

МИНИСТЕРСТВО ОБРАЗОВАНИЯ И НАУКИ РОССИЙСКОЙ ФЕДЕРАЦИИ

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ЧТО ТАКОЕ ЭКОНОМИЧЕСКАЯ БЕЗОПАСНОСТЬ?

Сборник текстов и заданий по английскому языку.

Практикум

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Настоящий практикум предназначен для студентов, обучающихся по специальности 38.05.01 "Экономическая безопасность", и является специализированным дополнением к общему базовому курсу английского языка. Пособие включает в себя 6 модулей, каждый модуль состоит из 6 секций: Getting started, Reading, Word study, Grammar, Speaking, Writing. Тексты, представленные в данном пособии, связаны с различными аспектами экономической безопасности, содержат специализированные лексические единицы.

Грамматические разделы, включающие в себя ряд упражнений, направлены на отработку грамматики английского языка, раздел "Speaking" имеет целью развитие навыков диалогической и монологической речи, письменные задания направлены на совершенствование навыков написания писем и эссе разного типа.

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MODULE 1: FINANCES

PART 1

Getting started

Exercise 1. Work in groups. Compare your answers with others in your group.

- What do you know about finances?
- Is there a difference between the terms finances and financial system?

Reading

Exercise 1. Read the text 1 “Finance and Financial system” and translate it.

Text 1

FINANCE AND FINANCIAL SYSTEM

Finance is the provision of money at the time when it is needed. It is a system of monetary relations leading to formation, distribution and use of money in the process of its turnover between economic entities.

The financial system is the network of institutions through which firms, households and units of government get the funds they need and put surplus funds to work.

Savers and borrowers are connected by financial intermediaries including banks, thrift institutions, insurance companies, pension funds, mutual funds, and finance companies.

Finance in an economic system comprises two parts: public finance and finance of economic entities.

Public finance is the provision of money (by the community through taxes) to be spent by national and local government authorities on projects of national and local benefit. It is a collective term for the financial flows and also the financial institutions of the public sector.

Public finance has the following four functions:

- 1) the provision of essential services;
- 2) the encouragement or control of particular sectors of the economy;
- 3) the implementation of social policy in respect of social services;
- 4) the encouragement of the growth of economy as a whole.

The major instrument of any financial system is the budget. In a market-oriented economy, the budget is the most important tool for achieving national priorities and goals through the allocation and distribution of resources, and the maintenance of a stable macroeconomic environment.

The budget is an estimate of national revenue and expenditure for the ensuing fiscal year. When expenditure exceeds the revenue the budget has a deficit.

Revenue and expenditure forecasting is the most fundamental step in the process of budget preparation. Adequate planning of recurrent and capital expenditure depends critically on an accurate forecast of revenue availability. The determination of the expected overall deficit in the public sector and therefore the macroeconomic impact of fiscal policy requires accurate forecast of tax collection and expenditures.

In Russia, public finance is a sum of budgets of all levels of subjects of the Federation, extra budgetary and reserve funds.

An accurate revenue forecast is most critical at the federal level of government but it is also important for all subnational governments because over the last several years they have worked with increasingly autonomous budgets.

Budget preparation at the federal level involves a number of institutions. The Ministry of Finance is the central coordinating institution in charge of compiling and presenting the budget. It has major inputs from ministries in various sectors of the economy and the state tax bodies.

Word study

Exercise 1. Find in the text English equivalents for the following words and expressions.

Финансы, обеспечение, денежные отношения, оборот денег (капитала), экономический субъект, сеть учреждений, семейное хозяйство, фонды (капитал), вкладчик, заёмщик, сберегательное учреждение, пенсионный фонд, взаимный фонд, финансовые потоки, государственные доходы, финансовый год, расчет общего дефицита, сбор налогов, внебюджетные и резервные фонды, составить и представить бюджет.

Exercise 2. Think of the verbs that are most commonly used with.

Money, policy, services, resources, expenditure, revenue, budget, tax, deficit, funds.

Exercise 3. Make up your own sentences with your word combinations from Exercise 2.

Grammar

Exercise 1. Fill in the blanks with prepositions if necessary.

1) The financial system is the network ... institutions ... which firms, households and units ... government get the funds.

2) Public finance is a collective term ... the financial flows and also the financial institutions ... the public sector.

3) The budget is an estimate ... national revenue and expenditure ... the ensuing fiscal year.

4) Adequate planning ... recurrent and capital expenditure depends critically ... an accurate forecast ... revenue availability.

5) An accurate revenue forecast is most critical ... the federal level ... government but it is also important ... all subnational governments because ... the last several years they have worked ... increasingly autonomous budgets.

Speaking

Exercise 1. Find answers to these questions in the text “Finance and Financial system”.

1. What is finance and financial system?
2. What parts does finance comprise?
3. What does the term public finance mean?
4. What functions does public finance perform?
5. What is budget in a market-oriented economy?
6. When does budget have a deficit?
7. What does the process of budget preparation include?
8. What is public finance in Russia?
9. What do you know about an accurate revenue forecast?
10. Which institutions does budget preparation at the federal level involve?

Exercise 2. Make up the plan of the text “Finance and Financial system”.

Exercise 3. Retell the text according to your plan.

Writing

Exercise 1. Write the essay on a financial system in Russia.

PART 2

Getting started

Exercise 1. Work in groups. Compare your answers with others in your group.

- Money and financial system. What is the connection between these two terms?
- What do you know about money? Is it only a mean of payment?

Reading

Exercise 1. Read the text 2 “Money” and translate it.

Text 2

MONEY

Money is anything is commonly accepted as a mean of paying for the goods and services individuals need and want. Money enables us to function in society and to have the thing we need to survive - things such as housing, food, clothing, transportation, heat and water.

Money has not always been the coins and paper bills known to us. Throughout history various things of value have been used as money. For example, in many parts of the ancient world, salt was used as money because it was rare and necessary to life. Among many early cultures, furs or pelts were used as money. Eventually valuable metals became the most common type of money; in fact, gold coins were used as money in the United States as recently as 1933.

Currency, which is dollar bills and coins, fits most of the definition of money. However, checks are accepted payment for purchases, and checking account deposits are considered money and not currency. To define money as currency would be considered too narrow for most economists.

Functions of money

Money has three basic functions. It serves as a medium of exchange, as a measure of relative value, and as a store of value.

As a medium of exchange, money enables two individuals to exchange without having to barter; that is the carpenter doesn't have to build a step for the grocer every

time he wants a carton of milk. The carpenter can build steps or anything else for anybody, receive money for his services, and use the money to purchase milk from the grocer. The grocer can in turn use the money received from the carpenter and others to purchase a suit from the tailor.

As a measure of relative value, money allows two dissimilar items to be purchased on a similar bases. It is in terms of money that we think of value. How many cartons of milk should the grocer pay for a suit? If asked that question, you might ask, how much is a carton of milk worth? And how much is the suit worth? You would want to define the exchange in terms of the relative value of the two items and would use the value in dollars (money) to determine how many cartons of milk it should take to buy a suit. Money helps to think of different things in terms of a common value base.

As a store of value, money makes it possible for us to hold onto the value over time. If the grocer would have to hold the value of his milk in milk, he could not hold it for long because it would spoil. If he sells the milk and gets money for it, he can hold the money until he wishes to purchase something.

The supply of money

To measure the money supply, we measure the amount of money in the economy. However, what to measure is a problem. Should someone's home be considered money? After all, it can be sold for cash.

To understand the money supply you have to first understand the concept of liquidity.

Liquidity is simply a measure of how quickly an item can be converted to cash. Obviously the most liquid item is cash itself, since it does not need to be converted. However, many other items approach cash in liquidity because they function as cash in many transactions. These items include demand deposits, against which checks can be written or from which funds can be withdrawn; time deposits, from which funds can be withdrawn; and money market funds, which can be immediately sold for cash.

Word study

Exercise 1. Find in the text English equivalents for the following words and expressions.

Товары, услуги, покупки, монеты, банкноты, средство денежного обращения, банковский чек, вклад на текущем банковском счете, бартер, наличные деньги, ликвидность, конвертировать, вклад до востребования, срочный вклад, инвестиционный фонд денежного рынка.

Exercise 2. Give Russian equivalents for the following words and expressions from the text and use them in the sentences of your own.

