as displaying an annoying message or as devastating as corrupting the data on your computer’s hard disk. A trigger event, such as a specific date, can unleash some viruses. For example, the Michelangelo virus triggers on March 6, the birthday of artist Michelangelo.

A Trojan horse (sometimes simply called a “Trojan”) is a computer program that seems to perform one function while actually doing something else. Trojan horses are notorious for stealing passwords using a keylogger – a type of program that records your key-stroke.

Any software that can automate a task or autonomously execute a task when commanded to do so is called an intelligent agent. Because an intelligent agent behaves somewhat like a robot, it is often called a bot. Like a spider in its web, the person who controls many bot-infested computers can link them together into a network called a botnet. Botnets as large as 400,000 computers have been discovered by security experts.

Antivirus software uses several techniques to find viruses. As you know, some viruses attach themselves to an existing program. The presence of such a virus often increases the length of the original program. The earliest antivirus software simply examined the programs on a computer and recorded their length. A change in the length of a program from one computing session to the next indicated the possible presence of a virus.

To counter early antivirus software, hackers became more cunning. They created viruses that insert themselves into unused portions of a program file without changing its length. Antivirus software developers fought back. They designed software that examines the bytes in an uninfected application program and calculates a checksum. A checksum is a number calculated by combining the binary values of all bytes in a file. Each time you run an application program, antivirus software calculates the checksum and compares it with the previous checksum. If any byte in the application program has changed, the checksum will be different, and the antivirus software assumes that a virus is present.

Today’s viruses, Trojan horses, bots, and worms are not limited to infecting program files, so modern antivirus software attempts to locate them by searching your computer’s files and memory for virus signatures. A virus signature is a section of program code, such as a unique series of instructions, that can be used to identify a known malicious program, much as a fingerprint is used to identify an individual.

2. Сделайте аннотацию данной статьи на английском языке.

**Вариант 3**

1. Прочитайте и письменно переведите текст на русский язык.

# Data Backup

A full-system backup contains a copy of every program, data, and system file on a computer. The advantage of a full-system backup is that you can easily restore your computer to its pre-disaster state simply by copying the backup files to a new hard disk. A full-system backup takes a lot of time, however, and automating the process requires a large-capacity tape backup device or a second hard disk drive.

A workable alternative to a full system backup is a “selective” backup that contains only your most important data files. The disadvantage of this backup strategy is that because you backed up only data files, you must manually reinstall all your software before restoring your data files.

If your strategy is to back up your important data files, the procedure can be simplified if you’ve stored all these files in one folder or its subfolders.

Windows users often hear a variety of rumors about backing up the Windows Registry. The Registry, as it is usually called, is an important group of files the Windows operating system uses to store configuration information about all the devices and software installed on a computer system.

As simple as it sounds, backing up the Registry can present a bit of a problem because the Registry is always open while your computer is on. Windows users whose backup plans encompass all files on the hard disk must make sure their backup software provides an option for including the Windows Registry.

The major disadvantage of backing up your data on CDs and DVDs is that the writing process is slow — slower than writing data to tape or a removable hard disk. Further, although it is feasible to back up your entire system on a series of CDs or DVDs, you would have to use special backup software, monitor the backup process, and switch disks occasionally. CDs and DVDs are more practical for backing up a select group of important data files. Zip disks with 100 MB or 250 MB capacity are sufficient for backups of documents and most digital graphics files. Several 750 MB Zip disks might be enough for backing up all your data files and could be feasible for a full-system backup if you have not installed lots of application software.

A second hard disk drive is a good backup option — especially if it has equivalent capacity to your main hard disk. This capacity allows the backup process to proceed unattended because you won’t have to swap disks or CDs. Speed-wise, a hard disk is faster than tape, CD, or DVD drives.

If your computer is connected to a local area network, you might be able to use the network server as a backup device. Before entrusting your data to a server, check with the network administrator to makesure you are allowed to store a large amount of data on the server. Because you might not want strangers to access your data, you should store it in a password-protected, non-shared folder. You also should make sure the server will be backed up on a regular basis so that your backup data won’t be wiped out by a server crash.

Several Web sites offer fee-based backup storage space. When needed, you can simply download backup files from the Web site to your hard disk. These sites are practical for backups of your data files, but space limitations and download times make them impractical for a full-system backup. Experts suggest that you should not rely on a Web site as your only method of backup. If a site goes out of business or is the target of a Denial of Service attack, your backup data might not be accessible.

To make a backup, you can use backup software — a set of utility programs designed to back up and restore files. Backup software usually includes options that make it easy to schedule periodic backups, define a set of files that you want to regularly back up, and automate the restoration process.

Backup software differs from most copy routines because it typically compresses all the files for a backup and places them in one large file. Under the direction of backup software, this file can spread across multiple tapes if necessary. The file is indexed so that individual files can be located, uncompressed, and restored.

