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SPECIALYBĖS UŽSIENIO KALBA ANGLŲ

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1. PROFESSION

Tikslas – ugdyti anglų klabos įgūdžius pristatant savo profesiją.

Siekiniai:

1. Gebėti apibūdinti savo profesiją
2. Žinoti, kokių asmeninių savybių reikia atitinkamai profesijai
3. Gebėti apibūdinti darbo vietą

Profession is defined as a work that is done in order to earn money. A profession requires special skills and knowledge and qualifications (Macmillan English Dictionary, 2002). There are some professions related to public services and trade such as seller, cashier, warehouse worker, logistic specialist - freight forwarder, manager assistant. They are described in details below.

Manager assistant. A manager is a person whose job is to control and organize the work of business or organization (Macmillan English Dictionary, 2002). A manager assistant provides support to a manager and must have appropriate skills and knowledge. The manager assistant should be an example to other employees. It requires good leadership skills. There are many situations where you should act quickly and diplomatically. One person in a company can not make decisions or do all the tasks. That's why, the good organizations skills are necessary. You should be able to work in a team and pay regard to other workers' suggestions. The manager assistant is required to have good manners, be friendly and outgoing in order to keep high spirits within a company and to assist customers when they have concerns, questions and complaints. The employee should know what the company needs to achieve its aims. He usually takes part in recruiting and teaching new employees. Attentiveness to your workers by motivating them can help to keep business running smoothly (Profesijos vadovas, 2009).

Seller. A seller or synonymously a shop assistant is an employee in a shop and performs activities associated with selling goods. Sellers and shop assistants can be found in a variety of trade locations, from small stores to expensive boutiques. There is a slight difference between a seller and a shop assistant. According to the Macmillan English Dictionary (2002), the seller just sells something, while the shop assistant serves and consults people in a shop. This kind of job requires good communication skills and knowledge about particular products.

The sales assistant job includes their daily duties. In the beginning, shop assistants greet customers who enter the shop. Then, they should find goods the clients are looking for. According to the customer's wishes, sales assistants also should be able to give advice which products are a better choice. Understanding of brands, fashion and other areas of trade (e.g. sport facilities, jeweler etc.) is an advantage in a shop assistant's career. In addition to this, they deal with customers' complaints. Lastly, sellers accept payment. There are some additional duties. The employee in a shop stocks shelves with merchandise, keeps the shelves tidy and clean, attaches price tags to goods. Furthermore, he or she is responsible for security within a store and reports all the problems to the supervisor (Profesijos vadovas, 2009).

The job requires special skills and knowledge. First, the employee in a shop must have basic arithmetic skills (e.g. to give a discount etc). Moreover, the seller must use a cash register and know how to behave with a credit card. Secondly, the sales assistant should be in a good mood and have a friendly personality. The worker communicates not only with clients, but also with associates. The employee must be helpful, polite and have a confident manner. Besides, the shop assistant should be of a smart appearance. It is also necessary to be physically fit in order to stay on the feet almost all day and lift large amounts of stock (Profesijos vadovas, 2009).

In the conclusion, the profession of a seller is very responsible and has a great impact to the success of business.

Cashier. In any business that sells goods or services a cashier is also an important employee. Cashiers are responsible for all transactions related to money. He or she receives payments from customers and provides receipts (Macmillan English Dictionary, 2002).

The workplace of a cashier varies. It can be a large supermarket, private shop, or bank. The cashier is required to have special skills and abilities. The worker ought to know how to work with a cash register, cope with discounts and credit cards, give correct change to buyers etc. The sense of responsibility is needed in order to be a cashier, because a person deals with large sums of cash. Moreover, if shop sells cigarettes and alcohol, the cashier must check the customers' age. Besides, the excellent communication skills are necessary. The cashier keeps in touch with various buyers (Profesijos vadovas, 2009).

Nowadays, many people prefer buying products or services online than in different stores. On one hand, the cashiers should look for a similar vacancy, for instance, gaming industry. On the other hand, dedicated cashiers may become good administrators or managers.

Warehouse worker-operator. A warehouse worker works in a building where all types of goods are kept and protected from deterioration or theft. Most warehouses belong to freight and manufacturing companies and usually are located in large cities (Palšaitis, 2001). Warehouses are equipped with various tools used for storage (Palšaitis, 2001). The examples include refrigerators, containers, boxes, computers, vehicles for carrying packages etc. The content of a warehouse is changing. Merchandises are delivered and taken out constantly by trucks or ships. All goods in the warehouse have barcodes. A warehouse worker should follow the movement of goods and register their barcodes. The warehouse worker-operator not only keeps records about merchandises, but also helps to load or unload them. Sometimes, a store keeper weighs products and attaches addresses and other necessary information. The warehouse workers may be asked to lift heavy packages so they should be strong and healthy to get this job. Warehouses usually

are large buildings where the worker should go quite long distances. To reduce the risk of sudden accidents, a warehouse worker is required to follow strict safety rules. Taking into account the record keeping, a warehouse worker should have good handwriting and IT skills to fill in necessary forms.

Logistics specialist – freight forwarder. A logistics specialist – freight forwarder is defined as natural or legal person who works in a large or small freight companies, wholesale and retail business, at the Customs (Palšaitis, 2001). The specialist prepares documents, organizes the delivery of cargo and is looking for better routes (Palšaitis, 2001). The security of cargo is also included into the duties of logistics specialist.

Taking the previous information into account, the logistics specialist - freight forwarder should speak fluently Lithuanian and foreign languages, be enterprising.

Temos apibendrinimas

Profesija dažniausiai yra apibūdinama kaip darbas, kurį atlikus gaunamas uždarbis. Kiekviena profesija reikalauja atitinkamų žinių ir įgūdžių. Prekybos srityje dirba vadybininkų padėjėjai, pardavėjai, kasininkai, sandėlio darbuotojai, logistai-ekspeditoriai. Šios profesijos skyriuje apibūdinamos plačiau.

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3. Profesijos vadovas. (2009). Vilnius: Švietimo mainų paramos fondas

Žodynėlis

associate – a colleague – bendradarbis

boutique – a small shop selling fashionable clothes and other items – madingų rūbų parduotuvė

cash – coins and paper money – gryniesi pinigai

cash register – a machine for holding money – kasos aparatas

cashier – a person who receives and pays out money, works at a cash register – kasininkas

change – money given back from the payment – grąža

characteristics – personal traits – savybės

communication – the exchange of messages, thoughts, ideas by speech, writing or behaviour – komunikacija

customer – client, buyer – pirkėjas

deterioration – becoming worse – pablogėjimas

discount – sum of money taken from the price – nuolaida

employee – a worker who is hired to perform an appropriate job - darbuotojas

freight – goods being carried from one place to another – kroviny

leadership – the quality of being a leader – vadovo savybės

location – a place - vieta

manager – a person who is in charge of business – vadybininkas

Specialybė užsienio kalba anglų

merchandise – bought or sold goods – nupirktos arba parduotos prekės
qualification – degree which someone get after finishing studies – kvalifikacija
receipt – a written note stating that the money has been received – kvitas
record – report – dokumentas, užrašai
refrigerator – a container used for keeping food in cold – šaldytuvas
seller – someone who exchange goods into money – pardavėjas
skills – the ability to do something – įgūdžiai
stock – a large amount of goods kept in a warehouse – prekės
to give a discount – to sell o product in a smaller price – suteikti nuolaidą
to keep in touch – to communicate – bendrauti, palaikyti ryšį
to motivate – to cause to act in a particular way – motyvuoti
transaction – a deal, the act of transacting – operacija, sandėris
warehouse – a big building where variuos goods are stored - sandėlys

Savikontrolės užduotys, klausimai

Exercise 1. Answer the questions.

1. What are the responsibilities of a shop assistant?
2. What personal traits should the seller have?
3. Does the sales assistant have an influence to the profit of the business?
4. Think of the advantages and disadvantages of working in a shop.
5. What does a cashier do?
6. Where does a cashier work?
7. What skills should a cashier have?
8. What does a warehouse worker-operator do?
9. Where does a warehouse worker work?
10. What skills should a warehouse worker have?
11. What equipments are found in a warehouse?
12. What does a manager assistant do?
13. How a manager assistant can be useful for the development of a company?
14. Do you agree that a manager assistant should be a leader? Why? Why not?
15. Does a manager assistant communicate with customers?
16. What does a logistics specialist do?

Exercise 2. Make appropriate phrases or compound nouns.

..... register
..... card
..... place
..... market
..... associate

..... distances
 writing
 rules
 code
 Freight

Exercise 3. Read the following words and word combinations and suggest how they can be translated into Lithuanian; consult your dictionary if it is necessary.

perform activities associated with selling goods; deal with customers complaints; attaches price tags; requires special skills; smart appearance; to be physically fit; stocks the shelves with merchandise; the sense of responsibility; deals with large sums of money; provides receipts; is required to have; to keep in touch; receive payments; sudden accidents; long distances; safety rules; follow the movement of goods; protected from deterioration or theft; freight company; bar code; to work in a team; assist customers; recruiting employees; provides support to manager; to achieve aims; to keep high spirits

Exercise 4. Insert the necessary prepositions.

1. Shop assistants can be found _____ a variety of trade locations, _____ small stores _____ expensive boutiques.
2. They should find products the client are looking _____.
3. Sellers deal _____ customers complaints.
4. The sales assistant is responsible _____ security _____ the store.
5. A person should be _____ a smart appearance.
6. To cope _____ discounts and credit cards.
7. To reduce the risk _____ sudden accidents, you should follow strict safety rules.
8. Taking _____ account the record keeping, you should use a computer.

2. CURRICULUM VITAE AND MOTIVATION LETTER

Tikslas – ugdyti anglų kalbos įgūdžius rašant CV ir motyvacinį laišką.

Siekiniai:

1. Žinoti, kokią informaciją reikia rašyti gyvenimo aprašyme
2. Mokėti parašyti motyvacinį laišką

An important part of job searches is to give the employer the information about yourself. In many cases, the employer wants to know that data before job interview. For this reason, it is extremely important to write about yourself as accurately, neatly, clearly and thoroughly as possible (Demarest, et.al., 1998).

Curriculum vitae or shortly CV is “the document giving details of your qualifications and jobs you have had in the past” (Macmillan English Dictionary, 2002). The CV is sent to an employer when you are applying for a job (Macmillan English Dictionary, 2002).

Curriculum vitae must be written in chronological order. It should be informative, accurate and short, only two pages. There also shouldn't be spelling and grammar mistakes. As in most official documents, formal words and phrases should be used (Demarest, et.al., 1998). The CV usually gives the first impression about the person to an employer.

A curriculum vitae consists of several parts. In the beginning, you should write personal details i.e. first name and surname, address, gender, date of birth, nationality, telephone and fax number, e-mail address. Then, it is necessary to identify desired employment or occupation field. It means the post you are applying for. In the field 'work experience' you should list all your previous jobs. After that, the finished studies or schools are mentioned. National language is written in the section 'Mother tongue'. Other languages must be mentioned in details i.e. you must evaluate speaking, listening, writing and understanding skills. Social, organisational, computer, technical and artistic abilities should be listed after the data about languages. Don't forget to mention whether you hold driving licence. The list of annexes is given in the end of the CV. It may be a motivation letter, application form, or/and references. References may be also the names of people you want to speak about your performance and qualification (Demarest, et.al., 1998).

The sample of the curriculum vitae you may download from <<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>>.

The main aim of a motivation letter is to explain the reasons why you are applying for the position and convince the employer that you are the most suitable candidate. The motivation letter usually includes information where you have learned to the position, your interests and other significant facts.

The sample of the motivation letter is the following:

	Karvelio str. 25 Šiauliai 78929
	14 th November, 2012
Director Language School Central str. 15 Šiauliai Lithuania	
Dear Sir or Madam,	
With reference to your advertisement in "Lietuvos žinios" of Monday, November 12, 2012, I would like to apply for the position of an English teacher in your Language School.	
As you can see from my Curriculum vitae, I have teaching experience in a vocational education and training centre. Two years ago I graduated English philology and German language at Šiauliai University.	
Throughout my career I have gained language teaching skills. Moreover, I constantly improve my knowledge in languages.	
I hope you will consider my application and look forward to hearing from you.	
Yours faithfully, Rūta Ribokienė	

Temos apibendrinimas

Gyvenimo aprašymas (CV) ir motyvacinis laiškas yra neatsiejama darbo paieškos dalis. Gyvenimo aprašyme pateikiami pagrindiniai asmeniniai duomenys, nurodomas išsilavinimas, darbo patirtis, kalbų mokėjimas ir būdo savybės. Motyvaciniame laiške paprastai aiškiname kodėl norėtumėme užimti konkrečią darbo vietą ir bandome įtikinti darbdavį, kad esame geriausi kandidatai.

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2. Demarest, E., Tamošiūnienė, L., et.al. (1998). Language of Official Documents. Vilnius: Alma littera.

Žodynėlis

application – a request for permission to do or to have something – prašymas, pareiškimas
date of birth – the year, month and date when someone is born – gimimo data
desired employment - the post someone is applying for – darbo vieta, pareigos
driving licence – an official document which allows to drive – vairuotojo pažymėjimas
education – experience of learning – išsilavinimas
e-mail – a system which gives an opportunity to send messages using computer – elektroninis paštas
employer – a person , organization or company which pays someone to work for them – darbdavys
fax – a machine used to send copies of various documents – faksas
first name – a personal name that are given when someone is born – vardas
gender – being either male of female, sex – lytis
graduate – complete studies in the university – baigti aukštąją mokyklą
main activities and responsibilities – things that someone did or was in charge of something – pagrindinės veiklos ir atsakomybės
mother tongue – national language – gimtoji kalba
nationality – a status of being a citizen of a particular country – tautybė
occupation – a job – darbas
personal information – personal data – asmeniniai duomenys
philology – studies ogf the history and developments of languages – filologija
surname – the last part of the full name that is shared wih other family members – pavardė

Savikontrolės užduotys

Exercise 1. Match the words with their synonyms.

1. accurately
2. neatly
3. clearly
4. important
5. thoroughly
 - a) having a great value
 - b) tidily, skillfully
 - c) easy to understand

- d) exactly right
- e) with great care, attending to every detail
- f) believing in own powers

Exercise 2. Write if the sentences are true or false.

- a) CV is an overview only of person's job experience.
- b) The main purpose of a motivation letter is to convince the employer that you are the best candidate for the position.
- c) The motivation letter and CV must be sent after the job interview.
- d) CV should be short.
- e) The motivational letter includes the information about where you have studied for the position.

3. JOB INTERVIEW

Tikslas – įgyti anglų kalbos žinių ir įgūdžių susijusių su darbo pokalbiu.

Siekiniai:

1. Gebėti apibrėžti, kas yra darbo pokalbis
2. Išmokti dažniausiai užduodamus klausimus
3. Žinoti, kaip reikia pasiruošti darbo pokalbiui

Work is very important part of life. It provides us with money and the opportunity to meet other people. Besides, work gives a daily routine. People want to find well-paid position, while employers need qualified workers. Job interview is an official meeting in which the employer asks questions to analyze if a person is suitable for the post (Macmillan English Dictionary, 2002). There is a list of questions that are frequently used during the meeting.

Table 1. Questions used during job meetings

Questions About You and Your Experiences	Questions Related to the New Position
How would you describe yourself?	Why are you interested in working at our company/organisation?
What are your goals and objectives?	What do you know about our company/organisation?
Why did you choose your career?	What kind of boss do you prefer?
What do you consider to be your greatest strengths and weaknesses?	Would you be willing to work overtime?
Why should I hire you?	Would you be willing to travel?
What kind of boss do you prefer?	What salary would you like to get?
What things do you feel most confident doing?	How long would you stay in this post?
What qualifications do you have?	
Do you prefer working alone or in a group?	
Can you learn quickly?	
What personal characteristics are necessary for a successful work in your field?	
What other types of jobs are you considering?	

What do you like doing in your spare time?	
How long would you stay in this post?	
Can you speak any other languages?	

It is advisable to prepare for the job interview in advance. Firstly, you must look appropriate for the job. If a person does not present conservative and professional image, the employer won't hire such candidate (Demarest, et.al., 1998). Therefore, it is very important to make sure that the clothing is clean and in good shape. Secondly, it is useful to gather information about the company or organization. It helps to show that you are really interested in the vacancy. Thirdly, do not forget to take a CV, passport or identification card, certificates and references. And lastly, smile, be self-confident and polite.

Here is a sample of a job interview:

Personal Manager: Good morning. Please, take your seat.

Mr. Brown: Good morning. It's nice to meet you.

Personal Manager: As I understand, you are applying for a job as a manager assistant. Is that right?

Mr. Brown: Absolutely.

Personal Manager: Could you tell me where did you work until present?

Mr. Brown: I worked for Express Logistics company nearly five years.

Personal Manager: Why did you leave this position?

Mr. Brown: I have moved in the capital.

Personal Manager: You know, this job requires lots of business trips. Would you be willing to travel? And have you done any business trips before?