Things of value, medium of exchange, measure of relative value, store of relative value, dissimilar items, similar bases, common value base, supply of money.

Exercise 3. Find the nouns that are used in the text with the following verbs.

To use, to accept, to serve, to purchase, to measure, to convert.

Exercise 4. Make up your own sentences with your word combinations from Exercise 1-3.

Grammar

Exercise 1. Fill in the blanks with articles if necessary.

1) For example, in many parts of ... ancient world, salt was used as ... money because it was rare.

2) Eventually valuable metals became ... most common type of money.

3) Money serves as ... medium of exchange, as ... measure of relative value, and as ... store of value.

4) The carpenter can build steps or anything else for anybody, receive money for his services, and use ... money to purchase milk from the grocer. ... grocer can in turn use ... money received from ... carpenter and others to purchase ... suit from the tailor.

5) You might ask, how much is ... carton of milk worth?

6) However, what to measure is ... problem.

7) After all, it can be sold for ... cash.

8) Obviously ... most liquid item is ... cash itself.

Speaking

Exercise 1. Find answers to these questions in the text "Money".

1. What does money enable us to do in society?

2. What was used as money throughout history?

3. What fits most of the definition of money?

4. What are three basic functions of money?

5. Is it possible to measure the money supply?

6. How do you understand the concept of liquidity?

Exercise 2. Match sayings and their explanations. Are there any unnecessary statements? Do you agree with them?

Money is power	It's not easy to get money.
Money opens all doors.	If you have money, it will serve you and work for you well. But if you owe money to other people, that money will control you in an unpleasant way.
Money is the root of all evil.	We can't just walk around and pick it like fruit from the trees.
Money doesn't grow on trees.	If you have money, you can use it to get more money through investment.
Money is a good servant, but a bad master.	According to this saying, all immorality and wickedness is caused by money. This saying is a misquotation, and the original version ("the love of money is the root of all evil") implies that all immorality and wickedness is caused by people loving money, not by money itself.
Money isn't everything.	There are other important things in this world, not just money.
Money makes money.	We have to work hard to make money.

Exercise 3. Make a summary of the text "Money".

Writing

Exercise 1. Write the essay on the topic "Money in my life".

MODULE 2: FINANCIAL INSTITUTIONS

PART 1

Getting started

Exercise 1. Work in groups. Compare your answers with others in your group.

- What do you know about banks?
- What is the role of banks in finances?

Reading

Exercise 1. Read the text 1 “Banks” and translate it.

Text 1

BANKS AND OTHER FINANCIAL INSTITUTIONS

The following story is going to explain the role of banks. In the past most societies used different objects as money. Some of these were valuable because they were rare and beautiful, others - because they could be eaten or used. Early forms of money like these were used to buy goods. They were also used to pay for marriages, fines and debts. But although everyday objects were extremely practical kinds of cash in many ways, they had some disadvantages, too. For example, it was difficult to measure their value accurately, divide some of them into a wide range of amounts, keep some of them for a long time, use them to make financial plans for the future. For reasons such as these, some societies began to use another kind of money, that is, precious metals.

People used gold, gold bullion, as money. Those were dangerous times, and people wanted a safe place to keep their gold. So they deposited it with goldsmiths, people who worked with gold for jewellery and so on and also had a guarded vault to keep it safe in. And when people wanted some of their gold to pay for things with, they went and fetched it from the goldsmith.

Two developments turned these goldsmiths into bankers. The first was that people found it a lot easier to give the seller a letter than it was to fetch some gold and then physically hand it over to him. This letter transferred some of the gold they had at the goldsmith's to the seller. This letter we would nowadays call a cheque. And, of course, once these letters or cheques, became acceptable as a way of paying for goods, people felt that the gold they had deposited with the goldsmith, was just as

good as gold in their own pockets. And as letters or cheques, were easier to carry around than gold, and a lot less dangerous, people started to say that their money holdings were what they had with them plus their deposits. So a system of deposits was started. The second development was that goldsmiths realized they had a great deal of unused gold lying in their vaults doing nothing. This development was actually of greater importance than the first.

Now let's turn to the first bank loan ever and see what happened. A firm asked a goldsmith for a loan. The goldsmith realized that some of the gold in his vault could be lent to the firm, and of course he asked the firm to pay it back later with a little interest. Of course, at that moment the goldsmith was short of gold, it wasn't actually his gold, but he reckoned it was unlikely that everyone who had deposited gold with him would want it back at the same time, at any rate - not before the firm had repaid him his gold with a little interest. He thought it safe enough.

The goldsmith bankers were an early example of a financial intermediary.

A financial intermediary is an institution that specializes in bringing lenders and borrowers together.

A commercial bank borrows money from the public, crediting them with a deposit. The deposit is a liability of the bank. It is money owed to depositors. In turn the bank lends money to firms, households or governments wishing to borrow.

Banks are not the only financial intermediaries. Insurance companies, pension funds, and building societies also take in money in order to relend it. The crucial feature of banks is that some of their liabilities are used as a means of payment, and are therefore part of the money stock.

Commercial banks are financial intermediaries with a government license to make loans and issue deposits, including deposits against which cheques can be written.

Let's start by looking at the present-day UK banking system. Although the details vary from country to country, the general principle is much the same everywhere.

In the UK, the commercial banking system comprises about 600 registered banks, the National Girobank operating through post offices, and a dozen trustee saving banks. Much the most important single group is the London clearing banks. The clearing banks are so named because they have a central clearing house for handling payments by cheque.

A clearing system is a set of arrangements in which debts between banks are settled by adding up all the transactions in a given period and paying only the net amounts needed to balance inter-bank accounts.

Word study

Exercise 1. Find in the text English equivalents for the following words and expressions.

Организация, штрафы, редкий, драгоценные металлы, золотой слиток, хранить (вкладывать), делать золотые украшения, охраняемое хранилище, переводить (передавать), банковская ссуда (заем), процент, полагать (считать), во всяком случае, финансовый посредник, коммерческий банк, кредитор, заемщик, финансовое обязательство, денежная масса.

Exercise 2. Give Russian equivalents for the following words and expressions from the text and use them in the sentences of your own.

To measure their value accurately, to divide into a wide range of amounts, goldsmith, to work with gold for jewellery, to fetch, once these letters or cheques, became acceptable as a way of paying for goods, their money holdings, the goldsmith was short of gold, insurance company, pension fund, building society, issue deposit, trustee saving bank, clearing bank, clearing house, clearing system, inter-bank account.

Exercise 3. Find the nouns that are used in the text with the following verbs.

To pay, to use, to keep, to fetch, to deposit, to borrow, to owe, to lend, to make.

Exercise 4. Make up your own sentences with your word combinations from Exercise 1-3.

Grammar

Exercise 1. Fill in the blanks with prepositions if necessary.

- 1) In the past most societies used different objects ... money.
- 2) They deposited it ... goldsmiths, people who worked ... gold ... jewellery and so on and also had a guarded vault to keep it safe
- 3) Two developments turned these goldsmiths ... bankers.
- 4) Of course, once these letters or cheques, became acceptable ... a way of paying ... goods, people felt that the gold they had deposited ... the goldsmith, was just ... good ... gold in their own pockets.
- 5) A firm asked a goldsmith ... a loan.
- 6) The goldsmith realized that some of the gold ... his vault could be lent ...

the firm, and of course he asked the firm to pay it back later ... a little interest.

7) A commercial bank borrows money ... the public, crediting them ... a deposit.

8) In the UK, the commercial banking system comprises ... 600 registered banks, the National Girobank operating ... post offices, and a dozen trustee saving banks.

Speaking

Exercise 1. Find answers to these questions in the text “Banks and other Financial Institutions”.

1. What objects did many societies use as money in the past?
2. Had they any disadvantages?
3. What developments turned goldsmiths into bankers?
4. How could a firm ask for the first bank loan?
5. Who was an early example of a financial intermediary?
6. What does a financial intermediary mean nowadays?
7. What are types of financial intermediaries?
8. What is a commercial bank?
9. Which institutions does the commercial banking system comprise in the UK?
10. Why are clearing banks so named?
11. What is a clearing system?

Exercise 2. Make a summary of the text “Banks and other Financial Institutions”.

