

О. КРИЧКЕР, Н. ЄРЕМЕЄВА, О. СПІРКІНА

**ПОСІБНИК ДЛЯ САМОСТІЙНОЇ РОБОТИ
З ДИСЦИПЛІНИ
«ІНОЗЕМНА МОВА (АНГЛІЙСЬКА)»
ОБОВ'ЯЗКОВОЇ ЗАГАЛЬНОЇ
ЗА ОСВІТНЬО-ПРОФЕСІЙНОЮ ПРОГРАМОЮ
«ОХОРОНА ПРАЦІ»
ПІДГОТОВКИ ЗДОБУВАЧІВ
ЗА ПЕРШИМ (БАКАЛАВРСЬКИМ) РІВНЕМ ВИЩОЇ ОСВІТИ
У ГАЛУЗІ ЗНАНЬ 26 «ЦИВІЛЬНА БЕЗПЕКА»
ЗА СПЕЦІАЛЬНІСТЮ 263 «ЦИВІЛЬНА БЕЗПЕКА»**

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ПОСІБНИК

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Посібник є частиною навчально-методичного комплексу з англійської мови для здобувачів за освітньо-професійною програмою «Охорона праці». У ньому містяться матеріали з позааудиторної самостійної роботи студентів I курсу. Посібник складається з 8 тем і розрахований на 30 годин самостійної роботи, де кожний розділ відповідає темам базового посібника «Occupational Safety and Health». Методика подачі матеріалу сприяє розвитку навичок самостійної роботи студентів із текстами професійно орієнтованої та загальної тематики.

ПЕРЕДМОВА

Посібник призначений для здобувачів за освітньо-професійною програмою «Охорона праці» за першим бакалаврським рівнем вищої освіти за спеціальністю 263 «Цивільний захист» у галузі знань «Цивільна безпека». Поряд із базовим навчальним посібником «Occupational Safety and Health» він спрямований на інтенсифікацію навчального процесу з іноземної мови.

Самостійна робота з освоєння дисципліни «Іноземна мова» спрямована на формування комплексу знань з англійської мови, формування та розвиток умінь і навичок роботи з спеціальної літературою, необхідною в професійній діяльності, а також формування лінгвістичної, соціокультурної і соціолінгвістичної компетенцій. Критичне читання іноземною мовою в контексті діалогу культур, навчання сприйняття, розуміння та інтерпретації різного роду письмових та усних текстів з різною глибиною проникнення в їх зміст сприяють засвоєнню іншомовного матеріалу та формуванню комунікативної компетенції здобувачів.

Посібник складається з 8 тем і розрахований на 30 годин самостійної роботи. Тематика текстів, підібраних із оригінальних джерел, дає змогу підвищити загальноосвітній та професійний рівень студентів, передбачає формування та розвиток умінь читання, аудіювання, усного та письмового мовлення на теми професійно-спрямованого та побутового характеру.

Методика подачі матеріалу сприяє розвитку навичок роботи студентів з професійно орієнтованим текстом та текстом загальної тематики та забезпечує більш високий рівень оволодіння матеріалом.

1. EMERGENCIES AT WORKSITE

1. Read the article and choose True or False

effects –наслідки

careful – обережний

breathing problems – проблеми з диханням

backache– біль у спині

a vacation – відпустка

to take a break –перерва

to depend on– залежати від

easy to avoid – легко уникнути

The Future of an Office Worker

When we work in offices, our bodies are starting to feel the effects of very long hours sitting down and looking at a computer. We all know about the pretty negative effects of office work pretty well. However, doctors believe that people are not paying enough attention to the problem. That is why they decided to show the dark future of an office worker in a visual way.

Doctors created a life-sized model, Emma, to show us what our future looks like if we are not careful. Emma represents us in 20 years. There are many long-term negative effects of an office job on her body. They include pale skin because of stress, breathing problems from poor air quality and backache because of sitting all day long. She really needs a vacation!

Doctors state that Emma is an extremely bad case, but she really helps people to visualize the possible problems.

People say that Emma helped them look at their habits and make changes. They actually started to get up and move around more every hour or so. They also take regular breaks from their screen.

Is it really possible to end up looking like Emma? That pretty much depends only on us. Of course, there are many problems when a person doesn't move enough, but they are quite easy to avoid. It may be too late for Emma, but not for us.

1. Emma is a model who is 20.
2. People do not understand negative effect of long sitting.
3. Pale skin is the result of poor quality of air.
4. People never change their habits after seeing Emma.
5. Our health depends on us.

2. Complete the gaps in the list of recommendations for office workers using the text “The future of an office worker”.

One should avoid:

1. very long hours _____ and looking at a computer;
2. negative _____ effects of office work;
3. stress and effect of poor air _____;
4. not paying enough _____ to the problem.

One needs:

1. to look at their _____ and make _____;
2. to get _____ and move _____ more every hour;
3. take regular _____ from their screen.

3. Find the equivalents in the text.

Дивитися на, достатньо негативний, відчувати вплив/наслідки, приділяти увагу, ось чому, візуально, створити модель, потребувати відпустки, довготривалий, погана якість, через стрес, надзвичайно поганий, можлива проблема, рухатися, достатньо легко, занадто пізно.

4. Find the opposites to the words in the text above.

Positive, short, distance work, ignore, bright, careless, exclude, work, impossible, difficult, meet, early.

5. Make phrases with the words from the list where possible.

To ignore:

dangers, difficult, early, work, people, careless, colleagues.

To avoid:

employees, dangerous situations, important, duties, problems.

To need:

help, bright, a vacation, easy, attention, now, a break, a negative effect.

6. Match the word with the definition.

1. avoid	a) be controlled
2. vacation	b) influence
3. effect	c) what can be/ happen
4. visual	d) holidays
5. possible	e) contain
6. depend	f) stop from doing something
7. include	g) what can be seen

7. Complete the gaps with the words above:

avoid/vacation/effect/visual/possible/depend/include

1. The best way to relax is to have _____ with your family or friends.
2. Health and safety inspector should prepare _____ information (posters) about _____ dangers at different workplaces.
3. Employees must understand negative _____ of an office job on body.
4. People's health _____ on their way of life.
5. Try to _____ stress and negative emotions.
6. The list of workplace dangers should _____ long sitting looking at a computer in a poorly ventilated environment.

8. Translate the sentences into English.

1. Коли ми візуалізуємо можливу проблему, нам легше її вирішити.
2. Наше здоров'я залежить від наших звичок.
3. Спеціаліст сказав нам уникати довгого сидіння перед монітором.
4. Коли ми рухаємося, ми уникаємо майбутніх проблем зі здоров'ям.
5. Люди змінюють свої звички протягом життя.
6. – Чому навчила модель Емма?
– Ми зрозуміли, що треба піднятися і рухатися.
7. Біль у спині – наслідок сидіння перед комп'ютером.
8. – Як модель Емма допомогла людям зрозуміти можливі проблеми від сидіння?
– Вчені за її допомогою візуалізували негативні наслідки довгої роботи за комп'ютером.
9. Ми не повинні ігнорувати проблеми з поганою якістю повітря.
10. – Що включає твоя робота?
– Вміння зосередитися і організувати виконання завдань працівниками мого відділу.

9. Study the vocabulary.

wet floor



uneven floor



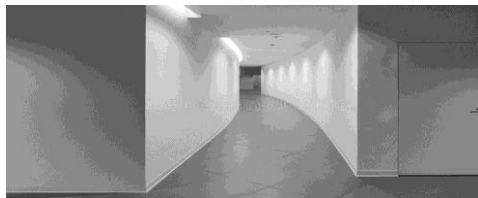
stuff



office furniture



walkway



power cord



fire extinguisher



emergency exit



10. Read the article and choose the correct options.

however – тим не менш
to surround – оточувати
to make sure – впевнитися
to slip – послизнутися
to access – отримати доступ
to lower – понизити
to affect – впливати
to stay focused – зосередитися
challenging – важкий, що вимагає зусиль
appropriate/proper – відповідний
to get involved – зацікавити, залучити

The Danger is Hiding

Working in an office sounds like an easy job that doesn't have too many negative aspects. However, you might not realize that there are a few pretty bad things that surround you in your workplace.

Here is a list of things to look for if you want to make sure your workplace is safe:

1. Wet or uneven floors, stuff in small spaces and walkways that are full of unused office furniture are not a good thing. You might slip and fall and hurt yourself quite badly. Make sure that walkways are free of water and stuff.
2. Fire safety is a must in any workplace. Make sure that the power cords are in a good shape and everyone knows where the fire extinguishers are located. In addition, make sure the emergency exits are easy to access at all times.
3. Looking at a computer for a long time makes your eyes dry and irritated. Your eyes might even start to hurt when the stress level gets too high. Take short breaks often and give your eyes a well-deserved break.
4. Being stressed out can lower your productivity quite significantly. In addition, it can negatively affect your health and even lead to a number of diseases. To reduce work-related stress, stay focused and keep your tasks organized.
5. Setting a comfortable workstation can seem quite challenging. However, it is very important. Inappropriate office furniture can cause backache, and first aid won't help! Proper office furniture can help with staying healthy in the workplace.

All in all, it is important to remember that safety is everyone's job, so get your colleagues involved and create a safer work environment for all.

1. Walkways must be free of
 - a. people
 - b. water.
2. You need to think of
 - a. fire safety
 - b. your good shape.
3. You need to take short
 - a. clothes
 - b. breaks.
4. You need to organise your
 - a. holiday
 - b. tasks.
5. It's better to choose good
 - a. furniture
 - b. colleagues.

11. Read the article again and answer the questions.

1. What are the office objects that can lead to a workplace accident?
2. Why can an employee slip and fall in the office?
3. Can a mess be the reason of a workplace accident?
4. How can fire safety be provided at a workplace?
5. How can you avoid irritation of eyes at work?
6. What are the negative effects of being stressed?
7. What are the ways to reduce work-related stress?
8. Why should office furniture be appropriate?
9. Who is responsible for office safety?
10. Is your own workplace safe?

12. Find the equivalents in the text.

Усвідомлювати, впевнитися, прохід, аварійний вихід, вільний від, легко дістатися, вогнегасник, заслужений, електричний провід, послизнутися та впасти, розташований, оточувати, знизити продуктивність, зосередитися, захворювання, рівень стресу, організувати роботу, достатньо важко, офісні меблі, залишатися здоровим, пам'ятати, перша допомога, робоче середовище, рівень стресу.

13. Make phrases with the words from the list where possible.

to sound:

easy, difficulty, OK, not bad, positive, great.

to reduce:

work, stress, danger, happy, negative, negative effects.

to affect:

negatively, safety, positive, responsible, the results, tasks.

14. Complete the gaps with one of the words or phrases:

furniture, provides, take a break, stay focused, slipped, sounds.

1. – Where is Henry?
– You know, he _____ on the wet floor and fell yesterday, so he is on the sick list now.
2. – It was a terrible day! I need to relax. Let's go out tonight!
– _____ great! With pleasure!
3. – My eyes are so tired! How can I reduce the negative effect of working with computer?
– Just make a pause, _____!
4. – What did you buy for the office?
– Some _____: 2 tables, 4 office chairs and a coffee table.
5. – I cannot concentrate today! There are so many tasks I have to do today.
– I see but try to _____ because I need your help now.
6. – Who _____ fire safety in your office?
– Our health and safety engineer is responsible for it.