Mr. Brown: Yes, I have visited several countries in Europe.

Personal Manager: Could you speak any other languages?

Mr. Brown: I can speak French fluently.

Personal Manager: Have you got knowledge about sales industry?

Mr. Brown: Yes. I worked as a part time job advertising cleaning products many years ago.

Personal Manager: Interesting... Taking into account your education and work experience, you are proper for the manager assistant post. Would you like to ask something?

Mr. Brown: Yes, of course. What about the situation with a salary?

Personal Manager: Well, during the first three months your salary will be 1000 Euros, but after the probation the sum will increase up to 1800 Euros.

Mr. Brown: That sounds good.

Personal Manager: Well, where I put your curriculum vitae. Oh, here it is. I need two photographs.

Mr. Brown: I'll bring them as soon as possible.

Personal Manager: Good. Could you start next Monday?

Mr. Brown: Yes, of course.

Personal Manager: Well then, I'll see you on Monday at 9 sharp.

Mr. Brown: Thank you. Good bye.

Personal Manager: Good bye.

Temos apibendrinimas

Darbo pokalbis yra darbdavio ir būsimo darbuotojo susitikimas. Jo metu kandidatas turi papasakoti apie save, savo privalumus ir trūkumus, tikslus, įvardinti darbo patirtį, išsilavinimą bei atsakyti į kitus darbdavio klausimus. Dažniausiai užduodami klausimai yra pateikti lentelėje. Patartina iš anksto pasiruošti darbo pokalbiui, pasirūpinti išvaizda.

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Žodynėlis

career – a job that is done very long – karjera
characteristics – personal traits – savybės
conservative – disliking change – konservatyvus
goal – the aim – tikslas
in advance – before something – iš anksto
meeting – a gathering of people to discuss something – susitikimas
overtime – time spent in work after working hours – viršvalandžiai
qualified – having the necessary qualification to do something – kvalifikuotas
routine – a regular way to do something – rutina
spare time – free time – laisvalaikis
strength – the quality of being strong – stiprybė
to hire – to employ someone – įdarbinti
unemployed – without job – bedarbis
vacancy – an unoccupied post – laisva darbo vieta
weakness – the quality of being weak – silpnybė

Savikontrolės užduotys, klausimai

Exercise 1. Match the words with their synonyms.

1. well-paid
2. qualified
3. suitable
4. frequently
5. quickly
6. clean
7. self-confident

8. polite
 - a) often
 - b) having or showing good manners
 - c) free from dirt
 - d) receiving a large payment
 - e) having a necessary qualification
 - f) done in a short time
 - g) right or appropriate

Exercise 2. What characteristics would you need to be a good worker? Here are some features to help you:

- be punctual
- be careful at work
- be strong and fit
- be well-mannered
- be tolerant
- be attentive
- be intelligent
- to know how to deal with problems
- be trustworthy
- to have arithmetic skills
- be hardworking
- to work in a team
- be responsible
- be qualified
- to know fashion etc.

4. WORKING TIME. DAYS OF THE WEEK

Tikslas – išmokti anglų kalbos sąvokas susijusias su darbo laiku.

Siekiniai:

1. Išmokti pagrindinius terminus, kurie naudojami kalbant apie darbo laiką
2. Išmokti pavadinti savaitės dienas ir mėnesius

A work time is a period of time spent at work (Macmillan English Dictionary, 2002). People usually work five days per week. The work schedule may be short, long, permanent or temporary. Most people work by a day. However, there are positions where employees work shifts. There is a day shift and a night shift. In large and growing factories people work round the clock. we may also distinguish part-time job and full-time job. People who work a part-time job spends only a half of a day at a workplace. All employees have a break for lunch and may spend it in a canteen. Furthermore, there is a possibility to get free days (Guščiuvienė et.al., 2004). A period of time when you do not go to work or school is holidays. All countries regulate working hours, daily resting, holidays, and maximum working hours per week or per month. Working time or in other words to say duration of work may vary from person to person. It depends on different aspects such as culture, location, lifestyle.

The days of the week were firstly named during the Roman period. They were called after the seven planets. The system with some changes was adopted in other languages. There are 7 days in a week:

Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday

The days are always written in capital letters. Monday is the first day of the working week. Saturday and Sunday are the weekend.

There are twelve months in a year. They are the following:

January

February
 March
 April
 May
 June
 July
 August
 September
 October
 November
 December

Temos apibendrinimas

Skyriuje pateikiamos anglų kalbos sąvokos susijusios su darbo laiku, savaitės dienos ir mėnesiai.

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Žodynėlis

break – a pause – pertrauka
 canteen – a room in a factory or a school where a meal is served – valgykla
 capital letters – a letter in a large form – didžioji raidė
 holidays – a period of time when people do not go to work or school – atostogos
 permanent – lasting – nuolatinis, pastovus
 round the clock – night and day – para
 shift – a period of time during which a group works – pamaina
 temporary – lasting for a short time – laikinas
 work schedule – working hours – darbo valandos

Savikontrolės užduotys, klausimai

Exercise 1. Fill in the missing words.

Free days; break; duration; full time; punctual; flexible; overtime

1. Working hours or in other words to say of work may vary from person to person.

Specialybė užsienio kalba anglų

2. If you want to have, you have to fill this form.
3. The company is looking for a Secretary to work five days a week.
4. I need to earn extra money for my new purchase, so I am going to work
5. My working hours are, I haven't got a fixed schedule.
6. When I was a student, I have a job in a café.
7. He's very, always here on time.
8. You may buy a cup of tea or coffee, when you have a

Exercise 2. Read the dialogue and put the sentences in correct order.

A.: Hello, Martin. How are you? Lisa told me that you have recently got a job in a local restaurant.

B: _____

A: Have you got a permanent or temporary contract?

B: _____

A: And what are you doing here?

B: _____

A: Are they good employers?

B: _____

- *Not bad. They pay us extra money for working overtime.*
- *Hello. Yes. I've been working there two months already.*
- *I am a bartender.*
- *I am going to work in a restaurant only three months. They need more workers in summer, when there are lots of tourists.*

Exercise 3. Work with your partner. Tell your partner about five days that are important to you.

Example: My birthday is on 1st July.

Exercise 4. work with a partner. Ask and answer questions about the days and months.

Example: Which is the sixth month? Which month comes after July?

5. EARNINGS AND TAXES

Tikslas – įgyti anglų kalbos žinių ir įgūdžių apie darbo užmokestį ir mokesčius.

Siekiniai:

1. Išmokti anglų kalbos terminus, kurie vartojami darbo užmokesčiui ir darbuotojui pavadinti.
2. Žinoti mokesčių pavadinimus ir jų klasifikaciją.

Employed people earn a concrete sum of money. In English, there are two concepts defining the money received for work that you do. These concepts are salary and wage. As stated in the Macmillan English Dictionary (2002), salary is the fixed amount of money that you earn each month or year from your job. The wage is the sum of money that the employer pays according to how many hours or days per week or month you work. In other words to say, employees who work in offices, public institutions, business enterprises, shops get salaries. They are called white-collar workers. Wages are paid to the blue-collar workers who do physical work in places such as factories, building construction companies and so on (Guščiuvienė et.al., 2004). However, not all amount of salary or wage goes to the working people. The part of the sum of earnings is intended for the state.

The state should collect resources for its functions such as country protection, building of hospitals, schools, etc. The most common way to enlist financial resources is to collect taxes. Taxes are obligatory payments to the government, local authority and other funds by the natural person and legal entity (Meidūnas et.al., 2001).

The object of taxes may be income, profit, assets, goods and services. There are several types of taxes. The most common classification divides the above mentioned payments into direct taxes and indirect taxes. Direct taxes are paid directly to the state. This category includes income tax, profit tax, estate tax, inheritance tax etc. VAT (value-added tax), duty tax, excise tax etc. are collected indirectly when we buy goods and services. Manufacturers or sellers pay these taxes to the budget of the state but not a buyer. Direct and indirect taxes may be paid by individuals i.e. residents and companies. Employers and employees must pay social insurance tax. As a result, people who have lost their jobs get an unemployment benefit. Old people get pension and social security (Meidūnas et.al., 2001).

Temos apibendrinimas

Skyriuje pateikti anglų kalbos terminai, vartojami darbo užmokesčiui ir darbuotojui pavadinti. Taip pat pateikti pagrindinių mokesčių pavadinimai bei klasifikacija.

Literatūra

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Žodynėlis

assets – property – turtas
authority – people who have power and rights in an administration – valdžia
blue-collar worker – a person who do a physical work – darbininkas
concept – a word or a name – sąvoka
duty tax – tax on imported or exported goods – muito mokestis
earn – to get money for the work you do – uždirbti
employed – a person who works – dirbantis
employee – a worker – darbuotojas
employer – a person who employs others – darbdavys
enlist – to obtain – užsitikrinti
enterprise – a company – įmonė
estate – a large piece of land – žemės valda
good – a product that is sold – prekė
government – people who control the country – vyriausybė
income – money received by the person – pajamos
inheritance – the act of inheritance; the inherited money – paveldėjimas, palikimas
legal entity – juridinis asmuo
manufacturer – the producer – gamintojas
natural person – fizinis asmuo
obligatory – compulsory – privalomas
pension – a sum of money paid to retired person – pensija
profit – money which is gained in business – pelnas
resource – a wealth of a country, a supply – ištekliai
salary – a sum money you received each month for your work – atlyginimas
social insurance tax – socialinio draudimo mokestis
state – a country considered as a political community – valstybė
unemployment benefit – the sum of money paid to the person who has lost a job – bedarbio pašalpa
value-added tax – pridėtinės vertės mokestis
wage – a sum of money you received for the work you do – atlyginimas
white-collar worker – a person who works in the office – tarnautojas

Savikontrolės užduotys

Exercise 1. Answer the questions using various literature resources.

1. What is the difference between salary and wage?
2. What's tax?
3. What is the Lithuanian tax system?
4. How are the taxes classified?
5. What is the tariff of VAT, income tax and social insurance tax in Lithuania?

Exercise 2. Cross out the word which does not fit in each line.

- salary, taxes, wage
- sum, amount, payment
- government, employer, worker
- budget, fund, state
- finance, inheritance, money
- income, profit, goods

Exercise 3. Fill in the gaps with the necessary word given below.

excise, blue-collar, withdraw, inspector, calculate, penalty

- A tax is a person who decides how much tax an organisation or individual should pay to the budget.
- He used to work in a furniture factory. Yes, he's a worker.
- My father is self-employed, so he should how much taxes he should pay.
- If you are late to pay taxes, you will face financial
- Sarah's boss is asked to a certain amount of her salary.
- tax is a charge raised on tobacco and alcoholic drinks.

6. PREPOSITIONS OF TIME AND TIME CLAUSES

Tikslas – išmokti vartoti laiko prielinksnius ir šalutinius laiko aplinkybės sakinius.

Siekiniai:

1. Išmokti laiko prielinksnius
2. Gebėti sudaryti šalutinius laiko aplinkybės sakinius.

The words used before a noun or a pronoun and shows its relation to another part of the sentence is called prepositions (Macmillan English Dictionary, 2002). There are several prepositions expressing time such as *at, on, in, for, since, ago* etc.

at is used with a particular time, clock time or meal time, ages and short holiday periods e.g. *at lunch, at thirty, at Christmas, at nine o'clock, at the moment* etc.

on is used with a day e.g. *on Thursday, on Friday night, on Easter Sunday* etc.

on sometimes mean immediately after e.g. *on his arrival* etc.

in is used with long periods, a part of a day, and to say how long something takes e.g. *in the summer, in 2012, in December, in the evening, in five minutes* etc (Guščiuvienė et.al., 2004).

Note: *at, on, in* are never used before the words *yesterday, tomorrow, next, this, last, every* e.g. *I'll see you next Monday*.

For is used to express a period of time e.g. *The kids are playing computer games for two hours*.

Since is used to express a starting point e.g. *Susan has worked for the organization since 2000*.

Ago is used for something that happened back in time before now e.g. *She met John a week ago*.

From...to is used to say when something starts and finishes e.g. *The shop will be opened from 8 am to 6 pm*.

From is used to express time when something starts e.g. *Cheaper tickets will be on sale from the next week*.

Till/until is used to say when something come to an end e.g. *We sat there till/until the end of the film*.

Before is used to say that one past action had happened earlier than the other e.g. *Susan left the company two weeks ago. She'd joined it six years before*.

During is used with the event or specific period e.g. *during the festival, during the meeting, during the last five days, during September* etc.

by is used to say 'not later than' e.g. *I have to be at work by eight.*

Over is used for a whole period of time e.g. *over the past two years* etc.

not...till/until is used to say that something happens later than expected e.g. *I didn't come home till half past ten in the evening.*

Yet is used to say that something is by the particular time e.g. *I haven't see Pat yet.*

Already is used to say that something happened before the present e.g. *I've already sent an e-mail.*

Still is used to express that something continues e.g. *He's still typing the documents.*

On time is used to say that something is at the right time e.g. *The bus left on time.*

In time is used to say that something happens early enough e.g. *He was in time for the 7 o'clock train.*

By the time is used to say that something happened before another action e.g. *He had finished packing his luggage by the time the taxi came.*

After is used to say that something happens then e.g. *You can watch TV after you've done your homework.*

Time clauses are introduced with the words *after, as, as soon as, just as, when, while, by the time, before, until* etc. e.g. *As soon as he finished reading, he turned on the television.*

Take care when crossing the road.

It was midday by the time I entered the shop.

As he drove home, the weather got worse.

He bought a car, after he had passed driving exam.

We went to the lecture just as the professor began speaking.

Think carefully before you make decisions. (Eastwood, 2009).

When the verb of the main clause in the present or future form, the verb in the time clause should be in a present form. When the verb in the main clause is in the past tense, the verb in the time clause must to be also in the past form (Guščiuvienė, et.al. 2004).

Temos apibendrinimas

Skyriuje pateikti laiko prielinksniai, jų vartojimas, pavyzdžiai. Taip pat paaiškinta kaip sudaryti šalutinius laiko aplinkybės sakinius.

Literatūra

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Savikontrolės užduotys

Exercise 1. Fill in: on, in, at.

1. I'll see youbreakfast.
2. My family is dining together Christmas Eve.
3. We spent a great timethe summer holidays.
4. She always works betterthe mornings.
5. This company was set up 1998.
6. The athletes can run a mile four minutes.
7. He goes skiing.....January.
8. I have to go to a job interview.....that day.
9. Are you going somewherethe weekend?
10. He's playing football.....Sunday.

Exercise 2. Fill in: since or for, during, from, by, ago, before, till/until, from...to, in, on, at.

1. You haven't been anywherethe concert last month.
2. I've been waiting for a lawyerhalf past three.
3. They have been waiting at the airport.....thirty minutes.
4. I once stayed at that hotel.....two days.
5. We haven't been in a restaurant.....May.
6. We went to a tropical island.....the summer holidays
7. On Saturdays I don't get up Ten am.
8. He arrived ten minutes.....
9. They should pay the rent.....Friday.
10. I finished the university in June. I had started my studies four years.....
11. I must finish my bachelor thesisthe end of the month.
12. There is a traffic jamfive in the evening.
13. He's been walking with a dog.....two.....three in the afternoon.

Exercise 3. Fill in the appropriate preposition.

Have you been to the ticket office?
No, I've told you, I had no time.

Why are you driving so fast?
I want to be home for the late film.

The train leaves.....10 pm. I should come to the train station by the time the train leaves.

It's 9.45 and I'mlooking for my purse!

Exercise 4. Choose the correct answer.

1. I need a break. I think I'll go to the resort *at/on* Easter.
2. Where's Peter? He won't be here *until/after* 6 o'clock.
3. We are going to drive to the seaside *in/on* Sunday.
4. She's bought food, but she hasn't started cooking *already/yet*.
5. I enjoy skiing in the mountains *at/in* winter.
6. Have they *already/yet* left? It's only 4 o'clock in the afternoon.
7. Jacob left school a year *ago/after*.

Exercise 5. Create your own endings to the given sentences.

1. She promised to call us when.....
2. When he finishes work he'll.....
3. When she grows up, she'll be.....
4. The hostess made some coffee, when they.....
5. Do you know when.....?

7. BUSINESS LETTERS

Tikslas – lavinti anglų kalbos įgūdžius reikalingus verslo laiškų rašymui.

Siekiniai:

1. Žinoti verslo laiškų struktūrą
2. Gebėti papasakoti, kam reikalingi verslo laiškai
3. Išmokti pagrindines frazes vartojamas verslo laiškuose
4. Žinoti verslo laiškų rūšis

Business letter is a formal correspondence. Business correspondence maintains and establishes contacts between business people and various organizations. All business letters form an image and prestige of the company. Moreover, letters may be a legal document in a court.

In fact, we may distinguish several functions of business letters. Firstly, business letters helps to promote the producing products and/or services and give information about their quality. Secondly, business letters provide valuable data related to the organization. Thirdly, business letters are used as legal documents in quotations and disputes. To conclude, business letters are very significant way to communicate and have a trade (Stroman et.al., 2013).