Writing

Exercise 1. Write the essay on the topic “Financial Institutions in Russia”.

PART 2

Getting started

Exercise 1. Work in groups. Compare your answers with others in your group.

- What do you know about a central bank of England?
- What is the difference between a central bank and commercial banks?

Reading

Exercise 1. Read the text 2 “The Bank of England” and translate it.

Text 2

THE BANK OF ENGLAND

Banks are among the most important financial institutions. The way in which a bank is organized and operates is determined by its objectives. The first and most important function of a central bank is to accept responsibility for advising the government on the making of the country's financial policy, and then to see that it is carried out. The aim of commercial banks is to earn profit. Over the years banks have developed organizational forms, or structures, designed to perform these various roles and to supply the services their customers demand.

The Bank's basic role is not very different from that of other central banks. Firstly it is the government's banker, borrowing money for the state when required. Secondly, it is a banker to the other banks - arranging for free exchange between them and banks abroad, printing their banknotes (except in Scotland) and providing their reserve of money. But the Bank of England has other duties. It has to regulate Britain's overseas investments. It has to enforce exchange control. And it has to act as custodian of the Sterling Area, holding balances on behalf of the other sterling countries.

The Bank's largest service to the Government is to manage the National Debt, which occupies about two thousand people. It was the National Debt which brought the Bank into being: William III needed a million of pounds quickly, to raise money for his war against Louis XIV, and was advised, very ingeniously, to borrow it from the public. In 1694 the Bank of England was established with a staff of seventeen clerks, to fix the loan. Since then, the Debt (it is usually given a capital D) has never looked back: governments have gone on using it to raise money quickly without waiting for taxes - particularly in war-time.

The Bank can influence the supply of money in three principal ways. First, it can adjust the operations and requirements of the National Debt. Secondly, it can bring pressure on the joint stock banks to restrict loans to their customers. Thirdly, it can wield its most controversial weapon, the Bank Rate – the rate of interest at which it lends money, and hence (by tradition) the interest rate of the joint stock banks to their customers – which affects the cost of borrowing all through the country. Every Thursday morning the Court considers Bank Rate, and at 11.45 a Bank official, accompanied by a stock exchange waiter, walks in his top hat from the Bank of England to the Stock Exchange – a journey which takes exactly two and a half minutes - enters the hall, gets up on a chair, and announces Bank Rate. From 1932 till 1951, which marked the era of "cheap money", it was nearly always two percent. Since then it has been used by successive Conservative governments to control the rate of spending, oscillating between seven and three percent.

Who is really responsible for Britain's monetary policy? The answer is characteristically obscure. For while the Bank retains the trappings of a joint stock company, as it once was, its reality is quite different – not primarily because of nationalization, but also because of the huge role of the Treasury, and the personal authority of the Governor.

The Treasury regards the Bank, more than any other parts of its empire, as a foreign tribe who must not be interfered with, and here the doctrine of indirect rule is very evident. The Court of the Bank, odd and unrepresentative though it is, is regarded as voicing "city opinion", and the Governor is expected to carry the Court with him. Even the Labour party, though it nationalized the Bank, dreaded any kind of outright clash with Threadneedle Street, and the mystique of the City remains a powerful influence on Westminster. The British government is not alone in not wanting to interfere with the central Bank. The American Federal Reserve and the German Bundesbank can both openly contradict their government, but Britain prefers to keep the relationship obscure and concealed.

Word study

Exercise 1. Find in the text English equivalents for the following words and expressions.

Брать на себя ответственность, приносить прибыль, печатать банкноты, стерлинговая зона, управлять государственным долгом, оказывать давление, акционерный банк, эра «дешевых денег», неопределенный, государственное Казначейство, национализация, теория непрямого управления, управляющий

банком, Лейбористская партия, Государственный банк Германии.

Exercise 2. Give Russian equivalents for the following words and expressions from the text and use them in the sentences of your own.

To provide the reserve of money, to regulate Britain's overseas investments, exchange control, sterling country, to hold balances, the Bank Rate, Court, stock exchange waiter, monetary policy, Threadneedle Street, Westminster, American Federal Reserve.

Exercise 3. Find the verbs that are used in the text with the following nouns.

Bank, responsibility, profit, financial policy, services, banknotes, investments, the National Debt, loans, bank rate.

Exercise 4. Make up your own sentences with your word combinations from Exercise 1-3.

Grammar

Exercise 1. Fill in the blanks with articles if necessary.

1) ... first and most important function of ... central bank is to accept responsibility for advising ... government on the making of the country's financial policy, and then to see that it is carried out.

2) ... Bank of England has other duties.

3) It is ... banker to ... other banks.

4) And it has to act as ... custodian of ... Sterling Area.

5) ... Bank's largest service to ... Government is to manage ... National Debt.

6) From 1932 till 1951, which marked ... era of "cheap money", Bank Rate was nearly always two percent.

7) ... Treasury regards ... Bank, more than any other parts of its empire, as ... foreign tribe who must not be interfered with, and here ... doctrine of indirect rule is very evident.

8) ... American Federal Reserve and ... German Bundesbank can both openly contradict their government, but ... Britain prefers to keep the relationship obscure and concealed.

Speaking

Exercise 1. Find answers to these questions in the text “The Bank of England”.

1. What are the most important financial institutions?
2. What are functions of a central bank?
3. What is the aim of commercial banks?
4. What are banks' basic roles?
5. What are other duties of the Bank of England?
6. What is the Bank's largest service to the Government?
7. When was established the Bank of England?
8. Describe the historical events that brought the Bank into being.
9. How can the Bank influence the supply of money?
10. Why is the third way in which the Bank can influence the supply of money, the Bank Rate, so important?
11. Who is responsible for Britain's monetary policy?
12. How does the Treasury regard the Bank?
13. What is the relationship of the Bank of England with the Labour party and the British government?
14. What is the relationship of the American Federal Reserve and of the German Bundesbank with their government?

Exercise 2. Make up the plan of the text “The Bank of England”.

Exercise 3. Retell the text according to your plan.

Writing

Exercise 1. Write the essay on the topic “The Bank of Russia”.

MODULE 3: ECONOMIC SECURITY

PART 1

Getting started

Exercise 1. Work in groups. Compare your answers with others in your group.

- What do you know about economic security?
- What is the main aim of economic security?

Reading.

Exercise 1. Read the text 1 “What is Economic Security” and translate it.

Text 1

WHAT IS ECONOMIC SECURITY?

Economic security is a state entity, characterized by the presence of a stable income and other resources that can support the standard of living for today and for the foreseeable future. It includes:

- 1) maintaining solvency;
- 2) planning for the future cash flows of the entity;
- 3) security of employment.

There are seven components of work-related security.

Basic security means limiting the impact of uncertainties and risks people face daily while providing a social environment in which people can belong to a range of communities, have a fair opportunity to pursue a chosen occupation.

Income security denotes adequate actual, perceived and expected income, either earned or in the form of social security and other benefits. It encompasses the level of income, assurance of receipt, expectation of current and future income, both during working life and in old age or disability retirement.

Representation security refers to both individual representation and collective representation. Individual representation is about individual rights enshrined in laws as well as the individuals' access to institutions. Collective representation means the

right of any individual or group to be represented by trade unions that can bargain on their behalf and which independent and competent to do so.

Labour market security has a structural component, in that it represents the types and quantity of opportunities. Policies aimed at enhancing this form of security have included full-employment oriented macro-economic policies, the creation of employment agencies, and other placing services.

Employment security is protection against loss of income-earning work. For wage and salary workers, employment security exists in organizations and countries, in which there is strong protection against unfair or arbitrary dismissal and where workers can redress unfair dismissal. For the self-employed, it means protection against sudden loss of independent work, and/or business failure.

Job security includes employment security and job security. Employment security refers to the opportunity of a worker to continue working in an enterprise, job security refers to the worker's ability to pursue a line of work in conjunction with his or her interests, training and skills.

Work security denotes working conditions in organizations that are safe and promote workers' well - being.

Work security goes beyond this, though, in addressing the modern scourges of stress, overwork, absenteeism, and harassment. Protection devices for work security include provisions and insurance against accidents and illness at work, and limits on working time.

Skill reproduction security denotes workers' access to basic education as well as vocational training to develop capacities and acquire the qualifications needed for socially and economically valuable occupations.