15. Translate the sentences into English.

1. Працівники повинні пам'ятати про безпеку на робочому місці.
2. – Я вважаю, що невідповідні офісні меблі спричиняють негативний вплив на наших працівників. Ось чому я хочу придбати нові.
– Звучить чудово!
3. – У мене болить спина і очі.
– Тобі потрібна перерва. Іди випий кави.
4. – Що може понизити продуктивність?
– Існує багато факторів. Один з них – незручні меблі.
5. – Як я можу знизити стрес?
– Зосередься на позитивних аспектах своєї роботи.
6. Наш колега потребує першої допомоги!
7. – Чому він впав?
– Він послизнувся на вологій підлозі.
8. Я бачу електричні дроти! Будь ласка, організуйте роботи і заховайте їх.

9. Ви маєте організувати доступ до всіх місць у офісі.
10. – Де знаходиться вогнегасник?
– У коридорі.

16. Look at the pictures and answer the questions.

1. Why these jobs can be dangerous?
2. What is a dangerous job in your opinion?
3. Are you ready to have such a dangerous job?
4. Do you think that people understand how dangerous these job are?



17. Read the article and complete the gaps from the list below.

powerful – потужний

a disease – хвороба

a high-paying job – високо оплачувана робота

to hurt – пошкодити

according to – згідно з

Dangerous Jobs

There are numerous everyday dangers. Many of them are about work. Who is in danger? Is it only policemen and deep-sea divers? How about laundry service personnel?

We use washing machine all the time at home, but laundry workers use extremely powerful machines. About thirty workers die because of them every year! Besides, the clothes that they work with can have blood on them. It may have very bad diseases or other awful things. Not pleasant at all.

Next on our list are realtors. You wouldn't think that this high-paying job can hurt or even kill you, would you? According to statistics, though, real estate agents get killed more often than other people. What's going on? They are getting killed in car accidents. So, use public transport to be safer!

Some people work outside in the bright sunshine every day, and they are still in danger! Think about landscapers: around 200 of them get

not only a really bad backache, but they die on the job. Falling trees are the main danger and can get you a free ride in an ambulance.

So, maybe it's good to learn first aid. Stay safe!

List of everyday dangers

- ✓ stress
- ✓ diseases
- ✓ dangerous plants
- ✓ dangerous machines
- ✓ bad parts of the town
- ✓ falling trees
- ✓ car accidents

1. The dangers laundry service personnel face _____

2. The dangers realtors face _____

3. The dangers landscapers face _____

18. Read the article again and answer the questions.

1. What jobs are mentioned in the article?
2. What job do you consider to be the most dangerous?
3. Are there dangers in every job?
4. Why are laundry service workers in danger?
5. How many laundry service workers die during a year?
6. What can cause diseases in laundry service workers?
7. Which of the mentioned jobs is best paid for?
8. Is it safer to use private transport?
9. What is the most often trauma of landscapers?
10. Is it safe to work outside?
11. What should one know to be able to help the injured?

19. Find the equivalents in the text.

Щоденний, у небезпеці, численний, надзвичайно потужний, кров, жахливий, приємний, крім того, у списку, відповідно до, вбити, померти, громадський транспорт, пошкодити, ДТП, бережить себе, безкоштовна поїздка.

20. Match the word with the definition.

1. public transport	a) help given at the accident scene
2. disease	b) pain in the back
3. personnel	c) medical automobile for giving the first aid transportation

4. in danger	d) in hazard
5. backache	e) illness
6. ambulance	f) bus, trolley, tram
7. first aid	g) staff, manpower

21. Complete the gaps with the words above:

public transport/ disease/ personnel/ in danger/ backache/ ambulance/ first aid

1. The employee cannot work because he has _____ after he has fallen from the ladder.
2. People's health may be _____ if they don't care about safety at their workplace.
3. _____ is the first to arrive when people need first medical aid.
4. The _____ of any company should understand the responsibility for safe working environment.
5. I don't mind using _____ but prefer taking a taxi.
6. Health and safety inspector should control working conditions to avoid employees' falling ill with.

22. Translate the sentences into English.

1. Штат нашої компанії є нечисленним.
2. – Ви викликали швидку?
– Так. І наш працівник надав йому першу допомогу.
3. – Ви думаєте, він у небезпеці?
– Так, він у списку ти, хто має цю хворобу.
4. Я сьогодні на машині, і, якщо ви користуєтеся громадським транспортом, то можу вас безкоштовно підвезти.
5. Наш персонал надзвичайно потужний, він може зробити все, що вам потрібно!

2. FAMILY AND PEOPLE

1. Match the adjectives and definitions:

shy/ lazy/friendly/ funny/ generous/talkative

1. A person who talks a lot is.
2. A person who likes giving presents is_____.
3. A person who never does any work is_____.
4. A person who makes people laugh is_____.
5. A person who is open and nice is_____.

6. A person who is nervous and uncomfortable meeting new people is_____.

2. Match the pairs of opposite adjectives.

funny	quiet
generous	mean
friendly	confident
lazy	serious
shy	unfriendly
talkative	hard-working

3. Read the text and match the vocabulary with the definitions.

Jack's Family

My mother works in a bank, and she does not get home until about 7:00 in the evening — she's very hard-working, and she often brings her laptop home and does some more work after dinner.

My father is unemployed, so he does not get up at the same time as my mum — he stays in bed till 9.00.

My brother is two years older than me. He's very intelligent. He's really into computers, he has a job with a computer company. We do not have the same interests at all — he does not like sport, but I love it.

My grandfather and I love to laugh and we get on really well, although we do not see each other very often — he lives abroad, in Scotland.

to get on well with somebody	you usually do it when something is very funny for you
intelligent	you like people and have a friendly relationship with them
abroad	in a foreign country
be really into something	like something a lot
to laugh	be really good at something

4. Read the e-mail.

From: Alessandra [alessandra@andes.com.ar]

To: Daniel [dani2199@yahoo.com]

Subject: Hi from Argentina

Hi Daniel,

My name's Alessandra. It's an Italian name, because my grandmother was from Italy, but I'm Argentinian and I live in Mendoza, a big city in the west of the country. I live with my parents and my two brothers. I am 19 years old, and I'm at university. I study computer science. I'm in my first year and I really like it.

I'm going to tell you about myself. I have long hair —it's dark and wavy. And I have green eyes. I sometimes wear glasses, but I want to get contact lenses soon.

I think I'm a positive person. I'm quite extrovert and friendly. My mother says I'm very talkative — I think she means that I talk too much!

In my free time I love reading and going to the cinema. But I don't have much free time because I have classes every day, and a lot of work to do even at weekends. I also go to English classes on Friday afternoon.

Please write soon and tell me about you and your life.

Best wishes.

Alessandra

5. Mark the sentences True or False.

1. Alessandra is from Italy.
2. She has an Argentinian name because of her grandmother.
3. She lives in Mendoza, a small town in the west of the country.
4. There are five people in Alessandra's family.
5. She is an IT specialist working the first year for a big university.
6. Alessandra has bad sight and wears contact lenses.
7. She is extrovert and sociable.
8. However, her mother thinks that Alessandra is rather shy and quiet.
9. Alessandra has a lot of free time for reading and going to the cinema.
10. She goes to English classes on Monday and Friday afternoons.

6. Study the vocabulary.

anuclear family – сім'я

an extended family – розширена родина

conventional – традиційний

household chores – обов'язки по дому

to divorce – розлучитися

a family bond – зв'язок з родиною

to rely on – покладатися на

to let down – підвести

7. Match the family type with the definition and picture

1. Nuclear family	A. Non-traditional family
2. Extended family	B. Two parents and their children
3. Adoptive family	C. Parents and their children living with their parents or other relatives in one household
4. Singleparentfamily	D. A family with adopted children
5. Unconventional family	E. Only mother or father and their children

8. Complete the sentences with the missing words and phrases:

household chores / to divorce / a family bond / a nuclear family / to rely on / to get on well / a babysitter/ to let down/ an extended family

1. We believe that a strong _____ can play the key role in fighting all problems.
2. Divorced women have to deal with all _____.
3. It's so rare that I have my _____ together.
4. A _____ consists of a man, a woman, and children living in the household.
5. I like children, so I decided to work as a _____ for a while.
6. Your best friend will never _____ in any situations.
7. My mom is the only person I can _____.
8. You _____ with those who let you down.

9. Read the stories about unusual families and answer the questions.

A. spirit- дух

to manage – впоратися

I'm an old man in body but still young in spirit, and I give thanks to my wife and granddaughter for that. We aren't your typical family. Our daughter's child lives with us, and we raise her as our own. Since taking on this role, I've seen more life in my wife — it's quite beautiful actually. You know, a few years ago, we spent a lot of time just sitting at home. Now, looking after our granddaughter, we are so active. Sometimes it gets a bit difficult because children have so much energy, but we manage. Also, she is wise beyond her years, even though she is decades younger than we are. We have a family dynamic that most can't find in their relationships today, and the main ingredient is love.

1. According to the man, how have their lives changed?
 - a. They spend more time at home.
 - b. They are more active.

- c. They visit their daughter more.
- 2. According to the man, what is the current family relationship like?
 - a. They just live together.
 - b. They love each other.
 - c. He does not talk about it.

V. to bring up – виховувати
 pregnant – вагітна
 CEO – генеральний директор

equalrights – рівні права
 to agree – погоджуватися
 decision – рішення

to accept – прийняти, визнати правильним

I've always been a hard worker. My mother brought me up to be hard-working, and coming from a homewhere she worked days and nights to make sure we had food on the table. This year my husband and I were given gifts from the Universe — I learnt that I am pregnant, and I became the CEO of the company I've been working for for the past ten years. My husband and I have always agreed on equalrights, and so we decided that I would continue to work after our child was born, and he would be a stay-at-home dad and look after our child. This decision has been difficult for our friends and family to accept. They believe that because I am a woman and mother, my role should be to stay at home with my child. This used to be true, but now many families are looking at other options that work for them. My partner is a fantastic father, and this decision helps us both get the space we need personally. This helps our relationship further.

- 1. Which type of marriage does this woman have?
 - a. A union with equal rights
 - b. A union where a husband makes all of the decisions
 - c. A union where she makes all of the decisions
- 2. What did they decide to do after the birth of their child?
 - a. She would stay home with the baby.
 - b. They both would stay home with the baby.
 - c. Her husband would stay home with the baby.

C. used to – звикнути
 change mind – змінити думку
 mature – зрілий

to work through this situation – пережити ситуацію
 benefit – отримати вигоду

to trust – довіряти

Maria and I have been together for 5 years, and we still manage to keep our relationship exciting and respect each other's privacy. Last year she was offered a job abroad, and we made the choice that she would take it. I used to think that the only way to have a relationship is to be together all the time. But I have changed my mind. We know and believe we are mature enough to work through this situation. People need to be able to be themselves in a relationship. This way they can have a successful relationship even if they live so far apart. Also, if you are comfortable doing things by yourself, it benefits a lot when it comes to trust in a partnership. Another plus is being able to go and visit my wife in another country, and I really love that.

1. What kind of relationship does this young man have with his wife?
 - a. They have a long-distance relationship.
 - b. They live together.
 - c. They are not sure.
2. What one interesting benefit does the man talk about?
 - a. Having no one to help you
 - b. Living alone
 - c. Travelling to another country.