Every business letter consists of several parts. They are the following:

1. Date
2. Sender's address
3. Reader's inside address
4. Salutation
5. Body text
6. Closing salutation
7. Signature
8. Name and title
9. Enclosure(s) (Stroman et.al., 2013).

Many letters have only three paragraphs: the introductory paragraph, the main body, the final paragraph. The introductory paragraph express what the letter is about. The main body indicates the message of the letter. The final paragraph explains what information or action do you expect from the recipient (Stroman et.al.,2013).

The business letter reflects the image of your firm and gives impression about you. For this reason, you should be clear, complete, concise, and polite. There are some rules how to write the business letter correctly. They are given below:

- Business letter should be written on one side of the paper.
- Every paragraph and lines in it are intended from the left margin equally.
- There should be an empty line between paragraphs.
- It is suggested to write sentences not longer than tree lines.
- Avoid slang, colloquialisms and idiomatic expressions.
- Organize the information and ideas logically and clearly.
- Do not use abbreviations.
- The text should be written in a clear and consistent manner.
- The letter should be courteous (Guščiuvienė et.al., 2004)..

The most difficult part of writing a successful business letter is to choose phrases that give a professional tone. There are some examples that can be used in any business letter as well as in other business document (Guščiuvienė et.al., 2004)..

The standard way to write date is to use day, month, and year format e.g.

27 November, 2012

The letter begins with a salutation i.e. by addressing the recipient e.g.

Dear Sir or Madam (if you don't know who you are writing to)

Dear Personal Manager

Dear Mr. Thompson

The first sentence of the letter provides the reason for writing e.g.

With reference to your advertisement in the "Lietuvos diena" on Tuesday, 27 November, 2012, I would like to apply for the position of...

I am writing to confirm the delivery...

I am writing to apologize...

I am writing to complain...

I am writing to express my dissatisfaction with...

I wish to inform you that...I wish to draw your attention to...

I am contacting you regarding...

Thank you for your letter of (date) concerning...

I refer to you letter of (date) concerning...

I am writing to confirm our telephone conversation of (date)

In the end of the body you may write the following sentences:

I look forward to hearing from you soon.

I look forward to seeing you next Wednesday.

I hope you will consider my application.

I look forward to hearing from you soon.

I look forward to hearing your response.

Please contact me if you require further details.

I would be most grateful if you look into this matter as soon as possible.

Please do not hesitate to contact me if you require further information.

You can finish your letter using closing phrases such as *Yours faithfully* or *Yours sincerely*. (Guščiuvienė et.al., 2004).

There are numerous types of business letters. The most frequently used are letters of application, letters of inquiry, replies to enquiries, offers, orders, order confirmation, order

acknowledgements, letters of complaint, appointments, travel arrangements, thank you letters, sales letters, letters of congratulations, invitations, letters of apology, letters of recommendations, letters asking or giving of information, testimonials etc (Rozgienė et.al., 2001).

Business letters are an important communication tool which brakes the cultural, linguistic and national barriers.

Temos apibendrinimas

Verslo laiškų rašymas – viena iš pagrindinių verslo komunikacijos dalių. Verslo laiškais užmezgami ir palaikomi ryšiai tarp verslininkų, kuriamas įmonės įvaizdis, pateikiama informacija apie prekes ir paslaugas. Verslo laišką sudaro šios dalys: antraštė, data, siuntėjo adresas, gavėjo adresas, kreipinys, laiško turinys, atsisveikinimas, parašas, rašiusio asmens vardas ir pavardė, pareigos. Verslo laiškam būdingas paprastumas, aiškumas, mandagumas, tikslumas. Skyriuje pateikiamos verslo laiškų rūšys, dažniausiai vartojamos frazės.

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Žodynėlis

abbreviation – a shorter form – sutrumpinimas

colloquialism – an expression used in informal language – šnekamosios kalbos žodis ar posakis

court – a place where legal cases are heard – teismas

courteous – polite, respectful – mandagus, pagarbus

data – information – duomenys, informacija

dispute – an argument – ginčas

establish – to found or to set up – įkurti, sukurti

inquiry – asking – paklausimas, pasiteiravimas

maintain- to keep – išlaikyti

margin – the blank edge of the paper – paraštė

prestige – reputation – prestižas

promote – advertise – reklamuoti

recipient – a person who receives letters – gavėjas

testimonial – a letter saying that someone knows the person's character – rekomendacinis laiškas

Savikontrolės užduotys, klausimai

Exercise 1. Match the adjectives on the left with the nouns on the right to form phrases that are commonly used in official letters.

- | | |
|----------------|-----------------|
| 1) social | a) list |
| 2) vacant | b) catalogue |
| 3) particular | c) benefits |
| 4) price | d) form |
| 5) latest | e) brochure |
| 6) two years' | f) interest |
| 7) information | g) post |
| 8) unit | h) experience |
| 9) application | j) conversation |
| 10) telephone | k) price |

Exercise 2. Put the words in the correct order to make a sentence. The first word of the sentence starts with the capital letter.

- soon from hearing to look forward We
- letter be by of may Payment credit done
- you Thank your for letter concerning of May 16th
- Please me contact again if any more information you need
- me know Let if else anything need you
- I grateful would be if you me a price list could forward
- am I pleased honoured and by the invitation in your conference to participate
- I recommend Mr. Peterson strongly to work company in our
- on having receiving congratulations Master's your degree in Many in literature
- at your hotel would like We to book two rooms single

Exercise 3. Fill in the gaps with appropriate words from the box.

We are sorry to (1) That it is impossible me to participate (2) The conference this time.

As you will see from my (3), I have aamount of (4).....in this area.

We would be (5).....if you could (6).....us the questionnaire as soon as possible.

Let me say the we are not (7).....with the (8).....of the services your (9)..... has provided since last July.

We look (10).....to hearing your response.

*considerable forward CV inform you experience grateful satisfied company
quality in*

Exercise 4. Match the context of the business letter with the layout:

date; name and title; readers address; body text; salutation; senders address; signature; closing salutation

- a) 14 January, 2012
- b) 156 Broadway
New York, NY 001145
USA
- c) Joint Stock Company
Derėkis ir pirk
Draugystės pr. 152
2000 Šiauliai
Lithuania
- d) Dear sir or Madam,
- e) We are writing to inquire about the new products advertised in on your home page in the Internet. We would be grateful if you could send use the catalogue and price list. Would you be so kind to send us this information as soon as possible.
- f) We look forward to hearing from you.
- g) Yours faithfully,
- h) Robert Silver
- j) Robert Silver
Manager

8. SPEAKING ON THE TELEPHONE

Tikslas – gilinti anglų kalbos įgūdžius reikalingus kalbant telefonu.

Siekiniai:

1. Išmokti pagrindines frazes vartojamas atsiliepiant ir kalbant telefonu

We do not imagine the world without telephones. It is the quickest and easiest way to contact to other person. However, talking to someone on the phone might be very challenging because it is quite difficult to understand the person you are talking with. And visa versa. Even native speakers ask each other to repeat, spell some words and confirm information from time to time. For this reason, you should speak clearly. The noise or poor quality of sound on the telephone disturbs the conversation (Grussendorf, 2008). The way you speak with a friend or relative differs from the communication with employer, businessperson etc. Politeness is necessary while speaking on the telephone. When you speak to unknown people, do not remember to say your name and explain the reason of your call. Do not waste the listener's time with unimportant information (Rozgienė, 2001).

Speaking on the telephone requires specific language. The list of phrases used making and answering a call is given in the table below.

Table 2. Phrases used making and answering call

Hello. Good morning. Good afternoon. Good evening.	Sveiki. Labas rytas. Laba diena. Labas vakaras.
Could I speak to..., please?	Ar galėčiau kalbėti su...?
Speaking.	Klausau.
Who's calling?	Kas skambina?
Could I ask who's calling?	Ar galėčiau sužinoti, kas skambina?
Where are you calling from?	Iš kur jūs skambinate?
Could you spell that, please?	Ar galite tai pasakyti paraidžiui?
One moment, please	Minutėlę, prašau.
Hold the line, please.	Nepadėkite ragelio.
I'll put you through.	Aš Jus sujungsiu.
I'm sorry, he's not available at the moment.	Atsiprašau, bet šiuo metu jis nepasiekimas

Specialybė užsienio kalba anglų

I'm sorry, he's in a meeting.	Apgailestauju, bet jis susitikime.
Would you like to leave a message?	Ar norėtumėte palikti žinutę?
Could I take your name and number please?	Ar galėčiau sužinoti jūsų vardą ir numerį?
I'll call back later.	Aš jums vėliau paskambinsiu.
Do you know what is his extension number?	Ar žinote jo papildomą numerį?
I'm afraid he's not in at the moment.	Apgailestauju, bet šiuo metu jo nėra.
Can I call you back?	Ar galiu paskambinti vėliau?
Is it convenient you to talk at the moment?	Ar galite dabar galbėti?
Could you tell me the number for...?	Ar galėtumėte pasakyti numerį...?
Thank you for calling.	Ačiū, kad paskambinote.
The line is engaged.	Linija yra užimta.
I'll send you a text.	Aš atsiūsiu žinutę.
I'll text you later.	Aš jums vėliau parašysiu.
I can't get through at the moment.	Manęs šiuo metu nesujungia.
Sorry, you must have the wrong number.	Atsiprašau, jūs sumaišėte numerį.
I can't hear you very well.	Aš jus prastai girdžiu
Could you please repeat that?	Ar galėtumėte tai pakartoti?
I've been cut off.	Aš buvau atjungtas
Could I borrow your phone, please?	Ar galėčiau pasiskolinti tavo telefoną?
My battery is running out.	Mano baterija baigiasi.
Please leave a message after the tone, and we'll get back to you as soon as possible.	Prašome palikti žinutę po signalo ir mes susisieksime su Jumis kaip įmanoma greičiau.
Could I leave a message?	Ar galėčiau palikti žinutę?
My number is...	Mano numeris yra....
I wonder if she could call me back.	Ar ji galėtų man perskambinti?
I'll make sure she gets your message.	Aš užtikrinu, kad ji gaus jūsų žinutę.

Temos apibendrinimas

Greičiausias ir patogiausias būdas susisiekti su kitu asmeniu yra paskambinti telefonu. Skyriuje pateikiamos pagrindinės frazės ir sakiniai vartojami atsiliepiant ir kalbant telefonu.

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Žodynėlis

answer – to pick up the telephone - atsiliepti

answering machine – a machine that can record a message if the person is not available – auto atsakiklis

appointment – an arrangement to meet someone – susitarimas susitikti

call – to telephone - paskambinti

caller – the person who telephones - skambintojas

cell phone – mobile phone, which can be taken away from house – mobilusis telefonas

dial – to press buttons on the phone – surinkti numerį

- directory/phone book – a book where you can find telephone numbers of people – telefonų knyga
- earpiece – the part of the telephone receiver – telefono ragelio kiaurymė
- extension number – the number within the company that is used to connect to only one employee – numeris įmonės viduje
- hands free – the equipment that can be used without hands – laisvų rankų įranga
- hang up – to end your call or to put the receiver down, padėti ragelį, baigti pokalbį
- keypad – a set of buttons – klaviatūra
- mouthpiece – the part of the telephone into which the speaker speaks – mikrofonas
- pick up – to take the receiver – pakelti ragelį, atsiliepti
- receiver – the part of the phone that you speak into and listen from – telefono ragelis
- reverse charge call – a telephone call that the person you are calling agree to pay – skambutis atsiliepiančio abonento sąskaita
- ring – the telephone sound – skambėti
- spell – to say letter by letter – pasakyti paraidžiui
- telephonist – a person who operates a telephone switchboard in a telephone exchange – telefonistas

Savikontrolės užduotys, klausimai

Exercise 1. Answer these questions.

1. How often do you use the telephone?
2. Who do you call most often?
3. How long do you usually speak on the phone?
4. Can you remember the telephone numbers?

Exercise 2. Put the words into the correct order.

1. Could a message I leave
2. I understand just said what you didn't
3. you Could repeat that please?
4. Do English speak you?
5. say Please separately each number
6. you Can me clearly hear?
7. like to speak I would about new products to somebody
8. is The call urgent very
9. Could to Mr. Lorenzo I speak please?
10. I'll she gets make sure Fine your message

Exercise 3. Read the following phrases and write which one would you use to:

1. to introduce yourself
2. to connect the caller
3. to explain the reason of the call
4. to ask to speak to Mr. Smith
5. to confirm the identity
6. to fix a time for an appointment
7. to ask someone to wait
8. to ask to leave a message
9. to end the conversation
10. when you do not hear the caller
11. to check someone understand you
 - a) Would you like me to repeat?
 - b) Hold on, please.
 - c) Thank you for calling.
 - d) This is Mrs. Ribokė from Vocational Education and Training Centre
 - e) Could I leave a message?
 - f) I'll put you through.
 - g) I'm calling to enquire about....
 - h) Speaking.
 - i) Could I speak to Mr. Smith
 - j) When would be convenient?
 - k) Could you repeat that again?

Exercise 4. Choose the right phrase and complete the telephone conversations.

The secretary speaking. What can I help you? I'll make sure he gets the message. Could you tell your sister to call me back around 6 pm, please? What is your telephone number? I'm afraid she is not available at the moment. Thank you for calling. I'll put you through. Well, could I ask her to call me back? I'm afraid the line is busy at the moment. Can I take a message?

Conversation 1.

- A. English school. Good afternoon. _____?
- B. Could I speak to Mrs. Baker, please?
- A. _____.
- B. _____?
- A. Yes, of course. _____?
- B. 2072116
- A. Yes, I've got that. _____.

Conversation 2

- A. Good morning. _____.
- B. My name is June August. I would like to speak to Mr. Jackson
- A. Hold on, please. _____. Well, _____. Would you like to leave a message?

- B. Yes, of course. I would like to inform that I can not attend the meeting on Thursday.
- A. _____ . Could you spell your name please?
- B. J-U-N-E A-U-G-U-S-T.
- A. Thank you.
- B.

Conversation 3

- A. Hello. Sarah speaking.
- B. Hi Sarah, this is Tom. Is your sister at home?
- A. No, she's at the cinema now. _____ ?
- B. Yes, _____ ?
- A. Sure.
- B. Thanks. Bye.
- A. Bye.

Exercise 5. Sort the given words into appropriate categories. Consult your dictionary if necessary.

mobile, local, telephonist, caller, receiver, area code, hands-free, extension, earpiece, mouthpiece, long-distance, keypad, reverse charge, international, office, home, fixed

People	Types of phones	Parts of phones	Calls	Numbers

Exercise 6. Practise spelling:

- your full name
- the name of the street you live
- the name of someone you have to speak to

Exercise 7. Create your own telephone conversation according to the following diagram.

- A. Answer the phone
- B. Ask to speak to Ms Judith Sunday.
- A. Say that you can not put her through because the line is busy.
- B. Ask if you can leave a message.
- A. Say yes.
- B. Give your name and number
- A. Ask to spell the name and repeat the number.
- B. Say you want her to call back as soon as possible.
- A. Promise to give her the message.
- B. Say thank you
- A. Reply and say goodbye.

9. E-MAIL

Tikslas – lavinti anglų kalbos įgūdžius reikalingus elektroninių laiškų rašymui.

Siekiniai:

1. Gebėti papasakoti apie elektroninių laiškų privalumus ir trūkumus
2. Išmokti taisyklingai rašyti elektroninius laiškus

E-mail communication may be considered as very important and unique method for developing and maintaining contacts since the time the telephone was invented. The main advantage is that it is easy to use. E-mail is a private and reliable electronic letter. Furthermore, it is less chaotic way to talk. People prefer it because it is non-visual and non-auditory form to communicate with others (Wächter, 2008).

While using e-mail people type words. New technologically sophisticated methods give an opportunity to incorporate pictures and sounds into the message. On the other hand, some people do not write e-mails because it involves typing. Everyone knows how to talk, but not everyone feels comfortable or skilled enough to express oneself through writing electronic messages (Wächter, 2008).

While typing a letter, you can not see others people's faces or hear them speaking. People may not know who you are or where are you at the moment of sending an electronic message. Besides, it encourages people to be open and honest. However, in some cases anonymity encourages people to speak aggressively and in the antisocial manner (Wächter, 2008).

E-mail conversations do not occur in real time. For this reason, you are not required to answer on the spot. You have time to think, evaluate and create your reply. It is possible to send the reply after several minutes, days, weeks, or even months (Wächter, 2008).

The main disadvantage of electronic mail is spam. It is undesirable advertisements and messages that disturb the usage of e-mail.

E-mail may be used not only for maintaining relationships with friends and relatives, but also for developing successful business communication. Many businesspeople share information through electronic messages or fax. Moreover, it is very popular to send various advertisements of the products and services through e-mail to target customers.