Exercise 2. Read the text 1 “What is Economic Security?” and answer the questions.

1 What comes to mind when you hear the word "security"?

2 Do people nowadays have all the security they need?

3 What would life be like with better security?

4 What do you do to improve your Internet security?

5 Franklin Delano Roosevelt said: "True individual freedom cannot exist without economic security and independence." Do you agree?

6 How important is financial security to you?

Exercise 3. Say whether the following statements are true or false.

1 Economic security is a state entity, characterized by the presence of a stable income and other resources that can support the standard of living for today and for the foreseeable future.

2 Income security denotes adequate actual, perceived and expected income, either earned or in the form of social security and other benefits

3 Representation security refers only to individual representation

4 Labour market security arises when there are no opportunities for adequate income-earning activities.

5 For wage and salary workers, employment security exists only in countries, in which there is strong protection against unfair or arbitrary dismissal and where workers can redress unfair dismissal.

6 Ways to further skill reproduction security include policies to generate widespread opportunities to gain and retain skills through education, apprenticeships, and employment training.

Word study

Exercise 1. Give derivatives of the following words

Security; growth; dilution; hiring; economy; insurance; protection.

Exercise 2. Find in the text Russian equivalents for the following words and expressions.

Work-related security, to maintain solvency, cash flow, to provide a social environment, to pursue a chosen occupation, to encompass the level of income, wage indexation, progressive taxation, collective representation, individual representation, to bargain on behalf of, income-earning activity, full-employment oriented macroeconomic policy, self-employed, to gain and retain skills

Exercise 3. Find in the text the opposites for.

Stable income, foreseeable future, employment, fair opportunity, adequate income, comprehensive security, collective, independent, ample, unfair, self-employed.

Exercise 4. Match the words with the definitions.

Income	Method in which trainees learn a craft or trade by hands-on experience while working with a skilled worker, usually under a written or implied indentureship agreement.
Standard of living	Voluntary non-attendance at work, without a valid reason, habitual evasion of work, or willful absence as in a strike action. It does not include involuntary or occasional absence due to valid causes, or reasons beyond one's control, such as accidents or sickness.
Disability	A cost of living increase available under social security.
Wage indexing	The act of giving someone a job; an employer taking on a new employee.
Bargaining power	To remove an employee from their job, typically for reasons such as poor work quality or disagreeable behavior.
Trade union	In negotiating, capacity of one party to dominate the other due to its influence, power, size, or status, or through a combination of different persuasion tactics.
Full-employment	Medically determinable impairment of body or mind that restricts, or causes loss of, a person's functional ability to carry on his or her normal activities.
Fire	State of economy in which all eligible people who want to work can find employment at prevailing wage rates
Hire	An organization whose membership consists of workers and union leaders, united to protect and promote their common interests.
Absenteeism	Financial health of a population, as measured by per capita income and consumption of goods and services by individuals or households.
Apprenticeship	Money or other forms of payment (received periodically or regularly) from commerce, employment, endowment, investment, etc.

Grammar

Exercise 1. Fill in the blanks with the prepositions if necessary.

1) Economic security is defined ... access ... basic needs infrastructure pertaining ... health, education, dwelling, information, and social protection, as well as work-related security.

2) While all seven dimensions are important, two are essential ... basic security: income security and voice representation security.

3) Representation security refers ... both individual representation and collective representation.

4) Policies aimed ... enhancing this form of security have included full-employment oriented macro-economic policies, the creation ... employment agencies, and other placing services.

5) Whereas employment security refers ... the opportunity ... a worker ... continue working in an enterprise, job security refers ... the worker's ability... pursue a line ... work in conjunction ... his or her interests, training and skills.

6) Protection mechanisms have consisted ... barriers ... skill dilution such as craft boundaries, job qualifications, restrictive practices, craft unions, etc.

Speaking

Exercise 1. Single out the main facts given in the text and present them in a short review.

Exercise 2. Render the text.

Writing

Exercise 1. Write the essay “Life security and ways to provide it”.

PART 2

Getting started

Exercise 1. Work in groups. Compare your answers with others in your group.

- Have you ever heard or read about white collar crimes?
- Have you ever been a victim of a white collar crime?

Reading

Exercise 1. Read the text 2 “White-Collar Crime” and translate it.

Text 2

WHITE-COLLAR CRIME

The term "white-collar crime" refers to illegal acts committed through the use of non-physical, nonviolent means for financial gain. The most important white-collar crimes include:

- Bankruptcy fraud is connected with concealing assets, misleading creditors.
- Bribery: When money, goods, services, information or anything else of value is promised to, given to, or taken from an individual or corporation with intent to influence the actions, opinions, or decisions of the taker, a person may be charged with bribery whether he offers the bribe or accepts it.
- Computer fraud: Where computer hackers steal information contained on computers such as: bank information, credit cards, and proprietary information.
- Counterfeiting: Occurs when someone copies or imitates an item without having been authorized to do so and passes the copy off for the genuine or original item.
- Credit card fraud: The unauthorized use of a credit card to obtain goods of value.
- Forgery: When a person passes a false or worthless instrument such as a check with the intent to defraud or injure the recipient.
- Identity fraud refers to the theft of one's personal information used for opening credit card accounts, applying for loans, committing serious crimes.
- Internet services: charges for services that were supposedly free, payment made online and Internet services that were never provided.

- Money laundering: The investment or transfer of money from racketeering, drug transactions or other embezzlement schemes so that it appears that its original source either cannot be traced or is legitimate.

- Tax evasion: When a person commits fraud in filing or paying taxes.

- Telemarketing fraud: Actors operate out of boiler rooms and place telephone calls to residences and corporations where the actor requests a donation to an alleged charitable organization but does not use the donation for the stated purpose.

- Web auctions: items bought but never delivered by the sellers.

Word study

Exercise 1. Find in the text English equivalents for the following words and expressions.

Незаконный, мошенничество, вводить в заблуждение, скрывать доходы, взяточничество, хакеры, незаконное использование, кража, совершить преступление, плата за услуги, отмывание денег, вкладывать деньги в..., уклоняться от уплаты налога, пожертвования.

Exercise 2. Match the words with definitions.

1) bankruptcy	1) a payment asked by professional people or public servants for their services
2) fee	2) a settlement of the debts of someone who is wholly or partially unable to repay their debts.
3) forgery	3) One who receives something from a giver. A recipient can receive a wide variety of things, including a letter, a telephone call, a message, a sum of money, or even a physical embrace.
4) recipient	4) faking of a signature without permission, making a false document or changing an existing document without authorization.
5) identity fraud	5) a crime in which criminal obtains and uses a victim's personal data through fraud or deception and usually for economic gain
6) money laundering	6) Legitimization of illegally obtained money to hide its true nature or source (typically the drug trade or terrorist activities). Money laundering is effected by passing it surreptitiously through legitimate business channels by means of bank deposits, investments, or transfers from one place (or person) to another

Exercise 3. Make up your own sentences with the words from Exercise 2.

Exercise 4. Fill in the blanks with proper words.

- 1) Bankruptcy ... is connected with concealing assets.
- 2) A person may be ... with bribery whether he offers the bribe or accepts it.
- 3) Someone copies or imitates an item without having been ... authorized to do so and passes the copy off for the ... or original item.
- 4) With the intent to ... or injure the recipient.
- 5) Transfer of money from ..., drug ... or other ... schemes.
- 6) The actor requests a ... to an alleged charitable organization.

Grammar

Exercise 1. Fill in the blanks with prepositions if necessary:

- 1) "White-collar crime" refers ... illegal acts committed ...the use ...non-physical, nonviolent means ... financial gain.
- 2) A person may be charged ... bribery whether he offers the bribe or accepts it.
- 3) Passes the copy ... the genuine or original item.
- 4) With the intent ... defraud or injure the recipient.
- 5) Transfer ... money ... racketeering.
- 6) Requests a donation ... an alleged charitable organization but does not.
- 7) Use... the donation ... the stated purpose.

Exercise 2. Fill in the blanks with the articles if necessary.

- 1) Committed through ... use of non-physical, nonviolent means for ...financial gain.
- 2) Where computer hackers steal ... information contained on computers such as: ... bank information, credit cards, and proprietary information.
- 3) ... unauthorized use of ... credit card to obtain goods of value.
- 4) ...theft of one's personal information used for opening ... credit card accounts.
- 5) ... investment or transfer of ... money from racketeering.