10. Find the equivalents in the text.

Молодий душею, динамічний, десятиліття, основний компонент, стосунки, трохи складно, впоратися, власний, виховувати, доглядати за, з того часу як, дякувати, мудрий не по роках, генеральний директор, виховати, дарунок, погоджуватися на, вірити, рішення, простір, далі, запропонувати роботу, так далеко, успішний, працювати над ситуацією, звикнути вважати, підтримувати, поважати приватність, поважати, зрілий, бути здатним.

11. Translate the sentences into English.

1. Мої дідусь і бабуся молоді душею, і це має позитивний вплив на їх здоров'я.
2. – Хто виховує дитину?
– Вся родина, адже основний компонент у вихованні – любов.
3. Генеральний директор компанії працює над цією ситуацією.
4. – Вона успішна?
– Так, минулого року велика компанія запропонувала їй роботу за кордоном.
5. – Що робить відносини зрілими?

- Я вважаю, вміння працювати над різними життєвими ситуаціями, підтримувати один і одного та поважати особистий простір.

12. Write an e-mail to a friend using the example above and the vocabulary of the unit.

13. Look at the picture and answer.

to split the bills/costs-розділити платежі/витрати

a terrible experience-жахливий досвід

honest- чесний

a lease agreement-договір про оренду житла

a legal backup- правова підтримка

to switch a job- змінювати роботи

a stranger- незнайомець



1. What is the topic of discussion?
2. Do you rent a flat?
3. Do you share your flat with your family or a roommate?
4. Do you think it is easy to live with a roommate? Why?
5. What other questions could you ask in the situation when you do not know your possible roommate?

14. Read the paragraphs A-F and find a question to each of them. There is one question you do not need to use.

A. There are a lot of reasons to live with roommates. The most important are rent and bills because splitting for a two-bedroom apartment is often cheaper than paying for one-bedroom apartment on

your own. But if you live with a roommate, who you don't get along with, it can be a terrible experience. Even if your roomie is also your best friend — that may not be realistic. The most important thing when searching for a roommate is choosing a person you can rely on.

B. Use your intuition to decide if people are open and honest with you. Tell what they have to pay each month and how you want to split bills or food costs.

C. Even if you trust your roommate, it's important to get him or her onto the lease agreement. That way you both will have a legal backup if one of you can't pay rent, or causes damage. You'll both feel happier making it official.

D. Start asking people you know and you will hear, "Oh, actually my co-worker needs a place to live," or, "I have a niece whose lease is ending soon." Even if you don't know someone personally, you can trust the recommendations of your friends and loved ones.

E. While interviewing prospective roommates, of course, you'll want to know about their likes, dislikes, and lifestyle. These questions will help you understand if you can co-exist well. There are also some specific questions you can ask to see if you can trust them. First, ask what they do for a living. If they have a permanent job, they can be relied on. If they switch jobs a lot or don't have a job at all, that could be a red flag, of course, if they are not students.

F. It's common knowledge that living with a friend can be risky. After all, how can you continue your relationship if you discover you cannot be roommates? But that doesn't mean you must live with a complete stranger. A good way to find someone you can trust is to ask for recommendations from your friends or family members.

1. What kind of information is recommended to find out about a potential roommate?
2. What is the most vital thing to remember while looking for a roommate?
3. Why is it not always a good idea to share a flat with a friend?
4. How can your inner feeling help you while choosing the person to share a flat with?
5. Why is it useful to share with your friends and colleagues that you are looking for a roommate?
6. Why is it necessary to secure the contract with your new roommate?
7. Who can help you with the process of interviewing potential candidates?

15. Read the paragraphs A-F again and choose True or False.

1. The most important is to get on well with your roomie.
2. You should find a person you can rely on.
3. Do not tell them the real price for the rent.
4. Trust is better than lease agreement.
5. Your colleagues may help you find a roommate.
6. While interviewing your prospective roomie never ask about their job.
7. Your roomie's interests and hobbies are important factor to understand if you can share apartment.
8. The best roomie is your best friend.
9. Recommendations can never help when looking for a roommate.
10. You should always choose a complete stranger as a roomie.

16. Find the equivalents in the text.

причина, двокімнатна квартира, дешево, ладити з, досвід, шукати, покластися на; чесний, бути змушеним, розділити оплату рахунків, вирішити; навіть якщо, юридичний, зашкодити; насправді; під час, майбутній, питання, заробляти на життя, постійна робота; в решті решт, означати, цілковитий.

17. Match the synonyms.

A roomie, juridical, to pay separately, an unknown person, workplace, to co-exist, an apartment, be into something, roommate, a flat, like something a lot, a stranger, to share an apartment, legal, worksite, to split money.

18. Match the words and phrases from the text with their definitions.

1. a roomie	a) constant, without changes
2. a stranger	b) a legal document about renting an apartment or a house
3. permanent	c) a person you do not know
4. to trust	d) to pay only for your part or order, divide the payment
5. to search for	e) to be on good terms or to be friendly with
6. to co-exist	f) to do harm
7. a lease agreement	g) a person you share your apartment with
8. to split the bill	h) to believe
9. to cause damage	i) to share an apartment or a house with
10. to get along with	j) to look for

19. Complete the gaps with one of the words and phrases:

a roomie, a stranger, permanent, trust, searching for, co-existed, the lease agreement, split the bill, causes damage, get along with.

1. – Do you know that girl in the green sweater?
– No, I don't. She is a complete _____ to me.
2. – Do you share an apartment or live alone?
– I share it with my friend?
– How do you pay for it?
– We _____.
3. – You know, my roomie forgot to switch off the water in the bathroom and she wants to split the bill for this month anyway!
– No, you don't have to split the bill! She _____ so she has to pay on her own!
4. – Have you found a job?
– Yes, I have! I'm so happy! I hope it will be my first _____ job because I changed so many places of work!
5. I need a job. I have to pay for my education and apartment. I'm so tired of _____ a job. Everybody says they need someone with experience. But how can I get experience if I cannot get a job?
6. – Who is your _____?
– She is a future occupational safety inspector. I like her a lot because she is very responsible.
7. – How do you _____ with your new roomie?
– Awesome! He is really into computers and he helps me a lot with my studies and making different presentations. And he is a cool guy as well!
8. – Where were you yesterday? I wanted to go out with you but you weren't at home.
– Oh, I was out with my new roomie. We went to the lawyer because we decided to have a legal backup of our sharing the apartment and signed _____.
9. – Were you on friendly terms with your ex-roomie?
– Oh, no! We just _____ because her character is actually terrible.
10. – Are you not afraid of sharing your apartment?
– Yes, I _____ her! She is an honest girl.

3. THE ROLE OF THE HEALTH AND SAFETY SPECIALISTS

1. Read the text and the questions below.

aim / purpose – мета

to engage into – залучити

continuously – безперервно
to facilitate – сприяти
impact – вплив
behavior – поведінка
to ensure – гарантувати, забезпечити
to intervene – втрутитися

Starting a Dialogue on Safety

Why do you work safely? How important are your hands? What kind of workplace do you want? What are the biggest risks in your work? What can you do to make it safer?

These are some of the questions asked by health and safety specialists. The purpose is to actively engage the employees into the dialogue on making working environment safer.

A health and safety specialist should create a positive safety culture when all the personnel communicates openly and continuously about health and safety issues. The purpose of the safety dialogue is to facilitate these conversations as an ongoing practice.

The activities on safety are grouped into three sections.

Know it studies the importance of health and safety, and the kind of workplace the team wants.

Believe it studies the impact of our own behavior on health and safety.

Show it practices putting safety into action as a team.

Each manager first participates as an employee in the dialogue with their manager. They then lead the dialogue in their own team.

Everybody in the company should take care of safety personally, ensuring safe work practices and not taking risks, but health and safety specialists should also develop a culture where we can tell others and intervene if we see unsafe behavior around us.

1. Why should a health and safety specialist ask these questions?
2. What should a health and safety specialist create at worksite?
3. What is “a positive safety culture”?
4. Which section studies how the employees see their dream worksite?
5. What is the difference between the first two sections and the section “Show it”?
6. Who takes part in the dialogues on safety?

7. Why should such communication and training on safety take place in every company?

8. What kind of culture should a health and safety specialist develop in a company?

2. Find the equivalents in the text.

Безпечно, зробити безпечнішим, спеціаліст з безпеки та охорони праці, залучати до діалогу, поділити на групи, мета, безперервно, постійна практика, команда, приймати участь, розвивати, піклуватися, поведінка, втручатися, розповідати іншим.

3. Match the words from the columns to form phrases.

1. to ask	a) an activity
2. to engage into	b) a conversation
3. to communicate about	c) action
4. to facilitate	d) the dialogue
5. to put safety into	e) questions
6. to participate in	f) health and safety issues

4. Complete the gaps with one of the phrases:

asked many questions, engaged into the activity, communicated about health and safety issues, to participate in the dialogue, to facilitate, to put safety into action.

1. – Did you talk about safety?

–Yes, we did. We _____.

2. The boss wanted us _____ about the problems we face every day.

3. – Who was _____?

–A lot of people! Almost all the personnel of our enterprise.

4. The idea was _____, that's why we started to reorganize our worksite at once to make it as safe as possible.

5. Our health and safety engineer _____ about possible dangers at worksite.

6. Our team noticed that it was very difficult for the employees to understand new rules, so we decided _____ the situation and show them the presentation. After watching it they said that they realized every detail.

5. Match the words from the columns to form phrases.

1. ongoing	a) health and safety
2. unsafe	b) safety culture

3. the importance of health and safety	c) practice
4. to take	d) behavior
5. to take	e) care
6. positive	f) risks

6. Match the opposites.

Safe, to take care, influence, to destroy, theory, to intervene, a monologue, danger, to ignore, health, safety, disease, actively, practices, to stay aside, impact, unsafe, to create, a dialogue, passively.

7. Order the words to make sentences.

1. Health /safety culture / create / workplace / and / must / safety specialists/ a positive /at.

2. Everybody / of / personally / the company / care / must / take / in / safety.

3. Everybody / risks / should / not take/ remember.

4. Health /should / specialists /develop / and / safety /a culture.

5. We / unsafe / should/ behavior/intervene / if / notice / around us.

8. Translate the sentences into English.

1. Я вважаю, що спеціаліст з безпеки та охорони праці має активно залучати до роботи всіх працівників.

2. – Хто піклується про безпеку у вашій компанії?

– Ми маємо спеціаліста з безпеки праці, він – частина нашої команди.

3. Персонал приймає участь у обговоренні безпеки на робочих місцях.

4. – Чому ви зустрічалися з генеральним директором,

– Ми говорили про питання безпеки та охорони праці.

5. Ми безперервно працюємо над безпекою робочих місць.

6. Наш начальник піклується про здоров'я працівників, розповідає про важливість культури безпеки та навчає безпечній поведінці на робочих місцях.

9. Read the dialogue and listen to it at <https://www.youtube.com/watch?v=zL4PI-pWfi8&list=PLcetZ6gSk969oGvAI0e4PgVnlGbm64bp&index=24>.

premises – приміщення

disappointed – розгублений

misunderstanding – непорозуміння

a warehouse– склад
to deal with– мати справу з, впоратися з
urgent– невідкладний
to review– переглянути
to remind of– нагадати про
an alarm– сигналізація
an assembly point– місце збору

A Review of Health and Safety Procedures

After the incident in the warehouse, Paul thinks the team needs an update on their health and safety policy.

Paul: Frankly, I'm disappointed with you Anna. You're a hard worker but it doesn't mean you can go against company policy.

Anna: Paul, I think there's been a misunderstanding.

Paul: A misunderstanding? How can you explain the smell of cigarette smoke? This is a 'no smoking' building.