Whether you are writing a formal letter or sending an email, you should follow certain formalities. Do not address a business contact informally by the first name if you haven't got permission. Always include your contact details at the end of the email. Take care of

your grammar and spelling. Pay attention to tone. Be brief. Be accurate and professional. In formal letters do not use abbreviations (Wächter, 2008).

Business mails and letters are expected to save and store for an appropriate period of time and can be used as legal documents.

The abbreviations may be used in informal messages. In English they are constructed by the following rules:

1. Usually, the abbreviation is made using first letters of the words e.g. as soon as possible = asap
2. The Latin form is used (e.g.=exemplum gratia=for example)
3. There are cases when the abbreviation is made using the first and the last letter of the word e.g. attn = attention
4. The vowels are sometimes omitted e.g. pls = please
5. Vowels and consonants are omitted in some cases e.g. mgmt=management
6. The sound combinations are very popular e.g. 4u = for you
7. Figures are also written in short forms e.g. m = million, bl = billion etc (Wächter, 2008).

Emotion icons or in other words to say emoticons are the small faces that have appropriate meaning. They represent your feelings, mood, emotions. First of all, emoticons were written using a keyboard (Wächter, 2008). There are some examples:

:o I'm surprised

[:-) I'm listening to music

The e-mail address is in fact very significant and informal. Mostly of them have a country code (Wächter, 2008). For instance, karl.jansen@web.de. The word 'de' signifies that the sender is from Germany.

There are also neutral addresses. They are the following:

.com – commercial

.edu – education

.net - networks

.gov – government

.org – organizations

.ac.uk - academic, United Kingdom

.co.uku – companies/UK etc.

People prefer electronic communication rather than paper letters because there are no strict rules how to punctuate.

1. The first sentence always begins with the capital letter.
2. Comma is written after *however, unfortunately, moreover, as a result, besides* etc.
3. Comma is not written before the word *that*.
4. Longer sentences are usually separated by semicolon.
5. Contractions should be used equally in the whole text.
6. If there are two main clauses, comma is used before the word *and*.
7. If the principle clause is written before the main clause, the comma between them is used.
8. If the comma is written after the ?.
9. There are some spelling rules. They are the following:
10. The word I is always written in capital letter.

11. Months, days of the week, occupation, languages, names of countries and cities are written in capital letters (Guščiuvienė et.al., 2004).

E-mail must be short and simple. All the sentences should be written according to the structure subject + predicate + object + conditions e.g. We are going to a conference in Vienna in July (Wächter, 2008).

The introduction of the e-mail usually defines the aim of the letter (Wächter, 2008). It may begin with the following sentences:

We are writing to...

With reference to your...

I read your advert in...

Further to our correspondence last week...

Just a short e-mail to...

Getting back to your e-mail from...

As to your discussion yesterday...

The phrases *We are* or *I am writing* are connected with certain verbs written below:

arrange

ask if

check

clarify

confirm

give

inform

let you know

request

send

tell

thank you (Wächter, 2008).

When you write a formal letter, it is necessary to use formal phrases (Wächter, 2008).

The examples are the following:

Thank you for your e-mail from...

Thank you for your interest in...

Thank you for the information regarding...

When you write to relatives, friends or acquaintances, you may use informal phrases.

The examples are given below:

Thanks for your mail.

Thanks for your help.

Thanks for the file

It is better to start formal e-mail with *Dear Mr/Mrs Bell* and end with *Regards, Yours, Thank you, Yours sincerely*. Begin an informal message with just a name *Andy* or *Hi, Hello* and finish with *Best, Best wishes, All the best* or just write your name (Guščiuvienė, et.al., 2004).

The end of the message can be written in the following ways:

I am looking forward to hearing from you.

I am looking forward to seeing you soon.

If you have any questions, do not hesitate to contact me.

We will inform you about.....

I'll keep you updated.
 We will contact you with further details.
 Here are some useful phrases that may be found in an e-mail (Wächter, 2008). They are the following:

Dear Sales Manager,

Kind regards,

Yours truly,

See you soon,

Take care,

What's the weather like in Lithuania?

I haven't heard from you in a while and I hope everything's fine.

As you might know...

We are writing to....

I'm just writing to.....

Great to hear from you.

Getting back to your e-mail from....

As you know....

Thank you for your e-mail.

Thank you for your interest in....

Have a great weekend.

Looking forward to next week.

Please inform us about any difficulty that might occur.

We will notify you as soon as the products have arrived.

When you want something to order, you should use the following phrases:

I would like to know....

We would like to order/book/buy.....

I wonder if you have.....available?

We are interested in....

I have seen your advertisement in.....

I need some information about the product.

Can you quote a price for.....?

Can you send a catalogue/brochure/price list?

I have heard about.....

Please send us.....

An example of informal email.

Hi Tom,

I'm writing to remind you about the class reunion party on 1st March. Let me know if you're coming.

Alice

An example of formal email.

Dear Mrs Bell,

I am writing to ask if you could give me more information about English language courses at your school. I would be interested in knowing accommodation abilities in the town. I look forward to hearing from you as soon as possible.

Regards,

Emily Jackson

Temos apibendrinimas

Elektroniniai laišakai – tai patogus būdas palaikyti ryšius su artimaisiais, draugais, verslo įmonėmis. Skyriuje pasakojama apie elektroninių laiškų privalumus ir trūkumus, mokoma taisyklingai juos rašyti.

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Žodynis

abbreviation – a shorter form – sutrumpinimas

accurate – exactly right – tikslus

acquaintance – a familiar person – pažįstamas

advantage – gain, benefit, plus – privalumas

advertisement – a short video or article encouraging people to buy something – reklama

antisocial – against the norms of the community – kenkiantis visuomenei, asocialus

arrange – to plan, make decisions – susitarti

brief – short, nor long – trumpas

capital letter – the first large letter of the sentence – didžioji raidė

clarify – to make clear – paaiškinti

comfortably – pleasantly relaxed – patogus, patenkintas

comma – a punctuation mark which shows a short pause – kablelis

commercial – connected with a trade – komercinis, prekybinis

conditionals – šalutinis (sąlygos) sakiny

confirm – to make certain – patvirtinti

consonant – all letters in an alphabet except a, e, i, o, u – priebalsė

contact – relations, communication – ryšys, kontaktas

contraction – a word made by omitting a letter or letters of a word or several words – sutrumpinimas

develop – to grow to a more advanced state; to become active – vystyti(s), atsirasti

education – the experience of learning or the activity of teaching and learning in school,

universities – išsilavinimas

encourage – to give confidence, support or hope – padrąsinti, paskatinti

formality – a rule – formalumas, taisyklė

furthermore – what is more – be to

government – people who rule a country or state – vyriausybė
 incorporate – to include – inkorporuoti, įtraukti, pridėti
 invent – create – išrasti
 keyboard – a piece of computers with keys on it used to type – klaviatūra
 main clause – the main sentence – pagrindinis sakinys
 maintain- to keep – išlaikyti
 notify – to inform or warn – pranešti, įspėti
 object – papildinys
 occupation – job, profession – profesija, darbas
 on the spot – immediately – tuoj pat, iš karto
 predikate – a verb - tarinys
 principle clause – šalutinis sakinys
 punctuate – to divide sentences by commas, full stops etc. – dėti skirybos ženklus
 reply – an answer – atsakymas
 request – ask for something – paprašyti
 semicolon – the punctuation mark used to divide long sentences – kabliataškis
 skilled – have practices and experienc – įgudęs, patyręs
 sophisticated – highly developed – sudėtingas
 subject – a person or thing that acts the action shown by the verb - veiksnys
 target – someone that you are trying to reach as a customer and/or audience – tikslinis
 type – writing letters using computer – spausdinti
 vowel – in English and other langugers vowels are letters a, e, i, o, u; the letters that are said with an open mouth – balsė

Savikontrolės užduotys

Exercise 1. Answer these questions from the text?

1. Why e-mail communication is so attractive?
2. Is it possible to send videos and pictures via e-mail?
3. Does e-mail conversation occur in real time?
4. Is anonymity a good thing?
5. What is spam?
6. What are main rules for writing an e-mail?

Exercise 2. Find the definitions to the given words.

1. priedas
2. tema
3. ištrinti objektai
4. juodraščiai
5. persiųsti
6. skubiai
7. gauti laiškai
8. siunčiami laiškai

9. atsakyti
10. adresai
11. siųsti/gauti
12. išsiųsti objektai
 - subject
 - contactss
 - end items
 - drafts
 - inbox
 - attachment
 - send/receive
 - deleted items
 - forward
 - outbox
 - reply
 - high priority

Exercise 3. Find the equivalents.

1. find
2. sort by
3. edit message
4. create new message
5. move to Drafts
6. forward
7. undo
8. save as
9. mark as junk
10. insert
11. delete
 - a) sukurti žinutę
 - b) persiųsti
 - c) ieškoti pagal
 - d) atšaukti
 - e) įrašyti kaip
 - f) išsaugoti juodraščių aplankale
 - g) pridėti
 - h) redaguoti žinutę
 - i) ištrinti
 - j) surūšiuoti pagal
 - k) pažymėti kaip nepageidaujamus

Exercise 4. Write an e-mail to your friend and invite him or her into your birthday party.

Exercise 5. Write an e-mail to ask for information about accounting courses in the university. You want to know how much does it cost and how long does it take.

10. VERB

Tikslas – lavinti anglų kalbos gramatikos įgūžius susijusius su veiksmažodžio vartojimu.

Siekiniai:

1. Žinoti, kokie yra veiksmažodžiai
2. Mokėti taisyklingųjų ir netaisyklingųjų veiksmažodžių formas
3. Išmokti pagrindinius veiksmažodžių laikus

A verb is usually defined as a word which shows actions or state of being. Every sentence has a verb. For this reason, the recognition of the verb is the most important step in understanding the meaning of the sentence. In contrast to most of other parts of speech, verbs change their form. In some cases endings -ed, -s, and -ing are added, in other cases the verb itself becomes different e.g. break-broke etc. The form of the verb may show tense (present, past, future), number (singular, plural), person (first person, second person, third person), and voice (active, passive). Sometimes verbs are accompanied by modal verbs and auxiliaries. One of the most significant things is that verbs are in strong relations with time. By looking at the verb, one can recognize if something has already happened, if it is happening right now, and if it will happen in the future (Eastwood, 2009).

It is relevant to understand that not all verbs in English are the same. In fact, they are classified into three categories: normal verbs, non-continuous verbs and mixed verbs (Eastwood, 2009).

Normal verbs can be used in all tenses and express physically actions which can be seen. e.g. *I eat breakfast every morning at 7 o'clock. I am flying to London at the moment.*

Non-continuous verbs are not used in progressive tenses. They often express actions which can not be seen physically. Non-continuous verbs usually show emotions and feelings, possessiveness, and abstract things e.g. to want, to belong, to like, to be, to own, to hate etc. I need help (correct). I am needing help (incorrect).

Mixed verbs have different meanings. One of the meaning may behave like non-continuous verb and other may behave like normal verb e.g.

This coffee smells good (This coffee has a good smell). She is smelling tulips (She is sniffing the tulips to see what their smell is like). The student thinks the test is quite difficult (The student considers the test to be difficult). The student is thinking about the question (The student is pondering the question in his mind).

There are regular and irregular verbs. Different methods are used to form regular and irregular forms of verbs. Regular verbs have endings -d or -ed in the second and the third forms (Eastwood, 2009).

Table 3. Verb endings

Regular verbs	Infinitive	Simple Past	Past Participle
Verbs ending in a, e, i,	live	lived	lived
Verbs ending in y	study	studied	studied
Verbs ending in consonant	touch	touched	touched

The situation with irregular verbs is quite different. Irregular verbs do not follow a pattern. The simple past and past participle are forms changing the word itself.

e.g. be - was/were - been

see - saw - seen

become - became - become

put - put - put

drive - drove - driven

keep - kept - kept

The forms of irregular verbs should be memorized.

The ending -s is added only in the third-person singular.

Table 4. Conjugation

Person	Eat, do	Be	Have
I	eat, do	am	have
You	eat, do	are	have
He, she, it	eats, does	is	has
We	eat, do	are	have
They	eat, do	are	have

There are twelve tenses in English. Verbs which express present actions are said to be written in present tenses. Verbs which define actions in the past should be used in past tenses. And verbs which express future actions should be written in future tenses (Guščiuvienė et. al., 2004).

Table 5. Tenses

Present Simple	Past Simple	Future Simple
It is used to express habits, facts, laws of nature, repeated or regular actions, future actions that occur according to a schedule or a program.	It is used to describe actions or repeated actions that happened in the past. The time is usually known. The actions are not related to the present. Past Simple tense is also used to express several past actions that happened one after another.	This tense is used to express future actions, spontaneous future actions, after words <i>think, be sure, believe, hope, know, expect, suppose</i> and with words <i>perhaps, surely, possible, probably</i> .

<p><i>I study every day. The sun rises in the east. Do you like travelling? He doesn't get up early. The train to London leaves at 6 pm.</i></p> <p>V/Vs do not + V (don't) does not + v (doesn't) do V? doesV?</p> <p><i>often, always, usually, sometimes, every day, every month</i></p>	<p><i>I saw Steve last week. I opened a door and saw a stranger. He often played with cars when he was a child. I didn't go on holidays in December. Did you see her last night?</i></p> <p>Ved/V2 did not + V (didn't) did V?</p> <p><i>yesterday, last week, last Friday, in 2013, when we were...</i></p>	<p><i>I expect she'll come to my birthday party. I'll carry you the bag. I'll probably visit my parents next Saturday.</i></p> <p>will + V will not + V (won't) will V?</p> <p><i>tomorrow, soon, next week, tonight</i></p>
<p>Present Continuous It is used to express the continuous present actions, the irritating actions, planned actions in the near future.</p> <p><i>Look! The sun is shining. I am meeting Steve this Friday. You are always forgetting to call me. What are you thinking about? I am having dinner now.</i></p> <p>am, is, are + Ving am not, is not, are not + Ving am, is, are V?</p> <p>Note. Verbs <i>like, love, want, need, hear, seem, see, believe, remember</i> etc are not used in continuous form.</p> <p><i>now, at the moment, these days</i></p>	<p>Past Continuous It is used to express the past continuous action when the beginning and the ending of it are known, two or more past actions that happened at the same time, and the long past action which was interrupted by the shorter one.</p> <p><i>I was studying Mathematics while my sister was looking TV. We were dancing at 9 o'clock in the evening last night. What were you doing when I called you last evening?</i></p> <p>was, were + Ving was not, were not + Ving (wasn't, weren't) was, were Ving?</p> <p><i>when, at that time, at 8.00 last Tuesday</i></p>	<p>Future Continuous This tense is used to express the continuous future actions.</p> <p><i>We will be working at nine. At seven o'clock tomorrow we'll be travelling by train.</i></p> <p>will be + V will not be + V will....be Ving</p> <p><i>tomorrow, soon, next week, tonight</i></p>

Specialybė užsienio kalba anglų

<p>Present Perfect It is used to express past actions related to the present (the time is not mentioned). It is also used to express past actions whose results are felt in the present. Present Perfect shows the past action or repeated past action which continues in the present too.</p> <p><i>My mother has just finished work and now she has time to go shopping. I have dyed my hair brown. The army has attacked the country three times.</i></p> <p>have, has + V3 have not, has not + V3 (haven't, hasn't) have, has.....V3?</p> <p><i>already, yet, just, recently, since, never, ever, lately</i></p>	<p>Past Perfect It is used to express action which had occurred before the another action in the past or specific time. It is also used with words <i>before</i> and <i>after</i>.</p> <p><i>When they got to the train station, the train had already arrived. By six o'clock in the evening, Sarah had finished all her work. Before I had driven 3 hours, I got tired.</i></p> <p>had + V3 had not + V3 (hadn't) had....V3?</p> <p><i>by the time, before, after, when, until, by six o'clock</i></p>	<p>Future Perfect Future Perfect is used to express future action which will be ended until the concrete time.</p> <p><i>The plumber won't have fixed the sink until 3 pm.</i></p> <p>will have + V3 will not have + V3 willhave V3?</p> <p><i>by the time, by, until, before</i></p>
<p>Present Perfect Continuous This tense shows the past action which continues now or has just ended.</p> <p><i>I am tired because I have been cleaning the house all day. How long has he been waiting for you?</i></p> <p>have been, has been + V3 have not been, has not been + V3 have, has.....been V3?</p> <p><i>for, since, how long, all day, lately</i></p>	<p>Past Perfect Continuous It is used to express action which started in the past and continued up until another time in the past. This tense also shows continuous actions which results was obvious.</p> <p><i>I had been baking biscuits forty minutes, when he called. He was exhausted because she had been knitting four hours.</i></p> <p>had been + Ving had not been + Ving had....been Ving</p> <p><i>when, since, for, how long, until, before, after</i></p>	<p>Future Perfect Continuous This tense is used to express actions which will continue and end until the concrete time.</p> <p><i>By seven they will have been working for eight hours.</i></p> <p>will have been + Ving will not have been + Ving will.....have been Ving?</p> <p><i>by the time, by, until, before</i></p>

Temos apibendrinimas

Veiksmazodis – kalbos dalis, kuri nurodo veiksmą arba būseną. Skyriuje aprašytos veiksmazodžių rūšys, kaip tinkamai vartoti veiksmazodžius, parinkti veiksmazodžio formą ir laiką.