Exercise 3. Find antonyms for the following words.

Physical, unimportant, to give, to offer, unauthorized, genuine, disappear, legal.

Speaking

Exercise 1. Agree or disagree with the following statements.

1. Antitrust fraud includes the use of practices designed to create reasonable restraints on competition.
2. Bankruptcy fraud may be committed only by businesses.
3. A person may be charged with bribery only if he is one who accepts the bribe.
4. Counterfeiting is possible only with coins or banknotes.

Exercise 2. Answer the questions.

1. What does the term "white-collar crime" refer to?
2. What types and schemes of white-collar crimes does the text describe? Characterize them.
3. Can you describe any other acts of deceiving people not mentioned in the text?
4. What is counterfeiting?
5. What is tax evasion?
6. What does antitrust fraud include?
7. What is the principle of shell game?

Exercise 3. Make up the plan of the text.

Exercise 4. Retell the text according to your plan.

Writing

Exercise 1. Write the essay on the topic "White Collar Crime and How to Counteract it?"

MODULE 4: CONTRACT LAW

PART 1

Getting started

Exercise 1. Work in groups. Compare your answers with others in your group.

- What types of contract have you ever dealt with?
- What makes contracts important?

Reading

Exercise 1. Read the text 1 “Contract Law” and translate it.

Text 1

CONTRACT LAW

Contract law is sometimes described as a system of private law-making. Contract is the basis for business relationships, it is the means of structuring commercial relationships. Contracts create the private law which will govern the relationship between the parties. The rights and obligations of the parties are determined by the contract's terms. If one party meets its contractual obligations and the other party doesn't there is a "breach of the contract" and the non-breaching party is entitled to receive relief through the courts.

Generally, the non-breaching party's remedy for breach of contract is the non-breaching party that will put the non-breaching party in the position it would have enjoyed if the contract had been performed. Under special circumstances, a court will order the breaching party to perform its contractual obligations.

Most contracts are enforceable whether they are oral or written. In business relationships writing is not required but is strongly advisable. Concluding the contract on the mere basis of discussions increases the potential difficulties of agreement at a later date, at a time of difficulties of performance, which will lead to a dispute. In case of a litigation to enforce the contract or sue for damages, a written contract will reduce the dispute about the contract's terms. Besides in an oral contact, the parties may have different recollections of what they finally agreed as a result of the discussions.

Many contracts include special types of provisions such as Duties and

Obligations (the duties and obligations section of a contract is a detailed description of the duties and obligations of the parties and the deadlines for performance.), Representations and Warranties (a warranty is a legal promise that certain facts are true. Typical representations or warranties in contracts concern such matters as ownership of the contract's subject matter (for example, real estate, warranties of ownership of intellectual property rights and non-infringement of third parties' intellectual property rights etc.), Termination Clauses (these clauses ensure that either or both parties have the right to terminate the contract under certain circumstances, describe breach of contract events and methods of giving notice of exercise of the termination right, and whether the breaching party must be given an opportunity to cure the breach before the other party can terminate the contract), Remedy Clauses (these clauses state what rights the non-breaching party has if the other party breaches the contract. In contracts for the sale of goods, remedy clauses are usually designed to limit the seller's liability for damages).

Word study

Exercise 1. Find in the text Russian equivalents for the following words and expressions.

Contractual obligations, breach of the contract, non-breaching party, money damages, to enforce the contract, sue for damages, contract provisions, warranties, to give a notice, remedy clauses, to cure the breach, liability for damages.

Exercise 2. Give opposites for the following words and word combinations:

Limited liability, secured contract, binding agreement, breaching party, written contract, to reduce, rights, infringement.

Exercise 3. Make up your own sentences with words and expressions from Exercise 1.

Grammar

Exercise 1. Fill in the blanks with “a” or “the” where necessary.

- 1) Contract is ... basis for ... business relationships.
- 2) Contracts create... private law which will govern ... relationship between ... parties.
- 3) Under ... special circumstances ... court will order ... breaching party to

perform its contractual obligations.

4) Concluding ... contract on ... mere basis of... discussions increases ... potential difficulties of agreement at ... later date.

5) In case of a litigation to enforce the contract or sue for damages.

6) Besides in ... oral contact, ... parties may have ... different recollections of what they finally agreed.

7) These clauses ensure that either or both parties have... right to terminate contract under ... certain circumstances.

8) These clauses state what rights ...non-breaching party has if ... other party breaches ... contract.

Exercise 2. Find in the text the derivatives for the following words.

Description, commerce, to be obliged, to break the contract, to remedy, performance, reduction, to provide, to represent, to terminate, to be liable.

Speaking

Exercise 1. Find answers to these questions in the text “ Contract Law”.

1. What is a contract?
2. What is the contract a basis for business relations?
3. What do contractual terms determine?
4. What is a breaching party?
5. What is a non-breaching party?
6. When does a court order to the breaching party to perform its contractual obligations?
7. Why is writing a contract is strongly advisable in business?
8. What do the majority of contracts include?

Exercise 2. Make up the plan of the text.

Exercise 3. Summarize the text according to the plan.

Exercise 4. Make up a dialogue.

You are the head of the sales department. You would like to enter a sales agreement with some company. You are discussing all the details with the lawyer.

Writing

Exercise 1. Write the essay on the topic “The Role of Contracts in Business”.

PART 2

Getting started

Exercise 1. Work in groups. Compare your answers with others in your group.

- Do you think it's important for every person and organization to pay taxes? Why?
- Is it possible to make any person or a company pay taxes? How?

Reading

Exercise 1. Read the text 2 “Tax Law” and translate it.

Text 2

TAX LAW

Tax law refers to the legislation that regulates the process of government collecting money from citizens or businesses. This money is usually a major source of revenue for governments, but laws are needed to ensure that it is taken in a just and fair manner. Tax law, therefore, tends to outline who must pay taxes and the rate at which they can be taxed. Legislation also addresses situations that may arise in the course of collecting and paying these dues, such as qualifying for exemptions or seeking remedy for non-payment.

It is common for this type of legislation to be referred to as administrative law or public law. Administrative law refers to regulations that are outlined by a government agency.

One of the first things that tax law usually does is establish a government's authority to collect these funds through a particular agency. Once this has been done, a process needs to be put into place to determine how it will be collected. Sometimes it is collected on a regular basis. In other instances, taxes may be collected on a periodic basis. This is often seen in instances such as those involving the income taxes due from self-employed individuals.

For the tax collection system to be fair, it must be determined not only who must pay, but how much they should pay. There are some taxes, such as those imposed on the sale of goods, which are usually charged at a flat rate for everyone.

In other cases, such as with income taxes, the rates charged are often affected by a number of factors, including the amount of money earned, exemptions that apply to certain portions of a person's income, and the type of business that the tax is imposed upon.

Other issues that are addressed by tax law include instances of non-payment. Legislation often outlines civil procedures such as notifying individuals of their overdue tax bills and permitting the garnishment of wages if the situation is not rectified. In some instances, failure to adhere to tax law is viewed as a criminal offense, and the minimum and maximum consequences may be expressed.

Word study

Exercise 1. Find in the text English equivalents for the following words and expressions.

Законодательство, источники доходов, налоговое право, платить налог, начислять налог, на регулярной основе, индивидуальный предприниматель, количество заработанных средств, облагаться налогом, неуплата налога, уведомить налогоплательщика, налоговые счета.

Exercise 2. Think of the nouns and verbs that are most commonly used with.
Law, revenue, government, tax, rate, criminal, procedure, fair, agency.

Exercise 3. Make up your own sentences with the word combinations from Exercise 2.

Grammar

Exercise 1. Fill in the gaps with the correct tense and passive form.

- 1) Tax law tends to outline who must to pay taxes and the rate at which they can ... (to tax)
- 2) Regulations that ... (to outline) by a government agency.
- 3) Once this ... (to do), a process needs to be put into place to determine how it ... (to collect).

4) For the tax collection system to be fair, it must ... (to determine) not only who must pay, but how much they should pay.

5) The rates charged ... (to affect) by a number of factors, including the amount of money earned.

6) Other issues that ... (to address) by tax law include instances of non-payment.