Anna: Let me explain. I went down to the warehouse to speak to Mr Ingle and... well... someone else was smoking.

Paul: What!? Someone was smoking in the warehouse? That's highly dangerous. Who was it Anna?

Anna: Err... well... I can't really say. But I dealt with it and it won't happen again.

Paul: Thank you Anna and sorry about the misunderstanding. Now I really think it's time we had a review of our health and safety procedures.

Paul: Denise, could you gather everyone round in the meeting room please.

Denise: Could you all gather in the meeting room please, Paul has something important to say. It sounded urgent.

Paul: Thank you for joining me. Unfortunately, there has been an incident in the warehouse. Someone has been smoking and I'm not happy, so I thought I would remind you of our health and safety procedures. Your safety is our responsibility. But to keep safe we must follow some simple rules. Denise, what's the first one?

Denise: If you see a fire, raise the alarm and call the fire service.

Tom: If you hear the fire alarm, get out quick.

Paul: Not exactly Tom. I think we should walk calmly to our nearest fire exit, following the green signs and meet at the fire assembly point.

Paul: Now Anna, what about smoking?

Anna: No smoking on company premises.

Paul: Right, I'm going to have to look into this.

10. Answer the questions.

1. Why was the boss disappointed?
2. Who smoked in the premises?
3. Where did the incident happen?
4. Why did Anna say that it was a misunderstanding?
5. Why did the boss want to have a review of the company's health and safety procedures?
6. Do the employees remember the company's health and safety procedures?
7. Who is responsible for safety?
8. What should the personnel follow to keep safe?
9. What should you do if you see a fire?
10. What should you do if you hear the fire alarm?
11. Is it possible to smoke on company premises?
12. Look up the dictionary what the phrase "to have to look into" means?"
13. What is the boss going to look into?
14. Who do you think was smoking in the warehouse?

11. Find the equivalents in the text.

Спуститися на склад, запах диму, дуже небезпечний, непорозуміння, збиратися, наша відповідальність, слідувати правилам, іти спокійно, приміщення компанії, вивчити ситуацію, політика компанії, означати, трапитися.

12. Make the phrases you need to talk about being safe at work.

1. follow	a) walk calmly to our nearest fire exit.
2. No smoking	b) call the fire service.
3. If you see a fire,	c) to look into this.
4. Your safety is	d) on company premises.
5. If you see a fire,	e) our responsibility.
6. If you hear the fire alarm,	f) raise the alarm.
7. I'm going to have	g) some simple rules.

13. Continue the phrases.

1. If you see a fire, _____.
2. Walk calmly to _____.
3. Meet at the fire _____.
4. No smoking on _____.

14. Match the words to make phrases.

1. assembly	a) policy
2. highly	b) health and safety procedures
3. meeting	c) premises
4. the smell of	d) urgent
5. to sound	e) smoke
6. a review of	f) point
7. company	g) room
8. company	h) dangerous

15. Complete the gaps with one of the words or phrases:

alarm, urgent, warehouse, disappointed, deal with, responsibility, follow the signs, highly dangerous, join me.

1. -Where do you go to?
- To the _____.
- May I go with you?
- Of course! _____.
2. I' m _____ because I thought that he is a hard-worker but, in fact, he isn't.
3. -Do you know your duties?
- Yes, I do. The manager of the unit has already told me everything about my _____.
4. -Did you hear the _____ yesterday?
- No, I didn't. What was on fire?
- I'm not sure but one of the colleagues said it was some premises of the warehouse.
5. I wanted to gather you in the meeting room because the situation is really _____. I mean we need to discuss it just now!
6. -What materials do you _____ at work?
- With _____ materials. I mean toxic and poisonous, so I have to wear a uniform.
7. - How can I get to the fire assembly point?
- Just _____.
- Thank you!

16. Order the words to make sentences.

1. the / you / everyone / in / meeting / gather /round /room / please.
2. safety / I / our / you / of / health / remind / and / procedures.
3. to / fire /should / nearest /we / our / exit calmly /walk.
4. we/ to / alarm / point / the / go / assembly / hear.

5. was/ the/ an/ there/ in/ accident/ warehouse.

17. Translate the sentences.

1. Ви маєте невідкладно йти на склад, тому що подзвонив працівник і сказав, що відчуває там запах диму.

2. Ми маємо повторити всі процедури дотримання безпеки, тому що вчора наш працівник курив у приміщенні.

3. Ми маємо справу з безпекою, це – наша відповідальність.

4. Я розгублений через непорозуміння, що трапилося вчора. Я вважав, що всі дотримуються правил пожежної безпеки.

5. Ситуація надзвичайно небезпечна, тому приєднуйтеся, слідуйте за мною. Дивіться на знаки і ідіть до місця зборів.

18. Read and translate safety quotes.

1. "Every accident is a notice that something is wrong with men, methods, or material — investigate — then act."
2. "One earnest worker can do more by personal suggestion to prevent accidents than a carload of safety signs."
3. "Safety saves sickness, suffering, sadness."
4. "Never stop investing ... never stop learning"
5. "Safety brings first aid to the uninjured."
6. "You don't need to know the whole alphabet of Safety. The a, b, c of it will save you if you follow it: Always Be Careful."
7. "Do not think because an accident hasn't happened to you that it can't happen."
8. "Safety has to be everyone's responsibility... everyone needs to know that they are empowered to speak up if there's an issue."
9. "Carefulness costs you nothing. Carelessness may cost you your life."
10. "For safety is not a gadget but a state of mind." – Eleanor Everet
11. "An incident is just the tip of the iceberg, a sign of a much larger problem below the surface." – Don Brown
12. "Prepare and prevent, don't repair and repent."
13. "Measuring performance by the numbers of injuries you have is like measuring parenting by the number of smacks you give." – Dr. Robert Long
14. "If you put good people in bad systems, you get bad results. You have to water the flowers you want to grow." – Stephen Covey
15. "A chain is only as long as the weakest link."
16. "Shortcuts cut life short."

17. "You are your last line of defense in safety. It boils down to you."
– Kina Repp
18. "Luck runs out but safety is good for life."
19. "Working safely may get old, but so do those who practice it."
20. "Safety isn't expensive, it's priceless."
21. "It takes leadership to improve safety." – Jackie Stewart
22. "I'm glad to see how young people are stepping up when it comes to safety. They are focused on safety rather than being told to be safe. It makes a difference when people own things." – Scott Cam
23. "If you don't know, ask. Working with people is far better than working against them — always bring together all the people and information available to you!" – Aidan O'Shannessy

19. Choose three safety quotes you like most and explain why.

4. TRAVELLING

1. Read why people go on business trips abroad.

- ✓ to make new contacts
- ✓ to do a research
- ✓ to sign contracts
- ✓ to share and get new knowledge
- ✓ to visit a conference
- ✓ to attend a trade exhibition

2. Read the two business travelers' interviews at the airport and complete the table choosing the correct options.

a research trip – дослідницька поїздка

a facility – приміщення

a exhibition – виставка

entertainment – розваги

sightseeing – огляд визначних місць

hospitality – гостинність

on business / for pleasure – у справах / для задоволення

to pick up – підвезти на машині

to drop me off at – висадити з транспорту

check in – реєструватися

1. Interviewer: Can I ask why you have come to Seville?

Traveler 1: Actually, I'm on a research trip. I'm looking for somewhere to hold our next European conference.

Interviewer: Oh, really? So, what does that involve?

Traveler 1: Well, visiting different places, you know, hotels and exhibition centers that could host a big event, and looking at their facilities. I also need to find out about the entertainment a city like Seville can offer for sightseeing, the nightlife ...

Interviewer: Oh, the nightlife is very good - there are lots of restaurants and bars. And where are you staying?

Traveler 1: At the Patio. It's a small family hotel in the centre, opposite the cathedral.

Interviewer: Yes, I know it, it's a very nice place. It's very well known for its hospitality.

Traveler 1: That's good.

Interviewer: So, is it all business, or will there be time for pleasure?

Traveler 1: Well, a little bit of both, I hope. If I have time, I'll maybe go on an excursion to Cordoba. I'd also like to try some local specialities in the restaurants, and to do some shopping and buy a few souvenirs too.

2. Speaker 1: Excuse me, can I ask you, is this your first time in Seville?

Speaker 2: Yes, it is.

Speaker 1: And are you here on business or for pleasure?

Speaker 2: Well, I'm here for a trade exhibition, but I hope to have some time to look around, you know, enjoy the sights.

Speaker 1: Can I ask where you are staying?

Speaker 2: At the Hotel Dona Maria.

Speaker 1: Oh, that's very nice, very central. How are you getting there?

Speaker 2: I'm waiting for a colleague to pick me up in his car. He's going to drop me off at my hotel on his way to the exhibition centre.

Speaker 1: Do you have any plans for the evening?

Speaker 2: Well, I'd like to go to the hotel first and check in.

Speaker 1: Of course... You've had a long journey?

Speaker 2: Yes, I want to freshen up, have a drink, then probably go out for a meal. I'm meeting up with a couple of Spanish colleagues. They're going to show me around the old town. And after that, I guess we'll eat out somewhere....

Speaker 1: Well, have a good time.

Speaker 2: Thank you, I will. Nice talking to you.

	<i>Traveller 1</i>	<i>Traveller 2</i>
<i>Reasons for visit:</i>	✓ for a conference ✓ for a research ✓ for a trade exhibition	✓ for a conference ✓ for a research ✓ for a trade

		exhibition
<i>Wheretheyarestaying:</i>	<ul style="list-style-type: none"> ✓ a small family hotel not in the centre ✓ a big hotel opposite the cathedral ✓ a nice hotel known for its hospitality 	<ul style="list-style-type: none"> ✓ a hotel right near the exhibition centre ✓ a nice central hotel ✓ a nice hotel not far from the airport
<i>Personalplans</i>	<ul style="list-style-type: none"> ✓ to go to night clubs ✓ to go on an excursion around Seville ✓ to try some local speciality ✓ to do some shopping 	<ul style="list-style-type: none"> ✓ to go sightseeing around the old town ✓ to meet up with Spanish customers ✓ to go shopping ✓ to eat out

3. Read the interview #1 again and answer the questions.

1. What is the traveler looking for?
2. What does he want to visit?
3. What entertainment does he want to find?
4. Is the nightlife in Seville good?
5. Where does he stay?
6. Why does he want to go to Cordoba?

4. Read the interview #2 again and answer the questions.

1. Why did the traveler come to Seville?
2. Where is his hotel situated?
3. Who helps him get to the hotel?
4. Does he have any friends in the city?
5. Who is he going to spend time with?

5. Match the words to their definitions:

facilities, hospitality, nightlife, excursion, sightseeing, speciality, conference, exhibition, entertainment.

- Visiting interesting buildings and places as a tourist.
- A large meeting where people with the same work or interests come together.
- The place where a conference or a big event is held.
- Space, equipment, and services provided (e.g. by a hotel).
- Friendly and welcoming behavior to guests.
- A type of food or product that a restaurant or place is famous for.
- Things to do in the evening (e.g. bars, restaurants, etc.).

- Somewhere you go to see different products or works of art.
- A short, organized trip made for interest or pleasure.
- Activities which people do for fun and relaxation.

6. Answer the questions using the tips below.

Aims: a research trip, on business, for pleasure.

Professional plans: conference halls, exhibition centers, facilities of hotel, nightlife.

Accommodation: hospitality.

Personal plans: entertainment, excursion, eat out, speciality.