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Savikontrolės užduotys

Exercise 1. Circle the verbs.

Prehistoric man first lived and hunted alone. Later he realized that he was more successful if he hunted with a group of other men. For this reason, men built their homes together and began farming. A group of individuals makes a community.

Exercise 2. Write the irregular forms of the following verbs.

Infinitive	Past Simple	Past Participle
write		
	left	
lend		
		built
	drew	
		heard
make		
		felt
	got	
do		
		spent
sit		
	found	
		run
	cost	
		forgetten
find		
		swum
	spoke	
buy		

Exercise 3. Fill in the blanks with the grammatically correct form of the word in bold.

1. She(always interrupt) me.
2. We (stay) at Grand hotel at present.
3. I(dye) my hair brown.
4. Water (freeze) at 0°C.
5. He (own) a large shop.
6. Her eyes are red. She(cry) all day.
7. My friend and I (go) to the cinema yesterday.
8. When I (read) a novel, the door suddenly (open).
9. He (work) as a manager ten years before he (resign).
10. I (probably, buy) this new silk dress.
11. It's getting dark. I..... (turn on) the lights.

11. KINDS OF SHOPS

Tikslas – įgyti anglų kalbos žinių ir įgūdžių apie parduotuves ir jų rūšis.

Siekiniai:

1. Išmokti parduotuvių pavadinimus
2. Gebėti papasakoti, kokias prekes galima rasti skirtingose parduotuvėse

There are many types of shops that sell different kinds of goods and offer various services. They are listed in the text below in the alphabetical order.

An antique store sells valuable old items and various collections.

In a bakery you can buy bread, pies, and doughnuts.

A bank is a place that keeps and lends money.

A beauty shop offers services and goods related to beauty and health.

A boutique shop sells fashionable and expensive clothes, decorations for the house.

A butcher is a shop which sells meat and poultry.

In a bookshop you may find books, cards, maps, dictionaries.

There are also special card shops where only greeting cards and wrapping paper are sold. Furthermore, it is possible to ask to wrap the gift you have just bought, if you don't know how to do it properly.

A chain store is one of the stores that belong to the same owner. These stores may be located in different places.

When you need some medicines, you must go to a chemist. Sometimes a chemist sells not only drugs, but also cosmetics and toiletries.

A clothes shop sells ready-made clothes. It may be menswear, ladies wear or childrenswear.

A confectioner is a shop that sells sweets, chocolates, tarts and biscuits. If you are a sweet-toothed, you can choose from the great variety of sweet products.

A corner shop is a small local store usually located at the end of the street. There you can buy everyday things.

A convenience store is a shop that sells food, drinks, newspapers and first necessity goods. It is often open 24 hours each day.

A delicatessen or deli in short is a store which sells delicious and unique foods from around the world.

Specialybė užsienio kalba anglų

A department store is a very big building where you can find different types of shops. Naturally, there you may buy lots of different things.

Fabrics and materials are usually sold in specialized stores.

A fishmonger's is a shop which sells fish and seafood.

A flea market sells old things and furniture.

A florist's is a place where anyone can buy flowers and plants.

A fur store sells fur coats.

A furniture shop is a place where you can buy furniture for all your rooms in the house or flat. The furniture is made from wood and in many cases is covered with tapestry or leather.

A garden centre is a place where flowers, plants and even trees are grown up and sold.

In the gas station people can buy petrol and things related to cars. Sometimes the food and drinks are sold there too.

A gift shop is a place where people may buy presents for the family members, relatives, and friends.

A glassware store sells various beautiful items made only from glass.

Food and soft drinks are sold in grocer's. But if you want to buy only vegetables or fruits for your dinner, you may go to greengrocer's.

A haberdashery store sells goods made from leather. For example, bags, handbags, wallets, belts, buttons, gloves, threads, ties, needles, umbrellas.

A hardware store is a place that sells equipment and tools that are used at home or in the yard.

A hairdresser is a business offering hairdressing services.

An ironmonger's is a shop where people can find household goods such as can opener, blender, air conditioning etc. and materials for building.

A jeweller's is an expensive store that sells golden and silver rings, necklaces, bracelets, brooches, earrings.

A launderette is a place where people can do their washing and after that have clothes and bedclothes laundered.

A market is a large territory where market traders have their own stalls and sell fruits, vegetables, meat, poultry, fish, clothes, shoes, furniture, toys, carpets, car tools, stationery, books, household articles, paintings and many others.

A newsagent or kiosk is a shop where people can buy newspapers and magazines. Nowadays it is popular to sell stationery items, chocolates and soft drinks in newsagents.

Novelties, joke items, tricks and other small things may be found in a novelty store.

Off-licence (liquor stores in American English) is a shop that sells alcoholic drinks, like beer, wine, whisky, champagne and so on.

The pet shop is a store where we can buy pets, such as dogs, cats, birds, mice and their feedstuffs. If you want to have a snack, you may go to the sandwich shop where the sandwiches, crisps and drinks are offered.

An optician is a place where people can choose and buy glasses and contact lenses.

Outlet store is a shop where we can buy goods for less than the usual price.

The second hand store is the shop where you can buy clothes that were worn by someone. These clothes are very cheap.

Footwear is sold in a shoe shop.

A sports shop is a store where you can buy trainers, sports equipment and sportswear.

A stationer's is a shop that sells paper goods, pens and other things you need for your studies or work in the office.

A supermarket is a large store where people can find food, drinks and things they need for home. In other words to say, it is unnecessary to visit various shops, because everything can be found under one roof.

There is a tea shop which sells tea and cakes. This kind of shops is like cafe. There is a possibility to taste various teas sitting at the small round tables in one part of the shop.

A tobacconist's is a store that sells tobacco, cigarettes and pipes.

A toy shop sells children's toys and games and sometimes clothes.

A warehouse store is a place where you can buy things in large amounts. Usually, the prices are lower than in the shops.

There are specialized shops where you can buy only kitchenware, cutlery, and crockery, china (Macmillan English Dictionary, 2002).

Temos apibendrinimas

Skyriuje išvardintos parduotuvių rūšis anglų kalba ir paminėta kokios prekės jose parduodamos.

Literatūra

1. Macmillan English Dictionary. For Advanced Learners (2002). Macmillan Publishers Limited.

Žodynėlis

antique – old and valuable – senovinis

bedclothes – sheets, blankets – patalynė

belt – a long piece of leather worn around the waist – diržas

blender – a machine used to mix things together - mikseris

bracelet – an ornament worn around the wrist – apyrankė

brooch – a decoration for a woman's dress or jacket – sagė

can opener – the tool for opening cans – skardinių atidarytuvas

china – the porcelain – porcelianas

collection – a set of items of the same type – kolekcija

confectionery – sweets, chocolates – konditerija

cosmetics – substances used to make oneself attractive – kosmetika

crockery – plates, sauces, cups etc. – indai

cutlery – knives, forks, spoons etc – stalo įrankiai

doughnut – a round sweet cake – spurga

earrings – jewels worn in the ears – auskarai

equipment – clothes, machines and tools that are needed for a particular work – įrenginiai, įranga

fabric – material – audinys

fashionable – following the newest style of clothes – madingas

Specialybė užsienio kalba anglų

furniture – tables, beds, wardrobes etc. – baldai
haberdashery – the great variety of goods, most of them are from leather, some of them are used to repair clothes – galanterija
hairdresser – a person who cuts, hair – kirpėjas
handbag – a small bag for woman's personal belongings – rankinė
household goods – products used at home - namų apyvokos prekės
launder – to wash and iron – skalbti ir lyginti
leather – a skin of animals prepared to sew clothes – oda
magazine – a regular publication containing articles, pictures, stories of various authors – žurnalas
market – a public place where people buy or sell something – turgus, prekyvietė
medicines – medicaments used to treat person – vaistai
necklace – jewels around the neck – vėrinys
needle – a sharp thin piece of steel used to sew or repair clothes – adata
newspaper – a paper containing news and printed daily or weekly – laikraštis
novelty – a small cheap thing sold as souvenir or toy – niekutis
optician – a person who makes and sells glasses and other optical things – optikas
poultry – hens, ducks, geese, turkeys – paukštiena
shop – a place which sells things, store - parduotuvė
soft drinks – non-alcoholic drinks – gaivieji gėrimai
stationery – pens, pencils, paper and other things used for writing – kanceliarinės prekės
sweet-toothed – the person who likes eating sweets foods – smaližius
tapestry – a piece of fabric used to cover furniture – gobelenas
thread – a thin string of cotton, wool, silk etc, used in sewing – siūlas
tie – a string of material worn tied around the neck under the collar – kaklaraištis
toiletries – things such as soap, shampoo that is used to keep oneself clean – tualetų reikmenys
trader – seller – pardavėjas, prekyautojas
umbrella – a thing that helps to protect from rain or sun rays- skėtis
wallet – a small bag which is carried in the pocket for carrying money – piniginė
warehouse – a large building used to store goods – sandėlys
wrapping paper – a colourful paper used to cover gifts – vyniojamasis popierius

Savikontrolės užduotys, klausimai

Exercise 1. Fill in the gaps with the appropriate type of shop.

1. I have a headache. Would you go to the and buy some aspirin?
2. Could you go to theand get a loaf of bread?
3. I bought this interesting novel at thenear my university.
4. My mother went to the and got minced meat.
5. He bought a pipe and two packets of tobacco at theon his way home.
6. Why don't we go and buy some pike at thefor dinner?

7. I need to get some paint at the because I am going to redecorate my living room.
8. Juliet has just gone out to buy food at the
9. My father bought a hammer at the
10. We need to get some fresh carrots and a cabbage at thefor the salad.
11. She is buying a pen and some envelopes at the.....
12. I would like to buy frozen fish at the

Exercise 2. Divide the given words into appropriate categories. Complete the chart. Use dictionary if necessary.

tomatoes, pencil, biscuit, salmon, bread, beer, rice, aspirin, cottage cheese, magazine, painkillers, bracelet, cucumbers, toothpaste, earrings, roses, pork, rolls, shampoo, spade, brooch, wine, sugar, oyster, mutton, stamps, pipe, pair of glasses, sweater, dress, string, trousers, cigarettes, newspaper, ring, lemon, scarf, apple, whiskey, mackerel, herring, beef, soap, flour, ruler, chocolate, shirt, medicines, tulips, jeans, thermometer

Baker's	
Fishmonger's	
Newsagent's	
Grocer's	
Greengrocer's	
Chemist's	
Florist's	
Confectioner's	
Stationer's	
Optician's	
Butcher's	
Off-licence	
Ironmonger's	
Jeweller's	
Tobacconist's	
Clothes store	
Beauty shop	

Exercise 3. Cross out the wrong word in each line.

- a) Wallets, suits, belts, and handbags I can buy in the haberdashery store.
- b) Slippers, high-heeled shoes, trousers, and boots I can buy in the shoe shop.
- c) Shrimps, caviars, vinegar, and cod I can buy at the fishmonger's.
- d) Novels, maps, textbooks, and purses I can buy in the bookshop.
- e) Chairs, armchairs, hammers, and cupboards I can buy in the furniture shop.
- f) Lotion, lipstick, perfume, and ginger I can buy in the beauty shop.

12. FOOD PRODUCTS

Tikslas – ugdyti anglų kalbos gebėjimus kalbant apie maisto prekes.

Siekiniai:

1. Mokėti maisto prekių klasifikaciją
2. Žinoti maisto produktų laikymo sąlygas
3. Išmokti pagrindines maistines medžiagas

Food is a substance necessary for human body. It is usually plant or animal origin. That's why food has many nutrients such as fats, carbohydrates, proteins, fibers, and vitamins. Food keeps people alive, increases growth and gives energy (Smičienė, 2007).

The most part of food products are grown in farms and fields. Lithuania has strong agricultural traditions. The majority of Lithuanians uses vegetables and fruits from their own gardens.

Food products are classified according to different aspects such as origin, chemical composition, names of products, types of products, consumption features (Smičienė, 2007). The most popular classification is the following:

- Cereals (e.g. flour, pasta, bread)
- Sugar, honey, starch
- Confectionary products (e.g. sweets, caramel, biscuits, cakes, chocolate)
- Fruits, vegetables, berries, nuts and mushrooms (fresh, tinned)
- Milk and dairy products (e.g. sour cream, milk, curds, ice-creams, butter, cheese, yogurt)
- Eggs and their products
- Meat and its products (e.g. beef, veal, pork, bacon, mutton)
- Fish and its products (e.g. mackerel, haddock, pike, herring)
- Tobacco
- Oil, fats (e.g. oil, lard, margarine)
- Food concentrates (e.g. soup, broth, porridge, breakfast cereals, baby food)
- Flavor/taste products (e.g. tea, coffee, spices, soft drinks, sauces) (Smičienė, 2007).

According to the origin, the food products are divided into two large groups. The food may be plant origin or animal origin. Plant origin food products include cereals, confectionery products, vegetables, fruits, berries, nuts, mushrooms, oil, tea, spices,

coffee, soft and alcoholic drinks. The second group contains meat, dairy products, fish, eggs, honey, and fats (Smičienė, 2007).

Considering the chemical composition, food may be with vitamins, ecological, with sweeteners, without preservatives, without cholesterol (Smičienė, 2007).

The quality of food products is very important aspect. In order to maintain the good condition of food products, they should be protected from decay, mould, and desiccation. For this reason, the food products are stored in specific containers and refrigerators (Smičienė, 2007).

Temos apibendrinimas

Skyriuje apie maisto prekes pateikiama jų klasifikacija, maisto produktų laikymo sąlygos bei pagrindinės maistinės medžiagos.

Literatūra

1. Smičienė, D., (2007). Maisto prekės. Vilnius: Baltos lankos.

Žodynis

agriculture – the cultivation of land – žemdirbystė

bacon – lašiniai, šoninė

beef – jautiena

berries – uogos

biscuits – sausainiai

bread – duona

broth – sultinys

butter – sviestas

cake – tortas

caramel – karamelė

carbohydrates – a substance which contains carbon, oxygen and hydrogen and is found in food – angliavandeniai

cereals – grain used as food – grūdai, javai

cheese – sūris

chocolate – šokolodas

classification – putting people or things into particular groups according to their similar characteristics – klasifikacija

composition – different parts of something – sudėtis

confectionary – sweet food, chocolate – konditerija

consumption – the use – vartojimas

container – something made to keep things, a box – dėžė, indas

curds – varškė

dairy products – milk, cheese, butter etc. – pieno produktai

decay – becoming rotten – pūvimas

desiccation – becoming dried – džiūvimas

fats – riebalai

Specialybė užsienio kalba anglų

features – traits – ypatybės
fibers – skaidulos
haddock – menkė
herring – silkė
honey – medus
mackerel – skumbrė
maintain – to keep steady – išlaikyti
mould – a growth on stale bread or other food products – pelėsis
mushrooms – grybai
mutton – aviena
nutrient – a substance in food necessary for human beings and animal to live and grow – maistinė medžiaga
nuts – riešutai
origin – the place or point from which something comes – kilmė
pasta – makaronai
pike – lydeka
pork – kiauliena
porridge – košė
proteins – a substance found in milk, eggs, meat and necessary for people and animals – baltymai
refrigerator – a machine which keeps food cold – šaldytuvas
sauces – padažai
soft drinks – non-alcoholic drinks – gaivieji gėrimai
soup – sriuba
sour cream – grietinė
spices – prieskoniai
starch – a white food substance found in potatoes or flour – krakmolas
substance – a material – medžiaga
sugar – cukrus
sweets – saldainiai
veal – veršiena
vitamins – any substances necessary for healthy life and found usually in vegetables and fruits – vitaminai
yogurt – jogurtas
sweetener – something that sweetens food – saldiklis
preservatives – something that prevents food of going bad – konservantai

Savikontrolės užduotys

Exercise 1. Group the words below into the following categories.

Vegetables	
Fruits	
Meat	
Fish	
Dairy products	
Nuts	
Berries	
Desserts	
Poultry	
Spices	
Beverages/drinks	

Lemon, asparagus, beef, rice, beans, plaice, coffee, pike, wheat, chicken, cheese, cabbage, ginger, chocolate, jam, tea, butter, walnut, hazelnut, cranberry, turkey, pear, peanut, barley, mutton, sardine, potatoes, plum, garlic, caviar, biscuit, pepper, pie, orange, rye, bacon, goose, tomato, cinnamon, currant, chocolate, juice, milk, mustard, champagne, banana, vinegar, carrot, salt

Exercise 2. Put the letters in the following words into correct order.

Example: e y r r c – cherry

- aaussge -
- chspnia -
- inew -
- cejui -
- pei -
- pplae -
- akec -
- geanor -
- ckihcen -
- bruergamh -
- taoestpo -
- astap -
- aelv -
- gevetbale -
- lfour -
- noions -
- leceyr -
- ymthe -
- ecri -
- iclarg -

13. NON-FOOD PRODUCTS

Tikslas – ugdyti anglų kalbos įgūdžius kalbant apie ne maisto prekes.