A boot disk is a floppy disk or CD containing the operating system files needed to boot your computer without accessing the hard disk. A barebones boot disk simply loads the operating system kernel. It is needed, if your hard disk fails or a virus wipes out the boot sector files on your hard disk, you will not be able to use your normal boot procedure.

2. Сделайте аннотацию данной статьи на английском языке.

**Вариант 4**

1. Прочитайте и письменно переведите текст на русский язык.

# Computer Crime

It doesn’t take any special digital expertise to mastermind some computer crimes. Setting fire to a computer doesn’t require the same finesse as writing a stealthy virus, but both can have the same disastrous effect on data. “Old-fashioned” crimes, such as arson, that take a high-tech twist because they involve a computer can be prosecuted under traditional laws.

Traditional laws do not, however, cover the range of possibilities for computer crimes. Suppose a person unlawfully enters a computer facility and steals backup tapes. That person might be prosecuted for breaking and entering. But would common breaking and entering laws apply to a person who uses an off-site terminal to “enter” a computer system without authorization? And what if a person copies a data file without authorization? Has that file really been “stolen” if the original remains on the computer?

Many countries have computer crime laws that specifically define computer data and software as personal property. These laws also define as crimes the unauthorized access, use, modification, or disabling of a computer system or data. But laws don’t necessarily stop criminals. If they did, we wouldn’t have to deal with malicious code and intrusions.

A 1995 high-profile case involved a computer hacker named Kevin Mitnick, who was accused of breaking into dozens of corporate, university, government, and personal computers. Although vilified in the media, Mitnick had the support of many hackers and other people who believed that the prosecution grossly exaggerated the extent of his crimes. Nonetheless, Mitnick was sentenced to 46 months in prison and ordered to pay restitution in the amount of $4,125 during his three-year period of supervised release. The prosecution was horrified by such a paltry sum – an amount that was much less than its request for $1,5 million in restitution.

Forbes reporter Adam L. Penenberg took issue with the 46-month sentence imposed by Judge Marianne Pfaelzer and wrote, “This in a country where the average prison term for manslaughter is three years. Mitnick’s crimes were curiously innocuous. He broke into corporate computers, but no evidence indicates that he destroyeddata. Or sold anything he copied. Yes, he pilfered software — but in doing so left it behind. This world of bits is a strange one, in which you can take something and still leave it for its rightful owner. The theft laws designed for payroll sacks and motor vehicles just don’t apply to a hacker.”

The U.S. Patriot Act and the Cyber-Security Enhancement Act carry even stiffer penalties – anywhere from 10 years to life in prison.

A CNET reporter questions the harshness of such penalties: “What bothers me most is that here in the United States, rapists serve, on average, 10 years in prison. Yet if, instead of assaulting another human being, that same person had released a virus on the Net, the criminal would get the same or an even harsher sentence.”

Law makers hope that stiff penalties will deter cyber criminals. U. S. Attorney John McKay is quoted as saying, “Let there be no mistake about it, cyber-hacking is a crime. It harms persons, it harms individuals, it harms businesses.

These cases illustrate our culture's ambivalent attitude toward computer hackers. On the one hand, they are viewed as evil cyberterrorists who are set on destroying the glue that binds together the Information Age. From this perspective, hackers are criminals who must be hunted down, forced to make restitution for damages, and prevented from creating further havoc.

From another perspective, hackers are viewed more as Casper the Friendly Ghost in cur complex cybermachines – as moderately bothersome entities whose pranks are tolerated by the computer community, along with software bugs. Seen from this perspective, a hacker's pranks are part of the normal course of study that leads to the highest echelons of computer expertise.

2. Сделайте аннотацию данной статьи на английском языке.

**Вариант 5**

1. Прочитайте и письменно переведите текст на русский язык.

## Data representation and digital electronics

Most computers are digital devices which work with discrete – distinct and separate – data, such as the digits 1 and 0. In contrast, an analog device works with continuous data. As an analogy, a traditional light switch has two discrete states – “on” and “off” – so it is a digital device. A dimmer switch, on the other hand, has a rotating dial that controls a continuous range of brightness. It is, therefore, an analog device. Most computers use the simplest type of digital technology – their circuits have only two possible states. For convenience, let’s say that one of those states is “on” and the other state is “off”. When discussing these states, we usually indicate the “on” state with 1 and the “off” state with 0. These 1s and 0s are referred to as binary digits. It is from this term that we get the word “bit” – binary digit. Computers use sequences of bits to digitally represent numbers, letters, punctuation marks, music, picture, and videos.