1. What is the purpose of your visit?
2. What are you going to do?
3. Where are you staying? Why?
4. Is it all business, or will there be time for pleasure?
5. Do you have any plans for the evening?

7. Useful language

to book in advance – бронювати заздалегідь

to queue up at check-in – стояти в черзі на реєстрацію

a check-in attendant – адміністратор стола реєстрації

a boarding pass – посадковий талон

an e-ticket confirmation – підтвердження про викуп білета

a cancelled flight – відмінений виліт

a delayed flight – відкладений виліт

lost luggage – загублений багаж

jet-lag – порушення біоритму внаслідок зміну часового поясу

baggage trolleys – візок для багажу

oversized hand-luggage – завелика ручна поклажа

not enough legroom – недостатньо місця для ніг

8. Agree or disagree with the ideas and explain why.

1. I enjoy travelling by plane.
2. I always book plane tickets myself by phone.
3. I always book tickets in advance.
4. The only factor is speed.
5. I arrive at the airport several hours before the flight.

9. Tick the problems you have had when going by plane. Choose three things which irritate you most.

- long queues at check-in
- not understanding the check-in attendant

- forgetting the passport or e-ticket confirmation
- a flight cancellation
- a delayed flight
- lost luggage
- tiredness and jet lag
- no baggage trolleys available
- poor food and drink quality on a plane
- oversized hand luggage
- not enough legroom on a plane

10. Read the strategies of a comfortable traveling by matching the two halves of sentences

1. If you dominate the armrests (підлокотники),	a) you'll have to turn off the wireless.
2. If you use your laptop,	b) you'll pay for it with an uncomfortable seat.
3. If you check in late,	c) you'll get more personal space.
4. If you drink too much,	d) you'll be able to stretch your legs.
5. If you book months in advance,	e) you'll get on and off the plane faster.
6. If you're polite to the check-in attendant,	f) you'll avoid queueing up to check-in.
7. If you have an e-registration,	g) you'll save the company money.
8. If you sit close to the doors,	h) you'll have to go to the toilet a lot.
9. If you get up during the flight,	i) you can sometimes get a seat you want.

11. Complete the sentences with the words:

excursion, entertainment, speciality, place, sightseeing, facilities, exhibition.

This first-class hotel and conference centre welcomes guests from all over the world. Its _____ are second to none. There are 300 rooms and five apartment suites. For business guests, they have ten meeting rooms, two of which are big enough to be used as _____ halls. They also organize events for the guests — a guided _____ around the town centre provides popular evening _____ for those who enjoy a bit of _____. For a quieter time, they serve regional _____ every evening in their four-star restaurant. All in all, this is a top-class _____ or business or for pleasure.

12. Complete the dialogue with the phrases

I'll ask him to take me

I'll ask you to take me

I'll take the new metro

if I can finish this report

if I can get a room

if there's nothing on Tuesday

I'll just take a taxi then

What will you do.

A. Have you got your trip next week organised?

B. More or less. I haven't actually booked anything yet.

A. You know it's a long weekend. There'll be a lot of people travelling on Tuesday _____ if you can't get a flight.

B. _____, I'll go on Wednesday and reschedule a couple of meetings.

A. What about getting to the airport?

B. If Derek is free, _____.

A. And if he isn't?

B. Well if you're available, _____.

A. Sorry, I can't.

B. _____.

A. How are you getting into town?

B. Unless I'm pushed for time, _____. It's very convenient because there's a stop near the hotel.

A. Oh, will you stay at The Majestic again?

B. I will _____. It might be difficult with the conference on.

A. You'd better get on and make some reservations.

B. Yes, _____, I'll get on the Internet or give them a ring before I go to lunch.

13. Read the texts and match the sentences below to the speakers.

fare – плата за проїзд

frequent-flyerpoints – бали постійного клієнта авіакомпанії

to cut the bill – скоротити витрати

Traveler 1. I spend 60% of my working week in the air. My choice of airline is dictated by comfort. My preference is for Middle East Airlines and its new airplane and equipment, and well-trained, fresh and energetic staff. I use first or business class. I will travel economy only in

an emergency. I use airline lounges. I want good chairs, plenty of newspapers and television.

Middle East Airlines (MEA) gets me a car to the airport. Staff take your boarding pass, check you in and walk you through to the lounge. The airline saves me about an hour of standing in line. It shows real respect. With MEA it's the whole process that's why I'm so loyal to them.

Traveler 2. I mainly fly on Star Alliance planes and do between 80,000 and 100,000 miles a year, mostly across the Atlantic. I always pay the lowest economy fare I can find, but, of course, I earn frequent-flyer points. Sometimes I even go on a Saturday to get the lowest fare.

I recently flew from London to Los Angeles, San Francisco and Washington and back — and saved £400 by travelling out on a Saturday rather than Sunday.

It is also possible to cut the air-ticket bill by booking in advance and avoiding peak travel. I tend to use taxis only when I have heavy luggage. I'm probably the world's greatest customer of public transport. A taxi to or from JFK, for example, costs about \$60 with a tip. On the AirTrain and subway, it's only \$7. Not long ago, I went to Milan for the first time in 20 years, flew to Linate rather than Malpensa because it's much closer to the city, asked at the airport about transport and took a bus which cost me a couple of euros.

1. I prefer to travel economy.
2. I will travel economy only in case of extreme need.
3. I try to avoid times when the largest number of people are travelling.
4. What I value most is experienced staff.
5. I sometimes use bonuses awarded by airlines.
6. I never use taxis to get to an airport.
7. I never check in myself.
8. I always relax in a special room in an airport.

14. Read the text “Traveler 1” and answer the questions.

1. How much time does he fly a week?
2. Why does he prefer Middle East Airlines?
3. When will he agree to travel economy?
4. How much time of standing in a lone does the air company save him?

15. Read the text “Traveler 2” and answer the questions.

1. What class does he prefer?

2. Is he ready to pay a high fare for the ticket?
3. Why does he sometimes travel on Saturday?
4. Where has he traveled recently?
5. How can you cut the ticket bill?
7. Why does he prefer train and subway to taxis?
8. What is the last city he visited?

16. Make up a 2-minute speech «An urgent business trip to China» and cover the points.

- You need a visa to go to China.
- You have 2 weeks before the flight.
- You have to choose a flight, a hotel, and book them yourself.
- You should be ready for a flight delay or cancellation and use the time at the airport effectively.
- You go to a country with a different culture.
- You should plan your visit.

17. Make a 2-minute speech about your going on business trips using the Useful language.

1. My reasons for travelling for business.
2. What I like about business trips.
3. What I hate about business trips.
4. How I prepare for my business trips.
5. How I deal with problems when flying.

5. DUTIES OF THE HEALTH AND SAFETY SPECIALIST

1. Read the text and answer the questions.

to examine – перевіряти

compliant with – відповідає вимогам

a regulation – нормативними актами

a violation – порушення

interpersonal skills – навички міжособистісного спілкування

Health, Safety and Environment Specialist

An HSE specialist is a professional who examines the health, safety, and environment of various workplaces. Their responsibilities involve inspecting workplaces to make sure employers are compliant with health and safety regulations and providing feedback in case of violations. Job duties include traveling to workplaces, conducting inspections, identifying violations, preparing reports, and speaking with

managers and employees regarding health and safety standards. An HSE specialist needs good interpersonal skills and knowledge of the laws and regulations of the Occupational Safety and Health.

To become a health, safety, and environment specialist, you need a bachelor's degree in industrial hygiene, occupational health, health physics, or a relevant scientific field. Some employers may require a master's degree.

1. What is HSE?
2. What does an HSE specialist examine?
3. Why do they inspect various workplaces?
4. Who must provide a feedback in case of an accident or incident?
5. What is the role of the HSE specialist in providing safety?
6. Why does an HSE specialist need good interpersonal skills?
7. How can one become a HSE specialist?
8. Is it obligatory to have a master's degree?

2. Find the equivalents in the text.

Перевіряти, різноманітний, відповідальність, довкілля, обов'язки, відповідати вимогам, відгук, порушення, звіт, уміння і знання, закони, промислова гігієна, вимагати, відповідний, науковий.

3. Make phrases with the words from the list where possible.

a degree in:

responsibility, chemistry, industrial hygiene, skills, smell, occupational health, health physics.

to need:

personal, a feedback, a degree, skills, an accident, knowledge, safety standards.

to be compliant with:

health and safety standards, occupational health, relevant scientific field, a bachelor's degree, regulations.

4. Match the words to make phrases.

1. to examine	a) a degree
2. to become	b) inspections
3. to need	c) violations
4. to conduct	d) a specialist
5. compliant with	e) reports
6. to identify	f) skills and knowledge

7. to provide	g) workplace
8. to have	h) regulations
9. to prepare	i) a feedback

5. Complete the gaps with one of the words or phrases:

HSE, regulations, provide feedback, in case of violations, job duties, conduct the inspection, interpersonal skills, the laws and regulations, become, a degree in industrial hygiene or occupational health.

1. – Why did you decide to _____ a _____ specialist?
– I followed into my dad’s footsteps and he likes his job a lot.
2. – What happened?
– My assistant broke his leg.
– Did you _____?
– Yes, I wrote about everything and brought the report to the HSE department.
3. –Have you talked to the boss?
– Yes, I have. He told me about my responsibilities so now I know everything about my _____ at the enterprise.
4. –What are _____?
– It’s your ability to communicate with people.
5. –What does a lawyer need to know to get the job in this organization?
– _____.
6. –What should you do _____?
– I should _____.
7. –What education does a HSE specialist need?
–Usually they require _____.
8. –What must the employees be compliant with?
–With health and safety _____.

6. Translate the sentences into English.

1. –Де зараз спеціаліст з ОП?
–Він виїхав на об’єкт, щоб перевірити безпеку робочих місць.
2. – Які обов’язки спеціаліста з ОП?
– Він проводить інспекції, визначає можливі небезпеки таготує звіти.
3. Вони зараз обговорюють закони та нормативні акти по охороні праці з менеджерами та генеральним директором компанії
4. – Навіщо спеціалістам з ОП навички міжособистісного спілкування?

– Вони повинні постійно спілкуватися з персоналом. Вони мають бути чесними і відкритими, щоб працівники довіряли їм.

7. Read the dialogue and answer the questions.

a fire drill – протипожежне тренування

in the event of – у разі

to be in the middle of – бути посередині

in action – в дії

to take charge – взяти на себе відповідальність

to carry – нести

to be missing – бути відсутнім

to put the fire out – гасити пожежу

to be guilty of – бути винним

A Fire Drill

Paul: Yes, yes I'm here and there's no need to panic. That was just a fire drill – a practice.

Anna: OK, thanks, but I hope I'll never need to use them.

Paul: Well done everyone. Hopefully you all know what to do in the unlikely event of a real fire. Back to work everyone.

Denise: Honestly! I was in the middle of an important call.

Tom: Yeah, and you never saw firemen in action, did you Denise? Can anyone smell smoke?

Denise: I don't believe it! The fire alarm's gone off again. Oh, where's Paul when you need him? Anna, you're going to have to take charge.

Anna: Me? What about Tom?

Denise: It looks like Tom has gone already.

Anna: OK. Err... there's no need to panic. Please leave the building and meet outside.

Denise: Hold on, I just need to grab my notepad and red pen. Come on then Anna, into the lift.

Anna: No Denise. We must use the stairs not the lift.

Denise: Oh, with my knees!

Anna: Jump up Denise, I'll carry you.