Siekiniai:

1. Mokėti suskirstyti ne maisto prekes į grupes.

Nowadays, a market is filled with various products. It is caused by new technologies and changing lifestyles. Customers choose only good and qualified items. As a result, manufacturers and sellers take attention to the quality of the product but not to a quantity of items. Items may be classified according to several factors such as the purpose, title, material etc (Mioldažienė, 2006). The most frequently classification divides goods into the following categories:

- textile items (e.g. clothes, materials);
- sewed products (e.g. fabrics, leather items);
- furs;
- knitwear (e.g. underwear);
- footwear (e.g. shoes, boots, high heels);
- perfume and cosmetics (e.g. shampoo, perfumes);
- haberdashery (e.g. belt, bags, gloves);
- household goods (e.g. furniture, electrical appliances, building products, pottery, glass products, chemical goods, plastic items, carpets);
- cultural items (toys, photography items, sport, fishing and hunting items, radio items, musical items);
- jewelry items (e.g. bracelets, rings, earrings, necklaces);
- stationery goods (e.g. pens, pencils, paper) (Mioldažienė, 2006).

All items must be stored in appropriate conditions such as moisture, enlightenment, ventilation, fire safety, arrangement (Mioldažienė, 2006).

Temos apibendrinimas

Skyriuje pateikta ne maisto prekių klasifikacija, pavyzdžiai.

Literatūra

1. Mioldažienė, R. (2006). Ne maisto prekių asortimentas. Mokomoji priemonė.

Žodynis

arrangement – order of smth – išdėstymas
 customer – a person who buys – pirkėjas, klientas
 enlightenment – apšvietimas
 fire safety – priešgaisrinė sauga
 furs – kailiai
 haberdashery – items made from leather – galanterija
 household goods – ūkinės prekės
 knitwear – trikotažas
 market – a demand for certain things – rinka
 moisture – dampness – drėgmė
 pottery – article made from fired clay – keramika
 purpose – the aim to which an action is directed – paskirtis
 sewed products – siūtos prekės
 textile – a cloth or fabric made by weaving – tekstilė
 ventilation – the movement of fresh air around – vėdinimas
 Savikontrolės užduotys

Savikontrolės užduotis

Exercise 1. Circle the wrong word out.

- fur coat, ring, brooch, bracelet
- skirt, sandals, trousers, anorak
- slip, bra, pyjamas, lip-flops
- wool, cotton, suit, denim
- wallet, frying pan, zipper, gloves
- soup, silk, lipstick, perfume
- trainers, slippers, shoes, sweater
- saucepan, cupboards, sofa, wardrobe
- microwave, toaster, mixer, spoon
- paint, vase, glass, jar
- T-shirt, notebook, copy paper, watercolour
- handbag, belt, blouse, purse
- bottle, cup, plate, socks
- overalls, knife, jacket, jeans

14. PACKAGING AND LABELING

Tikslas – lavinti anglų kalbos įgūdžius kalbant apie prekių pakavimą.

Siekiniai:

1. Išsiaiškinti, kodėl reikia prekes pakuoti ir kokią informaciją pateikia prekių etiketės.
2. Žinoti, kada pirmą kartą imta prekes pakuoti ir kokios medžiagos buvo naudojamos.
3. Išmokti svarbiausius talpos ir pakuočių pavadinimus.
4. Žinoti kas yra brūkšninis kodas.

Packaging and labeling are the technology, art and tools of enclosing and protecting goods for distribution, shipping, sell and use. In other words to say, packaging may be identified as the system of preparing products for transportation, keeping in warehouses and selling in various stores (Macmillan English Dictionary, 2002).

Packaging and labeling have several functions. The package protects goods from inappropriate transportation and storing conditions. For instance, food products should be protected from dust, water, high temperature while the electronic items are sensitive to vibration, shock or humidity. It is easier to transfer small objects in one box than each of them separately. Liquids, powders, creams ought to be poured in bottles or specific containers. Labels show how to transport the goods and how to recycle the package after the use. Furthermore, governments require writing the composition and other significant information of food products, medicines, and chemical goods. Vivid and informative labels and packages promote the products and encourage consumers to buy them. It has become important in last decade when the competition between manufacturers or traders began to increase. Original package and label help to decrease the risk of counterfeits (Twede, 2005).

The history of packaging dates back to the ancient times. The earliest packages such as wooden boxes, pottery vases, baskets of reeds were made of natural materials. The first use of paper wrapping was recorded in the 11th century. People wrapped vegetables, fruit and spices in large paper sheets and sold them in markets. Other materials such as iron or steels were used to make cans only in the first half of 19th century. Bottles, plastic containers, cellophane appeared in the 20th century. Previously the most prominent innovations in the field of packaging were made due to the wars. The military supplies

were distributed and stored under bad conditions. For this reason, the packaging industry had to improve materials and forms in order to protect food, drinks, clothes and military equipment (Twede, 2005).

The packaging of goods ensures the safe arrival and selling. The most common types of containers in use are the following (Toots, et.al. 1999):

Table 6. Packages

Case	Didelė dėžė
Parcel	Paketas, siuntinys
Crate	Medinė dėžė gabenti vaisiams ir daržovėms
Container box	Konteineris
Carton	Kartoninė dėžutė
Sack	Maišas
Drum	Metalinė statinė
Carboy	Apipintas butelis rūgštims
Tin/can	Skardinė
Package	Paketas, ryšulys
Bottle	Butelis
Packet	Pakelis, paketėlis
Plastic bag	Plastikinis maišelis
Barrel/cask/keg	Metalinė statinė
Bundle	Ryšulys

There are some useful words and phrases related to the transportation of goods. They are given below:

- wrapping (n) – pakavimas, įvyniojimas
- wrap (v) – pakuoti (į)vynioti
- waterproof (adj) – neperšlampamas, nepralaidus orui
- airtight (adj) – hermetiškas, nepralaidus orui
- insulated (adj) – izoliuotas
- sealed (adj) – užantspauduotas
- perishable (adj) – greitai gendantis
- destination (n) – paskyrimo vieta
- moistureproof (adj) nepralaidus drėgmei
- line (v) – iškloti, apmušti, apsiūti iš vidaus
- pad (v) – pakišti ką nors minkšto
- handle documentation (v) – forminti dokumentus

Symbols printed on labels are nationally and even internationally standardized. They exist to inform how to deliver and use the product safe. Some products you must keep cool, dry. Very flammable objects should be protected from the direct sun rays or fire. Goods produced from glass may be fragile so you should transfer and store them very carefully.

Every article has its own barcode. It consists of stripes of different shade and thickness and thirteen numbers under them. The first two numbers show the country where the goods come from. A special scanner reads the code and saves time at a cash register.

Temos apibendrinimas

Skyriuje aiškinama kodėl reikia prekes pakuoti, kokią informaciją yra pateikiama prekių etiketėse, taip pat pateikti pagrindiniai pakuočių ir talpų pavadinimai, pasakojama kada imta prekes pakuoti ir kokios medžiagos buvo naudojamos. Skyriuje aprašyta, kas yra brūkšninis prekės kodas.

Literatūra

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2. Toots, N. (2000). Let's start business. Anglų kalbos kursas verslininkams. Kaunas: UAB Littera.
3. Twede, D. (2005). The Origins of Paper Based Packaging. *The Future of Marketing's Past, Proceedings of the 12th Conference on Historical Analysis and Research in Marketing*. 288–300 p.

Žodynėlis

ancient– very old – senovinis

cash register – a machine in a shop used to count money and give change – kasos aparatas

cellophane – a thin, clear material used to wrap goods – celofanas

competition – the activities of enterprises that want to be more successful than others

composition – all parts of a product – sudėtis

container – something used for keeping food or other items – dėžutė, indas, konteineris

counterfeit – illegal copies of something – klastotė

decade – a ten year's period – dešimtmetis

deliver – to take goods to a place – pristatyti

distribution – the way to supply goods to shops – platinimas, paskirstymas

dust – small pieces of dirt – dulkės

enclose – to surround something – apsupti, įvynioti

flammable – can burn very quickly – degus

fragile – easy to break – dužus

goods – products that are sold – prekės

government – people who control the country – vyriausybė

humidity – the water in the air – drėgmė

inappropriate – not suitable or right – netinkamas

innovation – the invention or something new – naujovė

label – the information sheet on the package – etiketė

labeling – presenting a label of a product – ženklinimas

liquid – a substance that have no strict shape and can flow - skystis

manufacturer – a company or a person that makes a product – gamintojas

military – related to wars, armies or other forces – karinis, kariuomenės

packaging – the activity of wrapping or putting goods into containers so that they can be sold – pakavimas

pottery – objects made of clay and baked in an oven – moliniai indai, keramikos dirbiniai

pour – to make the water or other substance to flow from a bottle or other kind of container – pilti

powder – a dry substance – pudra, milteliai

previously – in the past, before the present – anksčiau

prominent – important or well-known – žymus

promote – to advertise – reklamuoti
 protect – to keep something safe from damage, harm or loss – apsaugoti
 recycle – to waste something with a purpose to use it again – perdirbti – a tall thin plant which grows near the water – nendrė
 require to need something – reikėti, reikalauti
 risk – the possibility that something dangerous or unpleasant can happen – rizika
 shipping – the activity of carrying goods in ships – prekių gabenimas laivais
 significant – important – svarbus
 store – a shop – parduotuvė
 supplies – things such as food, clothes and equipment necessary to make an activity – atsargos
 technology – way of doing something – technologija
 trader – seller – pardavėjas, prekiautojas
 transfer – the process of moving – perkėlimas, perdavimas
 vibration – a very fast movement of shaking – vibracija
 warehouse – a building used for storing goods – sandėlys

Savikontrolės užduotys, klausimai

Exercise 1. Decide whether the sentences are true or false. If the sentence is false, correct the mistakes.

- The package does not protect the good from bad storing and transportation conditions.
- Electronic items should be protected from vibration.
- Flammable goods are such objects that can be in the direct sun rays and fire.
- Glasses are enclosed in special packages.
- The barcode consists of 12 horizontal lines and numbers in front of each line.
- The first numbers of the barcode symbolizes the material of a product.
- Symbols printed on labels are standardized.
- Packaging of goods ensures their safe arrival and selling.
- The history of packaging dates back to the 20th century.
- The earliest packages were made from wood, reeds and clay.
- Informative labels and packages is a good advertisement of a product.
- The composition must be not written on all labels of food products.
- The most prominent innovations in the field of packaging were related to the World War I and the World War II.
- Packaging and labelling is the system of preparing goods for transportation, storing and sell.

Exercise 2. Complete the text with appropriate words.

digital, records, consists, spaces, cash, screen, check, orders, receipt, barcodes, specific, product, scanner, name, package, data

Each (1).....has a Universal Product Code which (2)..... of a series of dark stripes and white (3)..... among them to represent (4)..... information about the (5).....

The (6).....are made of (7).....modules. The first modules of the code identify the category of the product and its manufacturer. The next modules represent the brand (8)..... and price. When the barcode (9)..... reads the modules, it sends the (10)..... to the computer in the (11)..... register. The price and quantity of goods are shown on the (12)..... and also printed on the (13)..... .

There is also a possibility to keep (14)..... of sold purchases on the computer. It is easy to (15)..... how many goods are left in the store and then give (16)..... for new supplies.

15. UNITS OF MEASUREMENTS

Tikslas – lavinti anglų kalbos įgūdžius susijusius su matavimo vienetų vartojimu.

Siekiniai:

1. Išmokti svorio, ilgio, talpos, laiko, temperatūros, ploto ir informacijos matavimo vienetus
2. Žinoti kokie matavimo vienetai buvo naudojami iki devynioliktojo amžiaus

According to the Macmillan English Dictionary (2002), the word measurement means “the exact size, degree, strength etc of something, usually expressed in numbers of standard unit.” The unit of measurement can be defined as a definite magnitude of a physical quantity. The system of measurements is adopted and confirmed by law. The units are divided into units of length, time, weight, information quantity, volume, temperature, depth and area. They are given in the table below (Matavimo vienetai, 2013).

Table 7. Measurements

Units of weight	Ton – tona
	Kilogram – kilogramas
	Gram – gramas
	Milligram – miligramas
	Centner/hundredweight – centneris
Units of length	Centimeter – centimetras
	Millimeter – milimetras
	Decimeter – decimetras
	Meter – metras
	Kilometer – kilometras
	Mile – mylia
	Yard – jardas
	Nautical mile – jūrmylė
	Foot – pėda
	Inch – colis
Light-year – šviesmetis	

Units of volume	Liter – litras Milliliter – mililitras Pint – pinta Quart – kvorta Gallon – galonas Barrel – barelis
Units of area	Acre – akras Hectare – hektaras Square meter – kvadratinis metras
Units of time	Hour – valanda Minute – minutė Second – sekundė Day – diena, para Month – mėnuo Week – savaitė Year – metai Century - amžius
Units of information quantity	Bit – bitas Byte – baitas
Units of temperature	Degree Celsius – laipsnis Celcijaus Degree Fahrenheit – laipsnis Farenheito
Units of depth	Fathom – jūros sieksnis

The history of measurements dates back to the ancient times. People needed to use some kind of measures for constructing dwellings, selling food in markets, knowing the distance between two objects. Our ancestry used parts of the body and objects from their environment as a measurement instruments. For instance, the length was measured by feet or stones were used to show the weight of the item. As societies were developing, the units of measurements were also improved. The invention of numbering system made it easy to create the measures suitable for commerce. However, the different units were established in different countries. For this reason, the exchange of goods and ideas was limited. Only in the 19th century the united metric system was accepted by the most countries in Europe, America and other continents.

Not all units of measurements are given in the table. The reason is that they are not used nowadays. For example, the fathom is the old-time Lithuanian magnitude to measure the land. It is the distance between fingers of outstretched arms. In addition to this, Lithuanians measured length by verst which is Russian origin. In order to measure volume or capacity, they used pails. Pounds were the units of weight, while the rolls were the units of paper measurement.

There are units that are used only in one or several countries. One of them is a pint. It is a unit of capacity and is equal to approximately more than half of liter. Usually, the pints of beer are sold in England.

Temos apibendrinimas

Skyriuje pateikti svorio, ilgio, ploto, laiko, temperatūros, informacijos matavimo vienetai. Taip pat galės papasakoti kokie matavimo vienetai buvo naudojami senovėje. Mokiniai turėtų gebėti terminus vartoti sakiniuose.

Literatūra

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Žodynis

magnitude – size – dydis

quantity – size, weight, number of large size – kiekybė

adopt – to take as one's own – priimti

confirm – to establish or to make certain – patvirtinti

unit – an amount or quantity of measurement system – vienetas

length – the distance – ilgis

weight – the amount which thing or a person weights – svoris

volume – the amount of space used to define the magnitude of liquid – tūris

area – the extent or size of ground or other flat surface – plotas

dwelling – a house – būstas

market – a public place where people meet to buy or sell something – turgus

ancestry – people who lived a long time ago – protėviai

society – mankind considered as a whole – visuomenė

invention – the act of creating – išradimas

commerce – the exchange of goods – prekyba, komercija

continent – one of the great part of the world – kontinentas

accept – to agree to or to recognized – priimti, pripažinti

fathom – measure of length which is equal to the distance between fingers of outstretched arms – sieksnis

verst – a unit of length which is equal to 1,067 kilometers – varstas

capacity – ability to contain – talpa

pail – a bucket – kibiras

pound – a measure of weight which is equal to 0,454 kilograms – svaras

roll – a piece of paper or cloth wound round the tube – ritinys, rulonas

Savikontrolės užduotys, klausimai

Exercise 1. Circle the incorrect word in each line. Explain why the word does not fit.

1. yard, centimeter, gallon, mile
2. century, centner, week, month
3. meter, kilometer, square meter, millimeter
4. foot, inch, nautical mile, barrel
5. pint, liter, acre, quart
6. stone, hand, feet, finger
7. society, ancestry, continent, people
8. time, volume, distance, dwellings
9. meter, bit, month, minute
10. confirm, adopt, measure, invention

Exercise 2. Match the following to the most appropriate instrument for measurement.

1. Length of a football field
2. Temperature of a sick person
3. Weight of the meat
4. Length of a book
 - a) Ruler
 - b) Tape
 - c) Thermometer
 - d) Scale

16. WAREHOUSE. WAREHOUSE EQUIPMENT

Tikslas – įgyti anglų kalbos žinių ir įgūdžių susijusių su sandėliu ir jo įrengimais.

Siekiniai:

1. Gebėti išvardyti pagrindines sandėlio funkcijas
2. Mokėti apibūdinti sandėlius pagal skirtingus kriterijus
3. Žinoti sandėlio įrengimus

The warehouse is a large storage premises used by manufacturers, importers and exporters, traders, wholesalers. They are used for storing goods and materials during their transit between manufacturer and seller (Palšaitis, 2001). The cargo in a warehouse is stored only a fixed period of time.