7) Failure to adhere to tax law ... (to view) as a criminal offense.

Exercise 2. Fill in the gaps with necessary prepositions.

1) refers ... the legislation

2) arise ... the course ... collecting and paying these dues

3) to be referred administrative law

4) it is collected ... a regular basis

5) taxes imposed ... the sale ... goods

6) taxes are usually charged ... a flat rate ... everyone

Exercise 3. Fill in the articles where necessary.

1) ...legislation that regulates ... process of ... government collecting money from ... citizens or businesses

2) ... Legislation also addresses ... situations that may arise in ... course of collecting and paying ... dues

3) One of ... first things that tax law usually does is establish ...government's authority to collect these funds through ...particular agency.

4) ... process needs to be put into ... place to determine how it will be collected.

5) There are ... taxes, such as those imposed on ... sale of goods, which are usually charged at ... flat rate for everyone.

6) ... Legislation often outlines civil procedures such as notifying individuals of ...overdue tax bills and permitting the garnishment ofwages if ... situation is not rectified.

Speaking

Exercise 1. Find answers to the questions in the text "Tax Law".

1. What does tax law refer to?

2. Why are laws needed to collect money from citizens and businesses?

3. What does tax law outline?

4. What is the first thing the tax law does?
5. How can taxes be collected?
6. What should be done to make tax system fair?
7. Does the legislation outline civil procedures for non-payment of taxes?

Exercise 2. Make up the outline of the text “Tax Law”.

Exercise 3. Retell the text “Tax Law” according to the outline.

Writing

Exercise 1. Write the essay: “Tax Evasion and How to Counteract It?”

MODULE 5: COMPUTERS

PART1

Getting started

Exercise 1. Discuss in pairs what you think future computers are likely to be able to do.

Reading

Exercise 1. Read the text “Computers” and translate it.

Text 1

COMPUTERS

It is fashionable nowadays to use computer talk and to think in terms of having many jobs carried out by computers. But it is also quite common for people to be very confused about what a computer can do and what future computers are likely to be able to do. It may be useful to try to clear up some of these misconceptions and present some ideas which may possibly help towards a better understanding of the uses of computers.

A computer is only hardware, it has no tricks which have not been put there by its designer. This does not mean however, that the user necessarily knows all the tricks which the designer has built into the machine. There is a tale about a computer which had been installed to operate a chemical production plant and which, having worked successfully for some time, was found one day to have shut down the plant. The local management tried in vain to start the machine, but whenever they started the plant the computer shut it down again. At last in desperation they sent for the computer designer who examined his equipment and announced that it was working perfectly. It was connected by teleprinter to a market research organization and having carried out a market survey and found that there was a glut (затоваривание) of the product it was making, had very sensibly shut down the plant...

As far as computers are concerned, we could view the future in terms of four possible scenarios: (1) man without computer, (2) man with computer, (3) computers without man, and (4) computer against man.

Within the setting of these scenarios, what we know about the evolution of computers to date leads us to predict that:

1. Progress, or changes, in the advanced, imaginative uses of computers will be despairingly slow – certainly much slower than in the first 30 years.

2. Companies will provide to the individual more control over his personal environment than he has ever before been able to exercise. This capability will result from the miniaturization of computer components along with the decreased cost of computer hardware.

3. Major efforts will be directed toward the use of computers for increasing public accountability. This will take the form of more computers used for more record-keeping tasks.

Word study

Exercise 1. Find in the text English equivalents for the following words and expressions.

Конструктор, в отчаянии, оборудование, сценарий, основные усилия.

Exercise 2. Give Russian equivalents for the following words and expressions from the text and use them in the sentences of your own.

In terms of, to be confused about, trick, to install, to shut (sth) down, market research organization, decreased cost, public accountability, record-keeping tasks.

Exercise 3. Paraphrase or explain in your own words the meaning of the following words and expressions.

To clear up some of these misconceptions, to carry out a market survey, to provide to the individual more control over his personal environment.

Grammar

Exercise 1. Fill in the blanks with articles if necessary.

1) But it is also quite common for ... people to be very confused about what ... computer can do and what ... future computers are likely to be able to do.

2) This does not mean however, that ... user necessarily knows all ... tricks which ... designer has built into the machine.

3) There is ... tale about ... computer which had been installed to operate ... chemical production plant and which, having worked successfully for some time, was found one day to have shut down ... plant.

4) ... local management tried in vain to start ... machine, but whenever they started ... plant the computer shut it down again.

Speaking

Exercise 1. Find answers to these questions in the text "Computers".

1. Does the user necessarily know all the tricks which the designer has built into the machine?
2. Why did the computer shut down the plant each time it was started?
3. What are the four possible scenarios according to the article?
4. What is predicted within the setting of these scenarios?

Exercise 2. Make up the plan of the text "Computers".

Exercise 3. Retell the text according to your plan.

Writing

Exercise 1. Write three or more questions on the text in the module to ask in the class.

Exercise 2. You have bought a laptop in a specialist shop. You are not happy about how it works. Write a letter of complaint to the manufacturer.

PART 2

Getting started

Exercise 1. Work in groups. Compare your answers with others.

- What do you know about Bill Gates?
- What qualities and skills do you think made it possible for Bill Gates to become such a success in business?

Reading

Exercise 1. Read the text "Bill Gates about his start" and translate it.

Text 2

BILL GATES ABOUT HIS START

The story of Microsoft really began one day in 1975, when my friend Paul Allen and I saw an article in Popular Electronics describing a new "personal

computer" called the MITS ALTAIR 8800. The Altair was very different from the mainframe computers that we were used to back then. It was a build-it-yourself kit for hobbyists - what arrived in the mail wasn't fully assembled computer, just some bags of parts and a set of photocopied instructions. After a few days (or weeks) of soldering you ended up with a computer roughly the size of a bread box, with rows of switches and blinking lights.

It wasn't much to look at, and it was pretty much impossible to make it do anything useful, but right away we thought the Altair was the start of a revolution that would change the world. The "brain" of the Altair - the inexpensive Intel 8080 microprocessor - made possible a truly human-scale computer that could fit on a desk. In those days, when computers usually lived in air-conditioned glass rooms surrounded by trained technicians, that was an amazing achievement.

To transform that achievement into a breakthrough, the Altair needed software that could make it perform useful computing tasks. That set Paul and me on the path to forming our own software company. We knew that microprocessors would become more powerful and less expensive, so the cost of computers would come down. We figured that would bring them within reach of far more people from entrepreneurs to students to home users. And we concluded that this would create a huge demand for software. We formed a little partnership called Microsoft so we could be a part of this transformation.

Over the years, the PC has grown from a hobbyist's toy into an indispensable tool that continuously changes the world. It revolutionized how we deal with information, how we communicate, and how we work, learn, and play. And the little company Paul and I dreamed up sitting around my college dorm room is now the world's biggest software company, employing almost 40,000 people in more than 50 countries. From our roots in programming languages and operating systems, we've ventured into just about every kind of software you can imagine, from industrial-strength servers to games.

We started with a vision of "a computer on every desk and in every home". We turned that vision — which many critics saw as nothing but a fantasy — into reality. Hundreds of current and former Microsoft employees were interviewed about our first 25 years — the successes and failures, the personal and professional challenges, and their dreams for the future. Those stories chronicle our growth from scrappy start-up to industry leader. They tell of the risks we've taken, the intense competition we've weathered, and the new trails we've blazed. They explain the complex process that takes us from good ideas to great products. They reveal what we're thinking about how technology can improve society and change the world. In 25 years we've

accomplished so many things that people said were impossible, and we've shattered every myth about what the PC can't do. As ambitious as we were at the outset, we had no idea that we would become such a large and influential company, or that we would lead an industry that's come to play such an important role in the global economy.

Looking back at what we've achieved in 25 years, I feel certain that we'll have even more impressive things to remember in our 50th year. Every day we're finding new ways for technology to enhance and enrich people's lives. We're really just getting started.

Word study

Exercise 1. Find in the text English equivalents for the following words and expressions.

Недорогой, микропроцессор, техник, предприниматель, спрос, язык программирования, операционная система, в самом начале.

Exercise 2. Give Russian equivalents for the following words and expressions from the text and use them in the sentences of your own.