Anna: Could I have your attention please. This is urgent! Could I have your attention please! I need your full attention. Please stay calm. I'm sure there's not a fire, just a bit of smoke. Is there anybody missing?

Denise: Well, there's no smoke without fire, hey Tom! Has anyone seen Tom? That's Tom coming out of the building and he's carrying someone on his shoulder!

Anna: It's Mr Ingle from the warehouse!

Tom: It's OK everyone... I've put the fire out... it was in the warehouse.
 Mr Ingle had been smoking.
 Anna: Mr Ingle!
 Mr Ingle: Err... yeah... sorry.

8. Answer the questions.

1. Why was Anna disappointed about the fire drill?
2. Who organized the fire drill?
3. What was the purpose of the fire drill?
4. Why was Denise surprised?
5. How did the employees realize that the second fire was real?
6. Who was to take charge in the event of the second fire and why?
7. Why didn't Denise want to use the stairs?
8. Why did Denise need a notepad and a pen?
9. Who was missing?
10. Who does Tom carry out of the building on his shoulders?
11. Where was the fire?
12. Who was guilty of the fire?

9. Find the equivalents in the dialogue.

У дії, вірити, важливий дзвінок, сигналізація, взяти відповідальність, залишити будівлю, сходи, невідкладний, відсутній, нести на плечах, потрібна увага, погасити пожежу, просто тренування, пожежники, трохи диму.

10. Match the opposites.

To panic, without, put the fire out, outside, a lot, out, to leave, inside, to walk, to stay calm, into, to stay inside, a bit, with, to carry, to make a fire.

11. Make the phrases for a fire drill at work.

1. Just keep	a) not the lift.
2. Could I have	b) to panic.
3. Leave the building and	c) missing?
4. Is anybody	d) calm.
5. There's no need	e) your attention please.
6. This is	f) meet outside.
7. Use the stairs,	g) urgent!

12. Continue the phrases.

1. Just keep _____.

2. There's no need to _____.
3. Please leave the building and _____.
4. Use the stairs, not _____.
5. Is anybody _____?

13. Follow the link <https://www.esolcourses.com/content/topics/health-and-safety/fire-safety-gap-fill.html> and complete the gaps.

14. Match the words to make phrases.

1. a fire	a) charge
2. to need	b) drill
3. to take	c) calm
4. to keep	d) alarm
5. back to	e) full attention
6. a fire	f) work

15. Complete the gaps with one of the words or phrases:
drill, calm, attention, back to, charge, missing, carried, leave.

1. – Excuse me! May I have your full _____, please!
– Is it that urgent? I'm in the middle of a very important conversation with our business partners.
2. – Why were you absent yesterday?
– I was _____ because I was at the conference concerning the health and safety issues.
3. – I've heard a fire alarm has gone off in your office this morning.
– That's true. But it wasn't a real fire. Our HSE specialist just wanted us to have a _____.
4. – Did you hear about the fire at our neighbors' warehouse?
– Yes, I did. Tom is a real hero! He _____ his colleague out of fire on his shoulders!
5. I know that in the event of fire it is necessary to _____ the building as quickly as possible.
6. – Who took _____ when there was that fire?
– Ann and Denise did. They are really the people you can rely on in case of emergency.
7. The HSE representative told us to keep _____ and not to panic.
8. The boss said that after the drill we had to get _____ work because we had a lot of tasks.

16. Order the words to make sentences.

1. you / what/ do / to /must/in/ fire/ case / know /of.
2. I / concerning / and / health / was / conference / at/ issues / safety.
3. had / our / we/ a / conversation / a/ with/ colleague / important.
4. you / team /always/ rely / can / on / the.
5. he/ his/ the / out/ building / colleague / carries/ of.

17. Translate the sentences into English.

1. Спеціаліст з охорони праці навчив нас, що треба залишатися спокійним та не панікувати у разі пожежі.
2. Ми скористалися сходами і несли дітей на руках.
3. Ми побачили, що декількох колег не вистачає, і одразу зателефонували відповідальному.
4. Пожежники загасили пожежу, і ми повернулися до роботи.
5. – Ти бачив нашого шефа у дії?
–Так, він дуже енергійний.

18. Write the instructions what to do in case of fire.

19. Prepare the presentation or poster on the topic.

20. Follow the link <https://www.youtube.com/watch?v=0xLukd7Zibo> and listen to the fire drill training tips.

21. Listen to the video again, write out the questions about your safety awareness and answer them.

22. Study the Fire Drill Report. Imagine that you take charge for a fire drill in your group and complete the report.

a facility – установа

a shift – зміна

conditions – умови

temporary – тимчасовий

a number – кількість

verified by – перевірено

Fire Drill Report

Facility Name: _____

Address: _____

Date: _____ Time: _____ Shift: _____
(24 Hour Clock)

Person conducting the drill: _____
(Name & Title)

Fire Alarm Activation Method: _____
(Between 9:00 p.m. and 6:00 a.m.: A coded announcement can be used instead of audible alarms)

Drill location and simulated conditions: _____

(Bedridden patients shall not be required to be moved during drill MSFC 408.6.1)

Unusual Conditions: _____
(weather , remodeling, temporary exits)

Number of occupants evacuated: _____ Total Time of Drill: _____

Fire alarm system reset?: _____ Sprinkler System restored?: _____

Critique: _____

Fire alarm system tested: _____ Verified by: _____

Monitoring company received signal at: _____ Verified by: _____
(24 hour clock)

6. IN THE CITIES AND TOWNS

1. Study the vocabulary.

a city-dweller – житель міста

the suburbs – околиці

a variety – різноманітність

recreation – відпочинок

cuisine – кухня

employment opportunities – можливості працевлаштування

crowded – переповнений

hold-up – затримка

annoying – дратує

litter – сміття

exhaust fumes – вихлопні гази

window-shopping – роздивляння вітрин
a wide selection of – широкий вибір
a ferry – пором
a bridge – міст
public transport – громадський транспорт

2. Discuss.

1. What are some good points of living in the city?
2. What are some bad points of living in the city?
3. What are some good points of living in the countryside?
4. What are some bad points of living in the countryside?
5. Do you live in the city, the suburbs, or the countryside?
6. Do you like where you live? Why?
7. Where else have you lived?
8. Which place that you have lived did you like best? Why?

3. Read the text and answer the questions.

Urban Life

There are many positive sides to urban life. Living in a city can be very convenient.

There are many places to go shopping where people can buy things that they need. Many of these places are open until late at night. So, you can buy almost anything you want very easily at almost any time of day. There is usually a lot of variety in a city. There are many different choices of things to do and places to go. There are different choices for entertainment and recreation. People can go to see a movie or a show. They can go shopping or enjoy a walk in a park. They can visit museums and art galleries. They can go to a zoo or to sporting event.

Cities also usually have a wide selection of restaurants, cafes, and places to eat. You can usually find many different kinds of restaurants in a big city. These restaurants usually offer a good selection of international cuisine and local food.

People who live in a city also have many educational options and opportunities. They can go to different schools to learn different things, depending on their interests.

An urban environment also provides a wide variety of employment opportunities. There are many different kinds of jobs in many different fields and professions.

A city is usually very convenient in terms of transportation. People can take a bus, a train, a subway, a taxi, or other kinds of transportation. There is usually an airport near a city so it can be convenient for flying as

well. Some cities are located near water, so this makes travel by water possible too. Generally, urban life is convenient and offers people who live there a lot of variety and different opportunities.

However, there are many negative sides to urban life. Urban environments are generally crowded because many people live in a small area. This also affects the traffic situation. Cities often have traffic jams that can delay a person's plans. Sometimes workers need to repair the roads in a city. This also can cause traffic delays and hold-ups. These kinds of things can be annoying for people who live in a city.

Other problems associated with urban life are litter and pollution. Sometimes urban environments can be dirty. Air pollution is caused by the traffic in the city. Cars, motorcycles, trucks, and buses are constantly polluting the air with their exhaust fumes. Another source of pollution is factories. Factories produce industrial pollution. Some other problems associated with urban life are crime and a high cost of living.

1. What is one positive side to urban life?
2. Where can people buy what they need?
3. How late are these places open?
4. What kind of variety is there in a city?
5. What can people visit in a city?
6. What kinds of restaurants are in a city?
7. What other options and opportunities do people who live in a city have?
8. What transportation options do they have?
9. What is a negative side of urban life?
10. Why are urban areas generally crowded?
11. What does this affect?
12. What else can cause traffic delays?
13. What other problems are associated with urban life?
14. What causes air pollution?
15. What are some other problems associated with urban life?

4. Write out from the text the places you can visit in a city.

5. Write out from the text the transport you can see in a city.

6. Match the words to make phrases.

1. exhaust	a) area
2. cost of	b) environments
3. litter and	c) options

4. to pollute	d) the air
5. crowded	e) hold-ups
6. traffic delays and	f) recreation
7. urban	g) opportunities
8. educational	h) fumes
9. employment	i) pollution
10. entertainment and	j) living

7. Complete the gaps with the phrase:

hold-up, air pollution, cost of living, crowded, job opportunities, recreation.

- Where can you find more _____?
-In a big city, of course. There are lots of options for a HSE specialist.
- What are the sources of _____?
-There are many, in fact. They are, firstly, industries and transportation.
- Is there any place for _____ near here?
-Yes, there is. There is a park in the next block. If you want, take a bus and you'll be in the forest in two bus stops.
- Is there any place for _____ near here?
-Yes, there is. There is a park in the next block. If you want, take a bus and you'll be in the forest in two bus stops.
- There are many options and opportunities in the city but you have to pay for them, _____ is higher than in a town.
- Why are you late?
-I'm sorry but there was a terrible traffic jam in the center which caused a general _____.
- Are the streets _____ now?
-Yes, people like walking around and window-shopping at this time of the day.

8. Translate into English.

Широкий вибір, транспортні засоби, можливості працевлаштування, злочинність, національна кухня, міський, багатолюдний, місцевість, джерело забруднення, сміття, повітря, затримка руху, ремонтувати дороги, зручний, розташований, пропонувати, сфера діяльності, міжнародна кухня, освітній, в залежності від.

9. Translate into English.

1. Міські жителі мають широкі можливості. Вони можуть відвідувати різні місця розваги та відпочинку, насолоджуватися парками, відвідувати музеї, галереї, театри.

2. В містах можна скористатися різним транспортом в залежності від того, що зручніше.

3. У нас дуже смачна національна кухня, але у місті є багато ресторанів міжнародної кухні.

4. Я не можу сказати, що у нас затори на дорогах, але інколи бувають затримки руху транспорту.

5. Діти нашого міста мають широкі освітні можливості, оскільки у нас є математичні, мовні та інші ліцеї. Крім того вони можуть відвідувати гуртки в залежності від інтересів.

6. Основним джерелом забруднення повітря у містах є промислові підприємств та заводи, тому спеціалісти з охорони здоров'я та праці мають приділяти особливу увагу питанню захисту довкілля.

10. Answer the questions.

1. Where else have you lived? Which place did you like best? Why?

2. What do you know about these cities: New York, Los Angeles, Tokyo, Bangkok, Paris, London, Toronto, Hong Kong, and Singapore?

3. Which of these cities would you like to visit? Why?

4. Which of these cities would not you like to visit? Why?

11. Follow the link <https://www.youtube.com/watch?v=vA3OuEd4e1c>. Listen and read about top10 places of attraction in New York.

10. Staten Island ferry - You get spectacular views of New York Harbor on this ferry ride from Manhattan to Staten Island.

