**Оценочные материалы текущего контроля знаний и промежуточной аттестации**

**по дисциплине «Основы управления профессиональной деятельностью»**

**направление подготовки 09.03.03 «Прикладная информатика»**

**профиль 01 «Прикладная информатика в экономике»**

**УК – 4 Способен осуществлять деловую коммуникацию в устной и письменной формах на государственном языке Российской Федерации и иностранном(ых) языке(ах)**

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| --- |
| **1 Choose the only correct answer/Выберите единственно верный вариант ответа****\_\_\_**Cambridge University started during the 13th century and grew until today.1. An2. **The**3.--4. A |
| **2 Choose the correct answer/Выберите правильный вариант ответа**\_\_\_\_\_\_you an engineer? — Yes, I \_\_\_\_\_\_1. is, am2. **are, am**3. is, are |
| **3 Choose the replica that best suits the communication situation/ Выберите реплику, наиболее соответствующую ситуации общения**Student: «Could you help me?»Librarian: «\_\_\_\_\_\_\_\_\_\_\_\_\_?»1. Wait a little. Can you come later?2. Oh, I haven’t seen you for ages! Would you remind me of your last visit here?3. What?4**. I'd be glad to. What is it?** |
| **4 Choose the only correct answer/Выберите единственно верный вариант ответа**I work \_\_\_ an administrator for the international business development group.1. in2. for3. **as** |
| **5 Fill in the gap with a suitable word/Заполните пробел подходящим словом** We're putting a lot of money into new\_\_\_, computer-controlled, everything automated.1. factory2. office3. environment4. **equipment** |
| **6 Choose the only correct answer/Выберите единственно верный вариант ответа**The basic function of a computer is to \_\_\_\_\_\_\_\_\_ information. 1.store 2. feed 3. **process** |
| **7**  Укажите правильный перевод «отправлять электронную почту»:**а) send e-mails** б) set off e-mails в) transmit e-mails |
| **8**  Укажите правильный перевод «Оперативное запоминающее устройство (ОЗУ), память со случайным доступом»:а) Random Access Memoryб) soft memoryв) inner memory |
| **9 Is the following statement true or false?/ Верным или ложным является следующее утверждение?**Films and pictures are not available on the Internet.1. true2. **false** |
| **10 Is the following statement true or false?/ Верным или ложным является следующее утверждение?**The basic job of the computer is the processing of information.1. **true**2. false |
| **11 Is the following statement true or false?/ Верным или ложным является следующее утверждение?**People communicate through electronic mail, discussion groups, chat channels and other means of informational exchange.1. **true**2. false |
| **12** Выберите реплику, наиболее соответствующую ситуации общения:Boss: «Ann, could you make coffee for us, please?»Secretary: «\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_» а) Can I have a cup of coffee too?**б) Certainly, sir. How would you like your coffee, Mr. Cartwright, black or white?**в) Not now I’m busy. |
| **13**  Выберите реплику, наиболее соответствующую ситуации общения: Receptionist: «\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_».Guest: «I’d like a single room for one night».а) How long are you going to stay in the hotel?б) **Good morning, sir. I’m at your service.**в) What do you want, sir? |
|  **14 Based on the text, choose True sentences/Основываясь на тексте,****определите, какие утверждения соответствуют содержанию.**1. Computer is made of electronic components so it is deferred to as electronic device.**2. Computer has no intelligence until software is loaded.**3. There are four elements of computer system: hardware, software, diskettes and data.**4. Without software instructions hardware doesn’t know what to do.**5. The software is the most important component because it is made by people.WHAT IS A COMPUTER?Computers appeared in people’s life not long ago. In the middle of the 20th century common people had no idea about them. In 1951 the first commercially available computer was introduced. In 1975 personal computers appeared.Computer is a device for processing information. Computer has no intelligence by itself and is called hardware. A computer system is a combination of four elements: 1) Hardware; 2) Software; 3) Procedures; 4) Data / Information. Software is the programs that tell the hardware how to perform a task. Without software instructions, the hardware doesn’t know what to do. The basic job of the computer is the processing of information.Computers take information in the form of instructions called programs and symbols called data. After that they perform various mathematical and logical operations, and then give the results (information).Computer is used to convert data into information. Computer is also used to store information in the digital form. |
| **15 Complete the statement according to the content of the text/Завершите утверждение согласно содержанию текста**People need automation nowadays because \_\_\_\_\_\_\_\_.1. in some cases they can’t do without it
2. it intensifies their work greatly
3. it provides them with additional workplaces
4. **it facilitates their daily life and work**

AUTOMATION1. Automation is the use of control systems in concern with other applications of information technology to control industrial machinery and processes, reducing the need for human intervention. In the scope of industrialization, automation is a step beyond mechanization.2. Automation plays an increasingly important role in the world economy and in daily experience. Engineers strive to combine automated devices with mathematical and organizational tools to create complex systems for a rapidly expanding range of applications and human activities.3. Many roles for humans in industrial processes presently lie beyond the scope of automation. Tasks requiring subjective assessment or synthesis of complex sensory data, such as scents and sounds, as well as high-level tasks such as strategic planning, currently require human expertise. In many cases, the use of humans is more cost-effective than mechanical approaches even where automation of industrial tasks is possible. |
| **16 Which of the given below statements are true according to the text?/** **Какие из приведенных ниже утверждений являются верными согласно тексту?**1. There are still not so many users of the Internet.2. **The number of resources and services that are part of the World Wide Web is growing extremely fast.**3. You cannot play computer games through WWW.4. **You can access information available on the World Wide Web through the Web browser.****5. One can use Internet for recreational purposes.**WWW AND THE INTERNETMillions of people around the world use the Internet to search for and retrieve information on all sorts of topics in a wide variety of areas including the arts, business, government, humanities, news, politics and recreation. People communicate through electronic mail (email), discussion groups, chat channels and other means of informational exchange. They share information and make commercial and business transactions. All this activity is possible because tens of thousands of networks are connected to the Internet and exchange information in the same basic ways. The World Wide Web (WWW) is a part of the Internet. But it’s not a collection of networks. Rather, it is information that is connected or linked together like a web. You access this information through one interface or tool called a Web browser. The number of resources and services that are part of the World Wide Web is growing extremely fast.Each browser provides a graphical interface. You move from place to place, from site to site on the Web by using a mouse to click on a portion of text, icon or region of a map. These items are called hyperlinks or links. Each link you select represents a document, an image, a video clip or an audio file somewhere on the Internet. The user doesn't need to know where it is, the browser follows the link. All sorts of things are available on the WWW. One can use Internet for recreational purposes. Many TV and radio stations broadcast live on the WWW. Essentially, if something can be put into digital format and stored in a computer, then it's available on the WWW. You can even visit museums, gardens, cities throughout the world, learn foreign languages and meet new friends. And of course you can play computer games through WWW, competing with partners from other countries and continents. |
| **17** Верно ли следующее утверждение:Not all word processors can read each other’s files.**а) true**б) false |
| **18** Верно ли следующее утверждение:Word processors do not have any disadvantages. а) true**б) false** |