The most common functions of warehouses are to accept products from manufacturing companies, store cargos in an appropriate conditions and places, dispatch goods to the next destination and provide information about them (Palšaitis, 2001).

There are different kinds of warehouses and their classification can be made from various viewpoints such as structure, ownership, service, equipment, significance, cargo, realization etc (Minalga, 2001).

There are four main types of warehouses in the sphere of logistics. They are the following:

- Factory warehouses, where the small quantity of manufactured production is stored a short period of time. These warehouses are usually located near factories;
- Central warehouses where the wide range of products and materials are kept;
- Regional warehouses. They are situated in various regions. Goods from factories are brought to these warehouses and when delivered to realization bases. The purpose of regional warehouses is to make the products' delivery easier when the distance is very long;
- Realization bases. The goods from this type of warehouses are delivered directly to the shops, supermarkets, markets and other trade locations (Minalga, 2004).
Warehouses built according to the construction of warehouses, condition of storage and type of commodities are distinguished into:
 - Uncovered/open warehouses where the packaged products are stored;
 - Partly covered warehouses. They have only a roof. Building materials and gear can be stored in such warehouses;

Specialybė užsienio kalba anglų

- Warehouse for special commodities. Such premises are used to keep products and raw materials that require special conditions. For instance, tobacco, woolen goods, oil products etc should be protected from fire;
- General warehouses. They are ordinary warehouses used to keep most food grains and other products that do not require special storage conditions;
- Refrigerated warehouses. They are used to store perishable products such as meat, fish, dairy products, medicine etc. that require appropriate cool temperature (Minalga, 2004).

Warehouses may have one floor or two floors. Two-storey buildings usually have special lifts to move goods from one place to another. Other equipments used in warehouses are the following:

- Ladders;
- Shelves;
- Ramps;
- Cranes;
- Bins;
- Containers;
- Racks;
- Refrigerators;
- Carts;
- Tools and tools cabinets;
- Electronic scales;
- Vacuums;
- Pallet trucks;
- Boxes;
- Computers;
- Lockers etc.

Temos apibendrinimas

Skyriuje pateikta informacija apie sandėlio funkcijas, skirtingus sandėlio rūšis ir įrengimus.

Literatūra

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3. Plašaitis, E., Palšaitis, R. (2001). Logistika. Lietuvių-anglų terminai. Sąvokos. Vilnius: Lietuvos nacionalinė vežėjų automobiliais asociacija „Linava“.

Žodynis

bin – a metal or plastic box – dėžė

cargo – things that are delivered by various means of transport – krovinys

cart – a vehicle for carrying goods – vežimėlis

commodity – something that is necessary and can be bought and sold – prekė, reikmuo, productas

container – a box to carry things – indas, dėžė

crane – a machine to raise things – kranas, gervė
 delivery – a process of bringing something to a place – pristatymas
 equipment – tools, gear – įrengimai
 exporter – a person or a company that sells goods to foreign country – eksportuotojas
 factory – a building where large quantities of goods are produced using machine – gamykla
 gear – equipments, special clothes, machines – įranga, reikmenys
 importer – a person or a company that brings goods into a country to sell them – importuotojas
 ladders – an equipment for reaching high places – kopėčios
 locker – a small cupboard with keys – užrakinama spintelė
 manufacturer – producer – gamintojas
 pallet – a flat wooden or metal surface for carrying goods – paletė
 premises – buildings used by businesses – patalpos, pastatas
 ownership – a possession - nuosavybė
 rack – shelves used for storing goods – stelažas
 refrigerator – a container used for keeping food in cold – šaldytuvas
 ramp – a sloping surface – rampa
 range – a variety - įvairovė
 scales – the tool for measuring – svarstyklės
 seller – someone who exchange goods into money – pardavėjas
 shelf – a board for lying something on – lentyna
 significance – importance – svarba, reikšmė
 storage – the process of storing goods in a warehouse – laikymas, sandėliavimas
 to deliver – to bring to a place – gabenti, pristatyti
 to dispatch – to send – siųsti
 to store – to keep something in a particular place – laikyti, sandėliuoti
 trader – seller – prekybininkas
 warehouse – a big building where various goods are stored – sandėlys
 wholesaler – a person whose job is to sell a large amount of goods to shops, supermarkets, markets etc. – didmenininkas

Savikontrolės užduotys, klausimai

Exercise 1. Answer the questions.

1. What is a warehouse?
2. What are the main functions of a warehouse?
3. How are warehouses classified?
4. What equipment can be found in a warehouse?

Exercise 2. Fill in the missing word from the text.

Warehouses are large storage (1)..... . They are used for storing (2).....and (3)..... during their (4).....between manufacturer and seller. The most common functions of warehouses are to accept products from (5).....companies, (6)..... cargos in an appropriate conditions and places, (7).....goods to the next destination and provide information about them. There are different kinds of warehouses. The buildings used to store perishable goods in a cool temperature is called (8)..... warehouses. Storage premises near manufacturing places are called (9).....warehouses. Two-storey buildings usually have special (10).....to move goods from one place to another.

17. NOUNS

Tikslas – įgyti anglų kalbos gramatikos įgūdžių susijusių su daiktavardžio vartojimu.

Siekiniai:

1. Žinoti daiktavardžių rūšis
2. Atpažinti daiktavardžių giminę ir skaičių
3. Mokėti vartoti žymimąjį ir nežymimąjį artikelius

There are four kinds of nouns. They are abstract (e.g. love, beauty etc.), common (e.g. table, bed etc.), collective (e.g. team, family etc.), proper (e.g. England, Ann etc.).

Nouns are divided into three genders. They are the following:

- Masculine i.e. boys, men etc.
- Feminine i.e. girls, women, ships etc.
- Neuter i.e. things, animals, babies etc.

Some nouns have the same form whether male or female (teacher, doctor etc.).

There are also nouns that have different forms. For example: lord – lady, brother – sister, prince – princess, king – queen etc.

The plural of nouns are made according different rules. We can make plural by adding:

-s to the common noun e.g. book - books;

-es to nouns ending in -s, -ss, -x, -ch, -sh e.g. glass - glasses, bush - bushes, box - boxes;

-es to nouns ending in -o e.g. potato - potatoes;

-ies to noun ending in consonant + y e.g. lady - ladies;

-s to nouns ending in vowel + y e.g. day - days;

-s to nouns ending in vowel + o e.g. zoo - zoos, radio - radios;

-ves to nouns ending in -f or -fe e.g. leaf - leaves.

The plural of compound nouns are made by adding -s or -es e.g. boyfriend - boyfriends, brother-in-law - brothers-in-law, frying pans - frying pans etc.

Some nouns have only the plural form. These are items consisting of two parts or having only a plural form e.g. trousers, pyjamas, scissors, binoculars, stairs, earnings, people etc. However, there are abstract nouns that have only a singular form e.g. sugar, death. Those nouns that end in -ics also have only a singular form e.g. mathematics. Nouns that describe a group of people can be singular and plural e.g. company, class, army, audience,

government etc. The team was the best in the competition. The team were given medals for the first place in the competition.

Some nouns have different meanings in singular form and in plural form. For instance:

Susan goes to work everyday at 8 in the morning.

Picasso's works are really fascinating.

There are irregular plural nouns. Usually, they are made changing the vowels in the root or leaving the same form of the word. Their examples are the following:

man - men, tooth - teeth, trout - trout, sheep - sheep, child - children, deer - deer, mouse, mice etc.

Nouns may be countable and uncountable. The examples of nouns that can be counted are the following: boy, bird, cat, table, spoon, etc. The most common uncountable nouns are: luggage, business, information, food, fruit, money, knowledge, luck, courage, water, weather, music, news, gold, etc.

Many uncountable nouns can be made countable by adding a words that means a part or a quantity of the noun. For example: a bottle of water, a pair of trousers, a sheet of paper, etc.

In English nouns are used with articles. There are three kinds of articles: a, an, the. A and an is used before singular countable nouns to talk about thing in general e.g A dog is a domestic animal. A dolphin is a mammal. We use a before a word which begins with a consonant. On the contrary, we use an before vowels. For instance: a cat, an elephant. The article the is used with singular and plural, countable and uncountable nouns to talk about something specific or for the second time. She found the new purse in a haberdashery store. She bought the purse.

Table 8. Definite article *the*

<i>The</i> is used before:	<i>The</i> is omitted before:
Names of cinemas, hotels, theatres, museums, newspapers, magazines, ships, institutions, galleries.	Proper nouns
Names of rivers, seas, states, islands, deserts, oceans, mountains and names with "of" (The Tower of London).	Names of sports, games, activities, days, months, colours, holidays, drinks, meals, languages.
Musical instruments and dances.	Names of countries, cities, streets, squares, bridges, parks, lakes, continents.
Names of families and nationalities.	Possessive adjectives
Titles	Illnesses
Adjectives used as plural nouns, the superlative degree of adjectives.	The words home, farther, mother when we talk about our parents or home.
Words station, shop, pub, library, cinema, city, village.	Bed, church, college, court, hospital, prison, school, university when we refer to the purpose of the existence.
Morning, afternoon, evening, night.	Means of transport
Historical events	Pubs, restaurants, shops, banks, hotels when they have a name of their founder or end in -s
Only, last, first.	Two-word names whose first word is a name of a person or a place.
Unique nouns (e.g. the earth)	

Temos apibendrinimas

Skyriuje apibūdintos daiktavardžių rūšis. Mokinai galės atskirti giminę ir skaičių, išmoks vartoti artikelius.

Literatūra

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Žodynėlis

article – a word that indicates whether the author means a general or specific thing – artikelis

consonant – any letter in an alphabet except a, e, i, o, u – priebalsė

female – belonging to the sex that gives birth – moteris, patelė

irregular – not regular – netaisyklingas

male – belonging to the sex that does not give birth, related to men – vyras, patinas

mammal – member of the class of animals in which females feed the young with their own milk – žinduolis

plural – the form of the word that expresses more than one – daugiskaita

possessive adjectives – adjectives that indicate the ownership – savybiniai būdvardžiai

proper nouns – nouns that name people, places, things – daiktavardžiai

singular – the form of the word that expresses only one – vienaskaita

title – person's name that indicates rank, honour or occupation – titulas

vowels – letters a, e, i, o, u – balsės

Savikontrolės užduotys, klausimai

Savikontrolės užduotys, klausimai

Exercise 1. Write M for male, F for female, and MF for both.

1. wife
2. student
3. stewardess
4. child
5. nurse
6. barman
7. scientist
8. driver
9. actor
10. daughter

Exercise 2. Write the masculine or feminine of the following nouns.

1. emperorr –
2. boy –
3. duke –
4. widower –
5. landlord –
6. gentlement –
7. monk –
8. nephew –

Exercise 3. Write the plural form of the given nouns.

1. torch –
2. baby –
3. boy –
4. girl –
5. tomato –
6. piano –
7. knife –
8. city –
9. goose –
10. woman –
11. foot –
12. fish –
13. dish –
14. child –
15. credit card –
16. stepmother –

Exercise 4. Put C for countable and U for uncountable nouns.

1. pencil
2. salt
3. duck
4. housework
5. bridge
6. furniture
7. house
8. education
9. rubbish
10. computer
11. hair
12. tiger
13. behaviour
14. minute
15. laughter
16. car

Exercise 5. Fill in *is* or *are*.

1. Soccer a popular game in England.
2. Physics is my favourite subject.
3. My mother's hair short.
4. Where your trousers?
5. Gloves worn in winter.

Exercise 6. Fill in *a*, *an* or *the* where necessary.

1. Katherine comes from Denmark, but she lives in USA.
2. They live near Golden Gate Bridge.
3. Travelers reached Kennedy airport.
4. People here are most friendliest.
5. I'll come home for Christmas.
6. She went to station to meet her relatives.
7. tiger is large animal which belongs to cat family.
8. weather was so hot that I've got terrible sunburn.
9. We had wonderful holiday.
10. Last week I had accident in Oxford street.
11. The old man was taken to hospital in ambulance.
12. When I was child, I enjoyed going to zoo.
13. She is most talented actress I've ever seen.
14. I'm sure he'll pass driving test.

18. CARDINAL AND ORDINAL NUMBERS

Tikslas – įgyti anglų kalbos gramatikos įgūdžių susijusių su skaitvardžio vartojimu.

Siekiniai:

1. Prisiminti kiekinius skaičius
2. Išmokti kelintinius skaitvardžius

There are two kinds of numbers in English language. They are cardinal numbers and ordinal numbers. Cardinal numbers express quantity e.g. two (2), three (3) etc. Ordinal numbers indicate order, rank or thing's position in a series e.g. first (1st), second (2nd), fourth (4th). The definite article *the* normally goes in front of ordinal numbers. For most ordinal numbers, the ending *th* is used except several figures. Cardinal and ordinal numbers may be written both in digit numbers and in words (Eastwood, 2009).

Table 9. Cardinal and ordinal numbers

Cardinal numbers		Ordinal numbers	
0	oh/zero	1 st	first
1	one	2 nd	second
2	two	3 rd	third
3	three	4 th	fourth
4	four	5 th	fifth
5	five	6 th	sixth
6	six	7 th	seventh
7	seven	8 th	eighth
8	eight	9 th	ninth
9	nine	10 th	tenth
10	ten	11 th	eleventh
11	eleven	12 th	twelfth
12	twelve	13 th	thirteenth
13	thirteen	14 th	fourteenth
14	fourteen	15 th	fifteenth
15	fifteen	16 th	sixteenth
16	sixteen	17 th	seventeenth

Specialybė užsienio kalba anglų

17	seventeen	18 th	eighteenth
18	eighteen	19 th	nineteenth
19	nineteen	20 th	twentieth
20	twenty	21 st	twenty-first
21	twenty-one	30 th	thirtieth
30	thirty		
40	forty		
50	fifty		
60	sixty		
70	seventy		
80	eighty		
90	ninety		
100	a/one hundred		
1000	a/one thousand		
10,000	ten thousand		
100,000	a/one thousand hundred		
1,000,000	a/one million		
1,000,000,000	a/one billion		

Temos apibendrinimas

Skyriuje pateikti kiekiniai ir kelintiniai skaitvardžiai.

Literatūra

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Žodynėlis

cardinal numbers – kiekiniai skaitvardžiai
ordinal numbers – kelintiniai skaitvardžiai

Savikontrolės užduotys

Exercise 1. Decide whether the following words belong to cardinal numbers or ordinal numbers. Write them into correct column.

Twelve, sixteen, ninth, first, forty, second, seventieth, ten thousand, eighty, third, fifth, seventeen, twenty-first, zero, one, tenth, ninety-second, five, one billion, thirteenth, fourteen, sixty, fourth, thirty-seven, eighty-five

Cardinal numbers	Ordinal numbers

Exercise 2. Write the given numbers in words.

27 _____
 84 _____
 92 _____
 13 _____
 15 _____
 3 _____
 8 _____
 44 _____
 19 _____
 65 _____

Exercise 3. Write the numbers.

second _____
 twelve _____
 twentieth _____
 three hundred thousand _____
 fifth _____
 fifty-two _____
 first _____
 forty-eight _____
 sixty-sixth _____
 eighty-nine _____

Exercise 4. Write the given numbers in words in order to complete the sentences.

- There are _____ (26) people in the room.
- _____ (65000) people were left homeless after the earthquake.
- I must have asked you _____ (20) times to be calm and quiet.
- She was the _____ (14th) person to win the medal since 1900.
- He went to Egypt for the _____ (3rd) time this year.

19. TRANSPORT AND TRANSPORTATION. CUSTOMS

Tikslas – įgyti anglų kalbos žinių ir įgūdžių kalbant apie transportą, muitinę.

Siekiniai:

1. Mokėti įvardinti transporto rūšis ir priemones, infrastruktūrą ir žmones dirbančius transporto ir logistikos srityje
2. Žinoti, kokios transporto rūšys tinka kroviniams gabenti ir mokėti įvardinti jų privalumus ir trūkumus
3. Apibrėžti, kas yra muitinė ir kokias funkcijas ji atlieka

Transport or transportation is the movement of people and goods from one place to another. The field of transportation can be divided into means of transport, infrastructure and people (Minalga, 2001).

Means of transport refer to the different kinds of vehicles and machines that are used to transport people and/or cargo. They are written in the table below.

Table 10. Kinds of transport

Road	Rail	Sea	Air
Car – automobilis	Train – traukinys	Ship – laivas	Plane – lėktuvas
Bus – autobusas	Tram – tramvajus	Ferry – keltas	Jet – reaktyvinis
Bicycle – dviratis	The Underground – metro	Liner – keleivinis laivas	lėktuvas
Coach – turistinis autobusas		Boat – valtis	Helicopter – sraigtasparnis
Van – furgonas		Rowing boat – irklinė valtis	
Motorcycle – motociklas		Trawler – traleris	
Taxi – taksi			
Lorry – sunkvežimis			
Sports car – sportinis automobilis			
Truck – vilkikas			

Public transport is a system of means of travel such as buses, the Underground or train which operates at regular times and fixed routes each day and is used by public to go to work or elsewhere.