Mainframe computer, to solder, pretty much, breakthrough, software company, partnership, to employ, over the years, indispensable tool, server, employee, intense competition.

Exercise 3. Paraphrase or explain in your own words the meaning of the following words and expressions.

Build-it -yourself kit, hobbyist, human-scale computer, home user, start-up, to shatter every myth.

Grammar

Exercise 1. Fill in the blanks with prepositions if necessary.

1) After a few days (or weeks) ... soldering you ended ... a computer roughly the size ... a bread box, with rows ... switches and blinking lights.

2) That set Paul and me ... the path ... forming our own software company.

3) From our roots ... programming languages and operating systems, we've ventured ... just about every kind ... software you can imagine, ... industrial-strength servers ... games.

4) We started ... a vision ... "a computer ... every desk and ... every home".

5) Hundreds ... current and former Microsoft employees were interviewed ... our first 25 years - the successes and failures, the personal and professional challenges, and their dreams ... the future.

Exercise 2. Fill in the blanks with articles if necessary.

1) ... story of Microsoft really began one day in 1975, when my friend Paul Allen and I saw ... article in ... Popular Electronics describing ... new "personal computer" called ... MITS ALTAIR 8800.

2) It was ... build-it-yourself kit for ... hobbyists - what arrived in ... mail wasn't fully assembled computer, just some bags of parts and ... set of ... photocopied instructions.

3) In those days, when ... computers usually lived in ... air-conditioned glass rooms surrounded by ... trained technicians, that was ... amazing achievement.

4) To transform that achievement into ... breakthrough, ... Altair needed ... software that could make it perform ... useful computing tasks.

5) Over ... years, ... PC has grown from ... hobbyist's toy into ... indispensable tool that continuous to change ... world.

6) As ambitious as we were at ... outset, we had no idea that we would become such ... large and influential company, or that we would lead ... industry that's come to play such ... important role in ... global economy.

Speaking

Exercise 1. Find answers to these questions in the text "Bill Gates about his start".

1. When did the story of Microsoft start?
2. What made the Altair different from the mainframe computers?
3. What set Paul Allen and Bill Gates on the path to forming their own software company?
4. Why did they think that there would be a huge demand for software?
5. Did they think that their company would be such a success?

Exercise 2. Make a summary of the text "Bill Gates about his start".

Writing

Exercise 1. Write an essay on the topic of how modern computer technologies can enhance and enrich people's lives.

MODULE 6: INFORMATION SECURITY

PART 1

Getting started

Exercise 1. Discuss in pairs why it is often difficult to discover computer crimes.

Reading

Exercise 1. Read the text “Computer Crimes” and translate it.

Text 1

COMPUTER CRIMES

The explosive growth in the use of computers in the business world in the past few years has brought with it a corresponding increase in computer misuse. Computer crimes fall mainly into three broad categories: simple unauthorized access, theft of information, and theft of funds. Among schemes that have been subjects of litigation are (1) stealing a competitor's computer program; (2) paying an accomplice to delete adverse information and insert favorable false information into the defendant's credit file; (3) a disgruntled ex-employee's inserting a "virus" into his former employer's computer to destroy its records.

Some estimate that losses in the USA due to computer misuse may be as high as 35 billion dollars USA to 40 billion dollars USA per year (including thefts of funds, losses of computer programs and data, losses of trade secrets, and damage done to computer hardware). These estimates may not be reliable, but it is clear that a substantial amount of computer crime is never discovered and a high percentage of that which is discovered is never reported because:

1) companies do not want publicity about the inadequacy of their computer controls and

2) financial institutions, such as banks, fear that reports of large losses of funds, even when insured, are likely to cause depositors to withdraw their funds in the interest of safety.

Word study

Exercise 1. Find in the text English equivalents for the following words and expressions.

Несанкционированный доступ, сообщник, конкурент, кредитное досье, оценивать, надежный, обнаружить, вкладчик, в интересах.

Exercise 2. Give Russian equivalents for the following words and expressions from the text and use them in the sentences of your own.

Explosive growth, corresponding increase, computer crime, theft of information, theft of funds, litigation, defendant, former employer, to destroy records, losses, computer hardware, publicity, to withdraw.

Exercise 3. Paraphrase or explain in your own words the meaning of the following words and expressions.

Business world, computer misuse, to delete adverse information and insert favorable false information, disgruntled employee, trade secrets, financial institutions.

Grammar

Exercise 1. Fill in the blanks with articles if necessary.

1) ...explosive growth in...use of computers in...business world in...past few years has brought with it...corresponding increase in...computer misuse.

2) Among schemes that have been...subjects of litigation are (1) stealing...competitor's computer program; (2) paying...accomplice to delete...adverse information and insert...favorable false information into...defendant's credit file; (3)...disgruntled ex-employee's inserting ... "virus" into his former employer's computer to destroy its records.

3) Some estimate that losses in...USA due to computer misuse may be as high as 35 billion dollars USA to 40 billion dollars USA per...year (including thefts of funds, losses of computer programs and data, losses of trade secrets, and damage done to...computer hardware).

Speaking

Exercise 1. Find answers to these questions in the text “Computer Crimes”.

1. What has the explosive growth in the use of computers in the business world brought with it?
2. What three broad categories do computer crimes fall into?
3. What schemes have been subjects of litigation?
4. What do losses in the USA due to computer misuse include?
5. Why is a substantial amount of computer crimes never discovered?

Exercise 2. Make up a summary of the text “Computer Crimes”.

Writing

Exercise 1. Write three or more questions on the text in the module to ask in the class.

PART 2

Getting started

Exercise 1. Discuss in pairs what you think are the most important things about information security to know and remember.

Reading

Exercise 1. Read the text “Piracy economic impact” and translate it.

Text 2

PIRACY ECONOMIC IMPACT

Intellectual property-based industries are significant drivers of the high as 50%, is known as casual coping. Casual coping is the sharing and installation of software on multiple PCs in violation of the software's and user license agreement (EULA). Software and software related services alone account for a \$140.9 billion market, payment of \$12.3 billion in taxes and the creation of more than 2.7 million jobs. However, software counterfeiting threatens the ability of the industry to maintain its significant contribution to the US economy.

According to a 2000 software piracy study by International Planning & Research Corp., software piracy resulted in:

- 24% percent of the business software applications installed on PCs in the U.S. were pirated;

- 118,026 lost jobs;
- \$5,6 billion in wages lost;
- \$1.6 billion in lost tax revenue.

Worldwide, the software industry generates more than \$28 billion in tax revenues annually. If piracy were eliminated in the U.S. and reduced abroad , it is estimated that the industry would produce an additional 1 million jobs by 2005 and contribute \$25 billion in tax revenues.

In 2000:

- The worldwide piracy rate was 37 %;
- \$11.75 billion in revenue was lost.

Microsoft has developed product activation as one solution to reduce casual coping.

The majority of customers acquire Windows with the purchase of a new computer, and most new computers pre-loaded with Windows XP do not require activation at all. Microsoft provides OEMs (Original Equipment Manufacturer) with the ability "pre-activate" Windows XP in the factory and estimates that upwards of 80% of all new PCs will be delivered to the customers pre-activated.

"Pre-activation" of Windows XP by the OEMs will be done in different ways depending on the OEM's own configuration options and choices. Some OEMs may protect Windows XP using a mechanism which locks the installation to BIOS information in the PC. Microsoft expanded and integrated the existing OEM CD BIOS locking mechanism with product activation, and called this method of protection "System Locked Pre-installation", or SLP.

Successfully implemented, SLP uses information stored in an OEM PC's BIOS to protect the installation from casual piracy. At boot, Windows XP compares the PC's BIOS to the SLP information. If it matches, no activation is required.

In the unlikely scenario that the BIOS information does not match , the PC would need to be activated within 30 days by contacting the Microsoft activation centre via the Internet or telephone call.

OEMs may also activate Windows XP by contacting Microsoft in the same way the consumer would activate.

In 1998 38% of software in circulation was pirated, causing approximately \$11 billion in losses to the global software industry. Software piracy is a serious worldwide problem - particularly where the piracy rate in some countries is close to 100%. Contributing to the staggering piracy rate are disparate intellectual property

and copyright laws coupled with the aggressive growth of the Internet. And although industry organizations have been successful in many of their efforts to combat software piracy, governments around the world must take steps to improve their intellectual property laws and enforcement system.