9. Brooklyn Bridge - Built in 1883, it is one of the oldest suspension bridges in America and continues to inspire the people of New York City.

8. Greenwich Village - Go for a stroll in this neighborhood. Enjoy charming brownstones and experience Washington Square Park.

7. Wall Street - The bull here makes everyone happy. See where billions are won or lost in seconds. # 6: Grand Central Terminal - Quite an amazing sight, you might even forget this is a train station.

6. Grand Central Terminal - Quite an amazing sight, you might even forget this is a train station.

5. Rockefeller Center - where you find top of the rock, with amazing views and at Christmas time, the famous tree lighting.

4. Central Park - One of the world's greatest urban parks. Get involved in an outdoor activity or watch New Yorkers go about their exercise routines.

3. The Empire State Building - An American icon, which was built remarkably during the Great Depression. Ride to the top for unmatched city views.

2. Times Square - best experienced at night. First time visitors are simply in awe amidst the bright neon lights.

1. State of Liberty - This is one landmark you must visit. The ultimate symbol of New York City.

12. Translate into English.

Піднятися ліфтом, орієнтир, залізничний вокзал, сусідство, незрівняний вид, вуличний, під світло, заняття, буденне заняття, дивовижний вид, забути, найбільший/максимальний, займатися щоденними справами, у захваті, прогулятися, навідувати.

13. Make a poster “City life: Pros and Cotras” using the vocabulary of the unit.

14. Make a presentation or a poster of top 10 travel attraction list you would like to visit with a short description of each.

15. Follow the link <https://en.islcollective.com/video-lessons/urban-life-vs-suburban-life>, listen to the video and do the task.

7. SAFETY SIGNS

1. Read the text and answer the questions.

a faulty cable – несправний кабель

to reduce work-related injuries – зменшити виробничі травми

to conduct a check-up – провести перевірку

creating an awareness – Формування обізнаності

to exercise caution – бути обережним

guidance and standards for safety – інструкції та стандарти безпеки

hazards – небезпеки

precautions – запобіжні заходи

to post the information – розмістити інформацію

How Safety Signs Can Reduce Accidents in the Workplace

On Wednesday, two men were killed by a Ferris wheel. A faulty cable caused both men to fall from the ride. One of them was declared dead at the hospital, and his co-worker suffered major injuries. It was possible to avoid this accident if the HSE management applied sufficient safety signs and conducted a substantial check-up of the cable.

Keeping employees safe and reducing work-related injuries are the most important priorities for any organization. Accidents happen almost every day in the workplace. But they can be prevented by providing training to the employees and by fixing sufficient safety signs to make the environment safe for working.

Creating an awareness of the most common accidents in a workplace will make employees exercise caution.

OSHA is an agency which is created by Congress of United States under the Occupational Safety and Health Act. Its mission is to prevent work related injuries, illnesses and occupational accidents. OSHA provides guidance and standards for safety at workplace and defines associated dangers, hazards and precautions related to them. Each sign has a significant color scheme, signal words and they illustrate the nature of the information posted.

1. When and where did the accident happen?
2. Who suffered?
3. Who was guilty of the accident?
4. Was it possible to avoid the accident? How?
5. What must be the biggest priority of any organization?
6. How can some accident be prevented?
7. What is OSHA?
8. What is the mission of OSHA?
9. What does every safety sign look like?
10. What safety signs can you see in a shop or at the institute?

2. Find the equivalents in the text.

Співробітник, мертвий, травми, уникати, нещасний випадок з постраждалими, застосовувати, перевірка, пов'язаний з роботою, зменшити, закріпити знаки, обачність, хвороба, звичайний, навчання, ретельний, можливо, достатньо, несправний.

3. Match the words to make phrases.

1. to declare	a) precautions
2. hazards and	b) signs
3. occupational	c) dead
4. to conduct	d) accidents
5. work-related	e) training
6. to provide	f) safe
7. safety	g) associated dangers
8. to define	h) accident
9. to avoid an	i) injuries
10. to make the environment	j) a check-up

4. Complete the gaps with the phrase:

sign, occupational, provide, injuries, avoid, environment, conduct, precautions.

1. We must _____ our workers with all they need.

2. –When did you _____ training?

– According to the plan, in November.

3. –Did you get any _____?

– Yes, I had a trauma of the leg.

4. –Is there anyone responsible for _____?

– OSHA is.

5. –Was it possible to _____ that accident?

– No way, they forgot to fix the “High Voltage” _____.

6. I think that if all the personnel cooperates we can make our _____ safe.

7. –Where there any _____ accidents when I was on vacation?

– Yes, there was one at the construction zone.

5. Translate the sentences into English.

1. Федеральне агентство з охорони праці та здоров'я забезпечують організації інструкціями з безпеки та визначають небезпеки та пов'язані з ними запобіжні заходи.

2. Наш менеджер з охорони праці зараз робить перевірку на будівництві.

3. Він отримав тілесні пошкодження, тому що не побачив відповідний знак про небезпеку.

4. Наша місія – зробити довкілля безпечним.

5. Де вони розмістили цю інформацію?

6. Можливо було уникнути нещасного випадку, але спеціаліст відповідальний за безпеку забув про запобіжні заходи.

6. Read the text and answer the questions.

to alert – попередити

PPE (personal protective equipment)– ЗІЗ (заходи індивідуального захисту)

safety measures – заходи з безпеки

surface – поверхня

current – електричний струм

flammable – легкозаймистий

explosive – який вибухає

get entangled – заплутатися

No Trespassing – заборона проникнення

carelessness – недбалість

obscure places – неосвітлені місця

a confined space – замкнутий простір

an emergency – надзвичайна ситуація

to warn– попереджати

Safety Signs in Action

Safety signs make the workers realize the potential dangers in the environment by providing the required information and safety instructions. They are important in reducing accidents at the workplace and in giving directions at the time of emergencies.

Colors used in workplace safety signs usually carry a specific meaning.

Red color indicates emergency devices and danger signs.

Yellow color notifies caution and alerts employees.

Green color informs about emergency measures like fire exits, first aid kits.

Blue color instructs and notifies people to take safety measures such as wear PPE.

Common safety signs at a workplace help avoid accidents.

A common cause of accidents is falling on slippery surfaces. A precautionary or caution sign can help avoid the same.

High voltage current is another major cause. Electricity or high voltage current can paralyze the body, burn the skin or even prove fatal. Electrical accidents can cause fires, explosions and can cause damage to the equipment also.

Wearing a hard hat can protect from falling objects and hitting your head. They save from hazardous chemicals, electric shocks; keep away hair from getting entangled in the machinery.

Smoking around inflammable and explosive materials can be dangerous. No smoking sign can help prevent accidents.

No Trespassing: Carelessness can bring people to walk into the area which they are not authorized for. It can risk not only their lives but others life too. The best security is posting a No Trespassing sign.

Obscure places which one cannot see should be marked by No Entry signs as these places may have hazardous materials or may be private in nature. Often no entry places have unsafe conditions and toxic atmosphere. Authorized Personnel Only signs are used when working sites have limited entry for safety reasons. It is not only for security reasons but for efficient work environment also.

Most workplaces have some or the other confined or closed space to work in. Confined space signs that warn every worker to follow rules and practice caution are extremely crucial for safety.

7. Match the signs with the related paragraph in the text above.



8. Find the equivalents in the text.

Потенційна небезпека, вживати заходи з безпеки, загальна причина, струм, смертельний, слизька поверхня, вибух, пошкодити

обладнання, небезпечні хімічні речовини, заплутатись у пристрої, триматися подалі від, давати вказівки, бути обережним, легкозаймистий матеріал, необачність, охорона, позначати знаком, падаючі предмети, обмежений, закрита територія, слідувати правилам.

9. Match the words to make phrases.

1. to give	a) entry
2. inflammable and explosive	b) chemicals
3. obscure	c) caution
4. falling	d) directions
5. hazardous	e) places
6. emergency	f) objects
7. limited	g) measures
8. to practice	h) materials

10. Complete the gaps with the words:

carelessness, inflammable, hazardous, confined, damaged, emergencies, directions, measures.

1. –What was the reason of the accident/
–It happened because of _____. There was no safety sign.
2. – What _____ did the HSE specialist take to avoid _____ at the worksite?
–He gave instructions to follow safety rules and told us to practice caution.
3. –Did you see the place?
– No, it's a _____ area. There is a No entry sign and it is closed.
4. – Is this material _____?
– Yes, it is. It can easily catch fire in the event of combustion.
5. Our boss is absent but he gave us _____ what to do in case of an emergency.
6. – The material is very _____.
– What do you mean?
– I mean it's toxic dangerous.
7. There was combustion and the fire _____ our premises.

11. Translate into English.

1. Необачність водія стала причиною аварії на складі.
2. Менеджер сказав, що ми маємо позначити всі погано освітлені місця, щоб уникнути нещасних випадків на робочому місці.

3. На складі було багато небезпечних, токсичних та легкозаймистих речовин, тому спеціаліст з безпеки попросив бути обачними.

4. Начальник попросив не заходити у приміщення, тому що працівники встановлювали знаки.

5. Ми мали захисне обладнання і могли зайти в приміщення, де зберігалися небезпечні хімічні речовини.

6. Робітники повинні мати каски, тому що на будівництві є падаючі предмети, які можуть ударити по голові.

7. Електричний струм є надзвичайно небезпечним, тому треба бути обачними з електричними приладами.

12. Follow the link <https://www.liveworksheets.com/pd1790365ny>. Listen and match the picture with the sound box.

13. Study the Covid-19 workplace health and safety signs.

SITE SAFETY COVID-19

 Children must not play on this site 

All visitors please contact 07552232132

	Do not come on site if you think you have coronavirus or someone in your household is self-isolating		Minimise face to face contact
	No access for unauthorised personnel		Disinfect all vehicle surfaces regularly
	Maintain social distances		Keep vehicle windows open for ventilation
	Wash hands regularly		Wear PPE at all times

REDUCE THE SPREAD OF COVID-19



Keep a safe distance of at least 2 metres



Wash your hands regularly



Wear PPE if provided



Avoid physical contact

14. Read and translate General Guidance for All Workers and Employers by OSHA.

For all workers, regardless of specific exposure risks, it is always a good practice to:

- Wear cloth face coverings, at a minimum, at all times when around coworkers or the general public. If a respirator, such as an N95 respirator or better, is needed for conducting work activities, then that respirator should be used, and the worker should use their cloth face covering when they are not using the respirator (such as during breaks or while commuting).
- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are not immediately available, use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol as active ingredients and rub hands together until they are dry.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Practice good respiratory etiquette.
- Avoid close contact (within 6 feet for a total of 15 minutes or more over a 24-hour period) with people who are visibly sick and practice physical distancing with coworkers and the public.
- Stay home if sick.

- Recognize personal risk factors. Certain people are at higher risk for developing more serious complications from COVID-19.

15. Compare the Covid-19 workplace health and safety signs from ex. 13 with the General Guidance by OSHA and match the signs with the corresponding passages.