Numeric data consists of numbers that might be used in arithmetic operations. Computers represent numeric data using the binary number system, also called “base 2”. The binary number system has only two digits: “0” and “1”. No numeral like “2” exists in this system, so the number “two” is represented in binary as “10” (pronounced “ one zero“). In binary you count 0 (”zero”), 1 (“one”), 10 (“one zero”), instead of counting 0, 1, 2 in decimal. The important point to understand is that the binary number system allowscomputers to represent virtually any number simply by using 0s and 1s, which conveniently translate into electrical “on” and “off” signals.

Character data is composed of letters, symbols, and numerals that are not used in arithmetic operations. A digital computer uses a series of bits to represent letters, characters, and numerals. Computers employseveral types of codes to represent character data, including ASCII, EBCDIC, and Unicode.

A superset of ASCII, called Extended ASCII, uses eight bits to represent each character. Using eight bits instead of seven bits allows Extended ASCII to provide codes for 256 characters.

To work with music and pictures, they must be digitized. The term to digitize means to convert raw, analog data into digital format represented by 0s and 1s. A photograph or drawing can be digitized by treating it as a series of colored dots. Each dot is assigned a binary number according to its color.

All the “stuff” that your computer works with is stored in files as a long series of 1s and 0s. Your computer needs to know whether to interpret those 1s and 0s as ASCII code, binary numbers, or the code for a picture or sound. To avoid confusion, most computer files contain a file header with information about the code used to represent the file data. A file header can be read by the computer, but never appears on the screen. By reading the header information, a computer can tell how a file’s contents were coded.

Even though the word “bit” is an abbreviation for “binary digit”, it can be further abbreviated, usually as a lowercase “b”. A byte is composed of eight bits and usually abbreviated as an uppercase “B”. Transmission speeds are typically expressed in bits, whereas storage space is typically expressed in bytes.

When working with computers, you’ll frequently encounter references such as “50 kilobits per second”. In common usage, “kilo”, abbreviated as “K”, means a thousand. In the decimal number system we use on a daily basis, the number 1,000 is 10 to the 3rd power, or 10³. In the world of computers where base 2 is the norm, a “kilo” is precisely 1,024, or 2¹º. A kilobit (Kb or Kbit) is 1,024 bits, a megabit is 1,048,576 or 2²º bits, a gigabit is 1,073,741,824 bits or 2³º bits.

Because most computers are electronic devices, bits take the form of electrical pulses that can travel over circuits, in much the same way that electricity flows over a wire when you turn on a light switch. All the circuits, chips, and mechanical components that form a computer are designed to work with bits. Most of these essential components are housed within the computer’s system unit. A computer’s system unit typically contains circuit boards, storage devices, and a power supply that converts current from an AC wall outlet into the DC current used by computer circuitry.

2. Сделайте аннотацию данной статьи на английском языке.

**Оформление письменной работы согласно МИ 4.2-5/47-01-2013** [Общие требования к построению и оформлению учебной текстовой документации](http://zabgu.ru/files/html_document/pdf_files/fixed/Normativny%27e_dokumenty%27_i_obrazcy%27_zayavlenij/Obshhie_trebovaniya_k_postroeniyu_i_oformleniyu_uchebnoj_tekstovoj_dokumentacii.pdf)

**Учебно-методическое и информационное обеспечение дисциплины**

**Основная литература**

1) Английский язык для инженеров: Учеб./Т.Ю. Полякова, Е.В. Синявская.- М.: Высш. Шк., 2009.-463 с.

2) Железнякова Г.А., Computer Science:Учеб. пособие по английскому языку для студентов направления подготовки 09.03.01 «Информатика и вычислительная техника» / Г.А. Железнякова – Чита: 2018. – 243 с.

3) Английский для изучающих информационные технологии: методическое пособие по совершенствованию навыков чтения и говорения на английском языке для студентов ФКСиС и ФИТиУ дневной формы обучения. В 2 ч. Ч. 1. / Сост. Н.Г. Касперович [и др.] Минск: БГУИР, 2009 - 77 с.

4) Железнякова Г.А. Английский язык: учеб. Пособие для студентов-заочников / Чита: ЧитГУ, 2008.-54 с.

**Дополнительная литература**

6) Русско-английский, англо-русский словарь / Г.В,Бочарова [и др.] – М.: Велби, 2009. – 816 с.

7) Шпаловский В.Ф., Шпаловская И.В. Англо-русский словарь для каждого/ Москва: Центрополиграф, 2014.- 520 с.

**Базы данных, информационно-справочные и поисковые системы\***

<http://en.wikipedia.org/wiki/Main_Page>

<http://study-english.info/annotation.php>

<https://www.englishliveshere.ru/2017/10/blog-post.html>

Преподаватель \_\_\_\_\_\_\_\_\_\_\_ Галыгина Любовь Васильевна

подпись

Заведующий кафедрой \_\_\_\_\_\_\_\_\_\_\_ Каплина Светлана Евгеньевна

подпись