Without a global commitment to reducing piracy, the potential for world economic growth is seriously crippled. The high piracy rate inhibits the development of the software industry and precludes it from reaching its full worldwide potential by cheating legitimate budding software developers and companies of the rights and rewards of their hard earned intellectual property.

Countries with the highest dollar losses due to software piracy:

United States, China, Japan, Germany, United Kingdom, France, Brazil, Italy, Canada, Russia.

Losses for these countries totalled \$7.3 billion, or 67% of worldwide losses in 1998.

Word study

Exercise 1. Find in the text English equivalents for the following words and expressions.

Установка программного обеспечения, лицензионное соглашение, прикладная компьютерная программа, ежегодно, авторское право, при загрузке, потребитель, ошеломительный, экономический рост, разработчики программного обеспечения.

Exercise 2. Give Russian equivalents for the following words and expressions from the text and use them in the sentences of your own.

In violation of, to account for, software counterfeiting, significant contribution, tax revenue, to eliminate, product activation, customer, solution, to estimate, upwards of sth, to deliver, to integrate, unlikely scenario, in circulation, disparate, to take steps, high piracy rate, to cripple, to inhibit, to preclude.

Exercise 3. Paraphrase or explain in your own words the meaning of the following words and expressions.

Intellectual property-based industries, significant driver, casual coping, software and software-related services, software piracy, lost jobs, configuration options and choices, to combat software piracy, to improve intellectual property laws and enforcement system.

Grammar

Exercise 1. Fill in the blanks with prepositions if necessary.

1) Casual coping is the sharing and installation ... software ... multiple Pcs ... violation ... the software's and user license agreement (EULA).

2) Software and software related services alone account ... a \$140.9 billion market, payment ... \$12.3 billion ... taxes and the creation ... more than 2.7 million jobs.

3) If piracy were eliminated ... the U.S. and reduced abroad, it is estimated that the industry would produce an additional 1 million jobs ... 2005 and contribute \$25 billion ... tax revenues.

4) Contributing ... the staggering piracy rate are disparate intellectual property and copyright laws coupled ... the aggressive growth ... the Internet.

5) And although industry organizations have been successful .. many ... their efforts to combat software piracy , governments ... the world must take steps to improve their intellectual property laws and enforcement system.

6) The high piracy rate inhibits the development ... the software industry and precludes it ... reaching its full worldwide potential ... cheating legitimate budding software developers and companies ... the rights and rewards ... their hard earned intellectual property.

Exercise 2. Revise the usage of the Passive Voice.

Tenses	Active voice	Passive voice
Simple present	Write/writes	Is/are written
Present continuous	Am/is/are writing	Is/are being written
Simple past	Wrote	Was/were written
Past continuous	Was/were writing	Was/were being written
Future	Will write	Will be written
Present Perfect	Have/has written	Have/has been written
Past Perfect	Had written	Had been written

Note:

The letter has to be sent today.

The report must be submitted by Friday.

Exercise 3. Rewrite the following sentences with the passive.

1) Worldwide, the software industry generates more than \$28 billion in tax revenues annually.

Worldwide, more than \$28 billion_____

2) Microsoft has developed product activation as one solution to reduce casual coping.

Product activation_____

3) They are developing new methods of combating software piracy at the moment.

New methods_____

4) They must take steps to improve their intellectual property laws and enforcement system.

Steps_____

5) The company launched this application into the market six months ago.

This application_____

6) They will bring out the new computer next year.

The new computer_____

7) They were introducing a new program to reduce casual coping.

A new program_____

8) They had done a lot of research before entering the market.

A lot of research_____

Speaking

Exercise 1. Answer the questions (see the text “Piracy economic impact”).

1. What is casual coping?

2. What threatens the ability of software industry to maintain its significant contribution to the US economy?

3. What losses did the US economy suffer because of software piracy, according to a 2000 software piracy study by International Planning & Research Corp.?

4. What was the worldwide piracy rate in 2000?

5. What has Microsoft developed as one solution to reduce casual coping?

6. What contributes to the staggering piracy rate?

7. What steps must governments around the world make to combat software piracy?

8. What does the high piracy rate inhibit?

Exercise 2. Make up a summary of the text “Piracy economic impact”.

Writing

Exercise 1. Write three or more questions on the text in the module to ask in the class.

Exercise 2. Write an essay on possible ways of reducing casual coping and combating software piracy.

PART 3

Getting started

Exercise 1. Work in groups. Compare your answers with others in your group.

- Is computer crime a pressing problem nowadays?
- What ways of fighting computer crime do you know?

Reading

Exercise 1. Read the text “Is There a Computer Criminal Working for You?” and translate it.

Text 3

IS THERE A COMPUTER CRIMINAL WORKING FOR YOU?

Stanley Slipstick masterminded a clever “salami-swindle” and nearly got away with it. No fast shuffle in a butcher shop, his scheme was a classic example of a 20th century phenomenon: computer crime.

A computer programmer for a New York bank, Stanley (not his real name, of course) knew what went on inside the bank's computer. He understood that each time it processed a financial transaction, like calculating an interest payment, the computer rounded off the final figure to the nearest penny.

Computer experts refer to the fraction of a cent rounded off in each calculation as the “breakage.” Stanley rigged the computer to credit the breakage on thousands and thousands of computations to his father's bank account. Such tiny sums would never be missed by any one customer, he figured.

Stanley not only used the computer to manipulate the flow of funds, he also programmed it to erase his electronic footprints. His deed might have gone unnoticed indefinitely except for one foolish gaffe. He neglected to tell his father what he had done.

The scheme backfired when Stanley's father marched into the bank manager's office to report the "error." He was astonished, he said, to find his account swelled by more than \$100,000 - which he hadn't deposited. It didn't take long to trace the misappropriation. Stanley was quietly dismissed.

The tactic of siphoning off breakage, only one of many forms of cybernetic theft that computer security experts must counter, is known as "salami swindle," observes R. J., a data security officer with Chemical Bank in Manhattan. The term is used because the theft is accomplished in "many thin slices."

Word study

Exercise 1. Find in the text English equivalents for the following words and expressions.

Мясная лавка, схема, переводить на счет, незначительная сумма, пройти незамеченным, сообщить об ошибке, уволить.

Exercise 2. Give Russian equivalents for the following words and expressions from the text and use them in the sentences of your own.

To mastermind, to get away, shuffle, to round sth off, final figure, to calculate an interest payment, fraction, breakage, computation, deed, foolish gaffe, to astonish, to deposit, misappropriation.

Exercise 3. Paraphrase or explain in your own words the meaning of the following words and expressions.

"Salami-swindle", computer crime, to process a financial transaction, to manipulate the flow of funds, to erase one's electronic footprints, to neglect to do sth, to backfire, siphoning off breakage, cybernetic theft.

Grammar

Exercise 1. Fill in the blanks with articles if necessary.

1) No fast shuffle in ... butcher shop, his scheme was ... classic example of ... 20th century phenomenon: ... computer crime.

2) He understood that ... each time it processed ... financial transaction, like calculating ... interest payment, the computer rounded off the final figure to the nearest penny.

3) Computer experts refer to ... fraction of ... cent rounded off in each calculation as ... "breakage."

4) Stanley rigged ... computer to credit ... breakage on .. .thousands and thousands of computations to his father's bank account.

Speaking

Exercise 1. Find answers to these questions in the text “Is There a Computer Criminal Working for You?”

1. What was Stanley Slipstick?
2. What did the bank's computer do each time it processed a financial transaction?
3. In what way did Stanley Slipstick program the bank's computer?
4. Why did Stanley Slipstick's deed not go unnoticed?
5. What happened when his scheme was revealed?
6. Why is the term “salami-swindle” used to describe this type of computer crime?

Exercise 2. Make up the plan of the text “Is There a Computer Criminal Working for You?”

Exercise 3. Retell the text according to your plan.

Writing

Exercise 1. Write three or more questions on the text in the module to ask in the class.

Exercise 2. Write an essay on possible ways of fighting computer crime.

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ЧТО ТАКОЕ ЭКОНОМИЧЕСКАЯ БЕЗОПАСНОСТЬ?

Сборник текстов и заданий по английскому языку.

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