16. Watch the video at <https://www.youtube.com/watch?v=S168EVW09ds> and say which safety signs you can see.

17. Read the list of responsibilities and put them into the appropriate column. Explain your choice.

Responsibility provided by		
Employee	Employer	Both

- ✓ Attend health and safety training courses
- ✓ Take reasonable care for your own health and safety
- ✓ Provide equipment and protective clothing
- ✓ Have appropriate insurance in case of an accident
- ✓ Report anything that could put someone's health and safety at risk
- ✓ Provide health and safety courses
- ✓ Wear protective clothing
- ✓ Complete a risk assessment

8. AT THE HOTEL

1. Study the useful phrases for check-in.

- ✓ We have a reservation under (name). – Заброньовано на (імя).
- ✓ Do you have any vacancies? – Чи є у вас вільні номери?
- ✓ Is the hotel booked, or can we get a room for tonight? – Готель заброньовано повністю, чи можемо ми отримати номер на сьогодні?
- ✓ How do we get to our room from here? – Як дістатися до номера?
- ✓ Is it okay to park out front? – Чи можна паркуватися перед готелем?
- ✓ What time is the pool open until? – До якої години відкритий басейн?
- ✓ What time is breakfast served at? – О котрій годині подається сніданок?
- ✓ Is it too early to check in? – Чи зарано реєструватися?
- ✓ Can we get a wake-up call? – Чи можна, щоб нас розбудили дзвінком?
- ✓ When is check out time? – О котрій виїзд з номера ?

2. Study the vocabulary and watch the video at <https://www.youtube.com/watch?v=3nhWVTxVТсЕ>.

hotel check in – реєстрація при в'їзді

hotel check out – виїзд з готелю

a reservation – бронь

to fill in the registration form – заповнити реєстраційну форму

a single room – однокімнатний номер

a double room – двокімнатний номер

a suite – номер люкс

Here you are – візьміть

to sign – поставити підпис

ID – документ, що посвідчує особу

a drop service – трансфер

to arrive – приїхати

3. Listen to the video again and read the transcript.

How to Check-in to a Hotel

Angelo (Hotel Receptionist): Hello sir, how may I help you?

Tony: Yes, I have a reservation for tonight.

Angelo: Okay, may I have your name please?

Tony: My name is Tony McKay.

Angelo: Hello Mr.McKay. You reserved a single room for four nights?

Tony: Yes, that's correct.

Angelo: May I see some form of ID please?

Tony: Yes, here you are.

Angelo: Thanks Mr.McKay. I need a credit card to put on file in case you use the mini bar.

Tony: Okay, here you are.

Angelo: Thanks! Would you like to upgrade to a deluxe room for only twenty dollars per night?

Tony: What does the deluxe room include?

Angelo: The deluxe room includes breakfast, and you can use the gym.

Tony: That sound great! Yes, I'll upgrade.

Angelo: Okay, can you please sign here?

Tony: Yes, no problem. Thanks a lot.

Angelo: You are in room 2407. Please take the elevators on the right. Breakfast is from six to nine am.

Tony: That's great! Thank you very much!

4. Answer the question.

1. What kind of room did he reserve?
2. How many nights did he reserve the room for?
3. What does she ask Tony to show her?
4. What does she need to put on file in case he uses the mini bar?
5. How much is the upgrade?
6. What does the upgrade include?
7. Does he take the upgrade?
8. What room is he in?
9. How does he get there?
10. What time is breakfast served?

5. Find the equivalents in the dialogue.

Бронь, одномісний номер; документ, що посвідчує особу; візьміть, покращити рівень, включати використання, спортивний зал, звучить добре, без проблем, підписати, сісти на ліфт, справа.

6. Match the words on the left with the meanings on the right.

1. to upgrade	a. the elevator
2. to reserve	b. from a suite to a deluxe room
3. to include	c. a reservation
4. to take	d. if
5. to have	e. breakfast
6. in case	f. for four nights

7. Write your own dialogue about a hotel check-in using the vocabulary of the unit.

8. Read the dialogue.

totally booked – повністю заброньовано
vacancy/ available rooms – вільний номер
rate – плата
a cot – розкладачка
to charge – брати плату
a deposit – внесення коштів
to hold the room – утримувати кімнату
in advance – наперед
to refund – повернути гроші

Receptionist: Thanks for calling Quality Inn. Morine speaking.
Caller: Hello. I'm interested in booking a room for the September long weekend.
Receptionist: I'm afraid we're totally booked for that weekend. There's a convention in town and we're the closest hotel to the convention centre.
Caller: Oh, I didn't realize. Well what about the weekend after that?
Receptionist: So... Friday the seventeenth?
Caller: Yes. Friday and Saturday.
Receptionist: It looks like we have a few vacancies left. We recommend that you make a reservation, though. It's still considered peak season then.
Caller: Okay. Do you have any rooms with two double beds? We're a family of four.
Receptionist: Yes, all of our rooms have two double beds. The rate for that weekend is \$129 dollars a night.
Caller: That's reasonable. And do you have cots? One of my daughters might be bringing a friend.
Receptionist: We do, but we also charge an extra ten dollars per person for any family with over four people. The cot is free.
Caller: Okay, but I'm not positive if she is coming. Can we pay when we arrive?
Receptionist: Yes, but we do require a fifty dollar credit card deposit to hold the room. You can cancel up to five days in advance and we will refund your deposit.
Caller: Great, I'll call you right back. I have to find my husband's credit card.
Receptionist: Okay. Oh, and just to let you know...our outdoor pool will be closed, but our indoor pool is open.

9. Choose the correct answers.

1. Why did the caller phone the hotel?
 - a) to change a reservation
 - b) to report a cancellation
 - c) to ask about available rooms
2. The caller can't stay on the September long weekend because the hotel
 - a) is fully booked
 - b) is hosting a convention
 - c) is closed for the season
3. What will the caller do before calling back?
 - a) research other hotels
 - b) discuss it with her husband

c) find a credit card to pay the deposit

10. Find the equivalents in the dialogue.

Повністю заброньовано, розуміти/думати, схоже, високий сезон, двоспальне ліжко, ціна, ліжко/розкладушка, брати додаткову оплату, приїхати/прийти, вимагати, відмінити, заздалегідь, відшкодувати.

11. Study useful phrases for hotel check-out.

We're checking out of room 401.
Sorry we're a bit late checking out.
I'm afraid we overslept/slept in.
We really enjoyed our stay.
We have a few complaints.
We'll be back next time we're in town.

12. Read the dialogue.

a late check out – пізній виїзд з номера
a cleaner – прибиральник
a tax – податок
bed linen – постільна білизна
a service – послуга

Receptionist: Hi there. Are you checking out now?

Guest: Yes, sorry. I know we're a few minutes late.

Receptionist: That's no problem. It's always really busy at check out time anyway.

Guest: Oh, really. The last hotel we stayed in charged us for a late check out.

Receptionist: The hotel isn't booked this week, so it's not a problem. How was everything?

Guest: The room was great. The beds were really comfortable, and we weren't expecting our own fridge.

Receptionist: I'm glad you liked it.

Guest: The kids were disappointed that the pool wasn't open this morning, though.

Receptionist: I apologize for that. We can't get a cleaner in any earlier than 10 am.

Guest: Well we had a nice swim last night anyhow.

Receptionist: Will you put this on your credit card?

Guest: No. I'll pay cash.

Receptionist: OK. So the total comes to \$123.67, including tax.
 Guest: I thought it was \$115 even. That's what they said yesterday when we checked in.
 Receptionist: Yes, but there is an extra room charge on your bill.
 Guest: Oh, I forgot. My husband ordered a plate of nachos. Sorry.
 Receptionist: No problem. So... from \$140, here's your change. Now, I'll just need to ask you for your room keys.

13. Choose the correct answers.

1. Why does the guest apologize when she arrives at the front desk?
 - a) she forgot to pay
 - b) she is late checking out
 - c) her credit card isn't working
2. Which of the following did the woman's family NOT like about the hotel?
 - a) the pool hours
 - b) the room rates
 - c) the bed linen
3. What was the woman charged for besides the room rate?
 - a) telephone use
 - b) room service
 - c) pool towels

14. Find the equivalents in the dialogue.

Готель заповнено, час виїзду з номера, зупинитися в готелі, зняти гроші за пізнє виселення з номеру, вибачатися за басейн, раніше ніж, у будь-якому випадку, платити, загальна сума, рівно 100 доларів, рахунок, включаючи податок, решта.

15. Match the words to make phrases.

1. to pay	a) charge
2. to include	b) food
3. room	c) a late check-out
4. the total	d) in cash
5. Here's	e) on credit card
6. to order	f) comes to
7. extra room	g) tax
8. to put	h) keys
9. to charge for	i) your change

16. Complete the gaps with the words and phrase:

apologize, tax, charge, total, cleaner, extra, booked, change.

1. I could not believe that they could _____ me for a bottle of Coca-Cola in the fridge!
2. – I gave you \$50 and you didn't return my _____!
– Sorry! Here you are.
3. – Why is this _____ room charge on our bill?
– You ordered salads, chips and fries chicken for four yesterday.
– I _____! I forgot about it.
4. May I get a _____ for the room 254? It's very dirty here.
5. – Are there rooms?
– Sorry, the hotel is totally _____!
6. – How much?
– The _____ comes to \$125.
– Even?
– Yes, including the _____.

17. Write your own dialogue about a hotel check-out using the vocabulary of the unit hotel

18. Translate the dialogues into English.

1. Адміністратор: Доброго дня, готель Waterside.
Клієнт: Я б хотів би забронювати номер на 3 ночі, починаючи з 6 березня.
Адміністратор: Так, звичайно. Яку кімнату ви б хотіли?
Клієнт: Мені потрібен двомісний номер. Скільки буде коштувати?
Адміністратор: Двомісний номер коштує \$ 42.00 за ніч.
Клієнт: Добре, я хочу забронювати його.
Адміністратор: На кого бронювати?
Клієнт: Скотт, Ніл і Сьюзан.
Адміністратор: У скільки ви плануєте приїхати?
Клієнт: Ми плануємо прибути близько 8:00 вечора.
Адміністратор: Прекрасно. Ваша кімната буде готова до того часу.
2. Адміністратор: Ласкаво просимо в готель. Чим я можу вам допомогти?
Клієнт: Я хотів би заселитися. У мене заброньовано номер.
Реєстратор: Як вас звуть?
Клієнт: Ендрю Свенсон.
Адміністратор: Так, містер Свенсон. Ви забронювали одномісний номер на чотири ночі, вірно?

Клієнт: Так, все вірно.

Реєстратор: Будь ласка, заповніть реєстраційну форму. Ваш номер 1409. Ось ваш ключ. Вам потрібна допомога з багажем?

Клієнт: Ні, у мене тільки одна сумка. Я впораюсь.

3. Адміністратор: Чи можу я вам допомогти?

Клієнт: Так, я хотів би розрахуватися за перебування у вашому готелі зараз. Мене звуть Адамс, кімната 312. Ось ключ від номера.

Адміністратор: Одну хвилину, будь ласка ... Ось ваш рахунок. Перевірте, чи вірна сума?

Клієнт: За що я плачу 14 фунтів?

Адміністратор: Це за телефонні дзвінки, які ви зробили з номера.

Клієнт: Чи можу я оплатити карткою?

Адміністратор: Звичайно. Можна мені ваш паспорт, будь ласка?

Клієнт: Візьміть.

Адміністратор: Підпишіть, будь ласка.

Клієнт: Звичайно.

Адміністратор: Ось ваша квитанція і ваша здача.

19. Follow the link <https://youtu.be/JVMrlqMHHQA>. Listen and write out 7 questions asked at a hotel check-in and answer them.

20. Follow the link https://www.youtube.com/watch?v=R_VZo_mSXv8&t=1s. Listen and write out the receptionist's questions asked at a hotel check-out and give your own answers.

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