Grammar.

We travel **by** air, **by** sea and **by** land. It means that we travel **by** plane, **by** car, **by** taxi, **by** train, **on** land, **in** a boat. We **get on** a ship and bus, but we **get in** or **into** car and taxi. We **get of** a train, bus, and ship, but we **get out of** a car and taxi. If we walk, that means we go **on foot**. If we travel **by** airplane, it means we sit **on** a plane. We go **on horse** or we ride.

Transport infrastructure consists of fixed installations necessary for transport i.e. roads, airways, railways, stations, ports etc (Guščiuviene et. al., 2004).

Table 11. Infrastructure

Road	Rail	Sea	Air
Road – kelias	Railway station – geležinkelio stotis	Harbour/port – uostas	Airport – oro uostas
Garage – garažas	Ticket office – bilietu kasa	Cabin – kajutė	Gate – vartai
Petrol station – degalinė	Terminal – terminalas	Deck – denis	Terminal – terminalas
Bus terminal – autobusų stotis	Platform – peronas	Quay – prielauka	Information office
Bridge – tiltas	Carriage/coach – vagonas	Light-house – švyturys	check-in – bilietu kasa
Tunnel – tunelis	Buffet car/restaurant car/dining car – vagonas restoranas		Departure lounge – laukiamoji salė
Motorway – greitkelis, autostrada	Engine – garvežys		Cabin – lėktuvo salonas
Highway – greitkelis, autostrada	Railway – geležinkelio linija		Security check – patikrinimas
Traffic – eismas			Airways – oro linijos
Traffic lights – šviesaforas			Cockpit – lakūno kabina
Roundabout – žiedas			
Street – gatvė			
Crossroad – sankryža			
Blue zone – terminuota stovėjimo aikštelė			
Car park – automobilių stovėjimo aikštelė			
Signpost – kelio ženklas			

People are inseparable part of transportation (Guščiuviene et.al., 2004).

Table 12. Employees

Road	Rail	Sea	Air
Driver – vairuotojas	Engine-driver – mašinistas	Captain – kapitonas	Pilot – pilotas
Passenger – keleivis	Guard – palydovas	Steward – stiuardas	Flight attendant – skrydžio palydovas
Mechanic – mechanikas	Ticket collector – kontrolierius	Stewardess – stiuardesė	Stewardess – stiuardesė
Bus conductor – autobuso bilietu kontrolierius	Passenger – keleivis	Crew – įgula	Ground staff – oro uosto darbuotojai
			Crew – ekipažas

Freight transport is as well important as the means of transport used to travel for human beings. In generally, almost all means of transport are used for cargo delivering. Goods are transferred by large ships, liners, planes, trains and trucks (Minalga, 2001).

Road transport is the most frequently mean used to deliver cargo. It has many advantages such as flexibility, ability to use special types of road transport (cistern, refrigerator), low risk, speed, the ability to transport cargo from door to door etc. However, trucks cannot transport large quantities of cargo. The other disadvantages include legal restrictions and traffic obstacles (Minalga, 2001).

The rail transport can safely transfer large and heavy items such as agricultural machines etc. Usually, goods are transported by trains when the distance is quite long (Minalga, 2001).

Sea freight transport is divided into two categories i.e. sea transport and inland waters transport. The main plus is the possibility to choose the type of ship according to the cargo. It is quite cheap way to deliver products. On the other hand, the quality of services depends on the weather conditions (Minalga, 2001).

Air transport is used to transport expensive and perishable products. Air transport is the quickest way to deliver goods but it is also the most expensive (Minalga, 2001).

The significant kind of freight transport is pipelines. They are used to transfer oil, petroleum, gas and other liquid materials. Pipelines transport is reliable and does not depend on the weather conditions. However, the maintenance of pipelines requires lots of money (Minalga, 2001).

The entire process of transferring products from producer to the consumer can't exist without the services of warehouses. Warehouses are large buildings used to store goods (Minalga, 2001).

The freight transport or shipping is the key element in the chain of manufacturing and trade (Minalga, 2001).

Customs is an authority or agency in a state responsible for collecting and safeguarding customs duties. Customs also controls the flow of goods including animals, transport, personal belongings and hazardous items in and out of the country. The import and export of some goods may be regulated and restricted depending on local legislation and regulations. Customs agency enforces these rules. A custom duty is a tariff or in other words to say a tax on the importation and sometimes exportation of goods.

When people go through Customs, they should fill in a form of declaration or in other words to say to declare. The articles may be dutiable or duty-free. Duty must be paid on spirits, tobacco, petrol, raw material etc.

Identification of travellers is also checked at the Customs (Guščiuvienė et. al., 2004).

Temos apibendrinimas

Skyriuje įvardintos transporto rūšys ir priemonės, terminai susiję su transporto infrastruktūra, išvardyti žmonės dirbantys transporto ir logistikos srityje. Mokinys žinos kokiomis transporto priemonėmis gabenami kroviniai ir mokės pristatyti jų privalumus ir trūkumus. Skyriuje taip pat apibūdinta, kas yra muitinė ir kokios jos funkcijos.

Literatūra

1. Minalga, R. (2001) Logistika. Vilnius: Petro Ofsetas
2. Guščiuvienė, D., et.al. (2004). 14 English Topics. Exam Practise. Kaišiadorys

Žodynėlis

Cargo – load of goods carried by a ship or other mean of transport – krovinys
 cistern – a tank for storing liquid – cisterna
 consumer – a person who uses or buys something – vartotojas
 deliver – to give or hand over - pristatyti
 freight – goods being carried from one place to another – krovinys
 gas – a substance like air – dujos
 infrastructure – the set of elements required to maintain the functions, machines and institutions – infrastruktūra
 inland waters – rivers, lakes that are within a country – vidaus vandenys
 liquid – a substance that have no strick shape and can flow – skystis
 maintenance – the process of keeping something in good conditions – priežiūra, eksploatacija
 manufacturing – the process of producing – gamyba
 obstacle – something that stops and prevents – kliūtis, trukdis
 perishable – likely to go bad very quickly – greitai gendantis
 petroleum – oil found under the ground or under the bottom of the sea and used for making petrol for cars or chemical products – nafta
 pipeline – a long pipe under the ground used to carry water, gas, from place to place – vamzdynas
 public – society – visuomenė
 quality – features that make something good or bad – kokybė
 quantity – a large size of something – kiekis
 rail – a long bar of steel which forms the road for trains – bėgis
 refrigerator – a machine that keeps food cold – šaldytuvas
 restriction – a rule which limits and controls – apribojimas
 route – the roads and paths that are used to travel by bus or train regularly – maršrutas
 shipping – the activity of carring goods in ships – prekių gabenimas laivais
 trade – the process of selling – prekyba
 transfer – the process of moving – perkėlimas, perdavimas
 vehicle – a machine tah you travel in or on, especially one with an engine and wheels – transporto priemonė
 warehouse – a building used for storing goods – sandėlis

Savikontrolės užduotys, klausimai

Exercise 1. Write the correct prepositions.

1. He gotthe car and drove very fast.
2. Last Summer we went to Stockholm the ferry. The views were wonderful.
3. Susan is a sporty woman. She likes to be fit. For this reason, she always go to work foot.
4. Yesterday John sat the last carriage of the Dublin train.
5. How long does it take to go from Vilnius to Milan plane?
6. Two years ago this couple took a trip around the world yacht
7. The manager always comes to work his motorcycle.
8. My parents met each other plane during the flight to Egypt.
9. Do you like travelling train?
10. I saw him yesterday getting taxi near his office.

Exercise 2. Complete the cart by putting the words in one of the following categories.

Transport	People	Facilities

Passenger, ferry, guard, van, flight attendant, airport, harbour, gate, lorry, terminal, petrol station, train, bus, driver, motorway, liner, yacht, motorcycle, pilot, tram, engine driver, crew, carriage, railway, truck, street, road, trawler, deck, quay, light-house, mechanic, garage, ship, bridge, bicycle, helicopter, boat.

Exercise 3. Write the opposites to the words below. Consult the dictionary if necessary.

Frequent, special, low, fast, large, heavy, long, safe, expensive, reliable.

Exercise 4. Answer the questions.

1. What is freight transport?
2. What means of transport are used to transport large items?
3. Which is the most flexible vehicle to transport goods?
4. How is the activity of caring goods by ships called?
5. Which type of transport is the most proper to carry perishable products?
6. For what reason the pipeline are used?
7. Where are the goods stored?
8. What is the Customs?
9. What are the functions of Customs?
10. What does the word 'duty' mean?

20. DIRECTIONS. PLACES IN THE TOWN. PREPOSITIONS OF PLACE

Tikslas – lavinti anglų kalbos gebėjimus nurodant kryptį, vietą, objektą.

Siekiniai:

1. Išmokti nurodyti kryptį
2. Išmokti nurodyti daikto vietą
3. Žinoti pagrindinius miesto objektus, institucijas

When we want to indicate the direction or location, we usually use the following words and phrases (Eastwood, 2009):

Table 13. Directions and prepositions of place

English	Lithuanian
forward	pirmyn, į priekį
backwards	atgal
on the left	kairėje
on the right	dešinėje
at the bottom	apačioje
inside	viduje
outside	išorėje, lauke
near the edge	netoli krašto
second turning on the left	antras posūkis į kairę
next to	šalia
below	žemiau
above	viršuje
in front of	priešais
on	ant
over	virš
under	po
in the centre of the town	miesto centre
over the crossroads	už sankryžos
over the bridge	per tiltą

Specialybė užsienio kalba anglų

along the coast	pakrante
down the river	pasroviui upe
at the far end of the street	kitame gatvės gale
not far from the shop	netoli parduotuvės
behind	už
between	tarp (dviejų objektų)
among	tarp (daug objektų)
in the north	šiaurėje
around	aplink
up	aukštyn
down	žemyn
at	prie
on top of	ant viršaus

The most common places and buildings in the town is given in the following table (Macmillan English Dictionary, 2002):

Table 14. Places in town

English	Lithuanian
post office	paštas
bank	bankas
hospital	ligoninė
kindergarten	vaikų darželis
primary school	pradinė mokykla
secondary school	bendro lavinimo mokykla
college	kolegija, koledžas
university	universitetas
library	biblioteka
cinema	kino teatras
theatre	dramos teatras
office	biuras
park	parkas
zoo	zoologijos sodas
market	turgus
shop	parduotuvė
supermarket	prekybos centras
restaurant	restoranas
cafe	kavinė
bar	baras
gym	sporto klubas
train station	geležinkelio stotis
bus station	autobusų stotis
airport	oro uostas
church	bažnyčia
town hall	rotušė
plant	gamykla
police	policija

fire station	gaisrinė
square	aikštė
cemetery	kapinės
apartment block	daugiabutis
court	teismas
fountain	fontanas
sculpture	skulptūra, statula
labour office	darbo birža
laundry	skalbykla
bakery	kepykla
book store	knygynas
barber shop	kirpykla
chemist's	vaistinė
bus stop	autobusų stotelė
butcher's	mėsinė
museum	muziejus
greengrocer's	vaisių ir daržovių parduotuvė
florist's	gėlių parduotuvė
newsagent's	spaudos kioskas
swimming pool	baseinas

Temos apibendrinimas

Skyriuje surašyti žodžiai nurodantys kryptį ir daikto vietą, lentelėje išvardinti pagrindinių miesto objektų ir institucijų pavadinimai.

Literatūra

1. Eastwood, J. (2009). Oxford Learner's Grammar. Grammar Finder. Oxford University Press.
2. Macmillan English Dictionary. For Advanced Learners (2002). Macmillan Publishers Limited

Savikontrolės užduotys

Exercise 1. Find the synonyms to the given words.

arrive	go past
leave	go into
return	come
climb	go upwards
pass	go out
fall	go quickly
enter	go down
hurry	go back

Exercise 2. Circle the unnecessary word in each line.

- gym, restaurant, cafe, bar;
- airport, bus stop, fire station, train station;
- museum, theatre, cinema, office;
- kindergarten, court, university, secondary school;
- church, market, shop, bakery.

Exercise 3. Work in pairs. Make the dialogues.

Example:

Foreigner: Excuse me, is there a chemist's near here?

Pedestrian: Yes, the nearest one is in Vilnius Street, opposite the bank.

Foreigner: How can I get there?

Pedestrian: Walk down the street as far as the traffic lights. Then turn left. The chemist's is on the corner.

21. ENTERPRISES

Tikslas – gilinti anglų kalbos žinias apie įmones.

Siekiniai:

1. Išmokti įmonių rūšis
2. Žinoti jų panašumus ir skirtumus
3. Išvardyti įmonių skyrius

People in community have many interests and different needs. In order to satisfy these interests and wishes men and women establish various enterprises. An enterprise is an economic unit which has its own name. It is established to carry out certain commercial and economic activities and follows the legal procedures (Zvinklys, 2001).

Enterprises can be classified into private, public, formal, large, small, business, local, manufacturing, social etc (Zvinklys, 2001).

Private limited companies (Ltd) are legal companies that have their own legal identity. They are owned by stakeholders who have limited liability. In American English private limited companies are called as incorporated companies (Inc) (Zvinklys, 2001).

Public limited companies (Plc) are owned by stakeholders but they can sell shares to the public. In the USA such enterprises are called as corporations (Zvinklys, 2001).

Non-profit organizations (NPO) are established not to make profit but to donate and support e.g. charities, government sponsored organizations etc. Non-commercial organizations use surplus avenues to achieve its goals (Zvinklys, 2001).

There are individual enterprises. They belong to sole traders. A sole trader owns all the assets of the business, makes all decisions, takes the risk, retains the profit. Individual enterprises are common in retailing and local services (Zvinklys, 2001).

An unlimited partnership or only a partnership is an enterprise which consists of two or more people. Each person contributes money, property, labour, skills and at the same time shares profit and losses. In American English unlimited partnership is called as general partnership (Zvinklys, 2001).

A cooperative society is a commercial enterprise owned and managed by and for the customers or workers. Cooperative society is shortened to coop or co-op. Individuals voluntarily exploit their resources and carry on business not for the profit but for their own welfare. A cooperative society is established to satisfy economic, social and cultural needs (Zvinklys, 2001).

Social enterprise can become any company. The aim of social enterprise is to employ people who have lost their professional skills and foster their social integration (Zvinklys, 2001).

The enterprises have many similarities. First, they have resources and use them. Second, the enterprises have close relations with external environment. For instance, consumers, competitors etc. Lastly, companies have features which do not belong to any of its members. Enterprises are divided into departments such as accountancy department, sales department, marketing department, human resources department, administrative department, public relations department, IT department, logistics department etc. and they all should be controlled (Zvinklys, 2001).

Every office has specific equipment and tools e.g. computer, fax machine, personal planner, calendar, printer, telephone, stationery tools, furniture, trays, shelves etc.

Temos apibendrinimas

Skyriuje aprašytos įmonių rūšys, išskirti jų panašumai ir skirtumai, išvardyti įmonių skyriai, įranga.

Literatūra

1. Žvinklys, J., Vabalas, E. (2001). *Įmonės ekonomika*. Mokymo knyga. Vilnius: Vilniaus vadybos kolegija.

Žodynėlis

accountancy – the work with statements of money – buhalterija
asset – property, money – turtas
carry out – to accomplish – įvykdyti
charity – kindness to give money to poor people – labdara
community – the people living in one place considered as a whole – bendruomenė
competitor – a rival – konkurentas
contribute – to give along with others – prisidėti
Cooperative Society – kooperatinė bendrovė
customer – a seller – pirkėjas
decision – a solution – sprendimas
donate – to give to a fund – aukoti
employ – to give a job – įdarbinti
enterprise – a company – įmonė
environment – surrounding conditions – aplinka
equipment – machines, things or clothes necessary to do a particular activity – įrenginiai, įranga
establish – to set up – įkurti
exploit – to make an advantageous use of something – naudoti, eksploatuoti
external – from outside – išorinis
foster – to encourage – paskatinti
human resources – employees – žmogiškieji ištekliai
individual enterprise – individuali įmonė
labour – a work – darbas

legal – allowed by the law – teisinis
 liability – atsokomybė
 manage – to control or deal with something – valdyti, vadovauti
 manufacturing – producing – gamybos
 marketing – the processes by which anything may be sold – marketingas
 need – something essential that one must have – poreikis
 non-profit organization – ne pelno siekianti organizacija
 private limited company – uždaroji akcinė bendrovė (UAB)
 profit – money which is gained from business – pelnas
 public limited company – akcinė bendrovė (AB)
 public relations – viešieji ryšiai
 resources – a supply, materials or wealth of the country – resursai, ištekliai
 retail – the selling in small quantities – mažmeninė prekyba
 sales – giving something to someone in exchange of money – pardavimai
 satisfy – to give what is wanted or needed – patenkinti
 share – a fixed sum of money invested in business – akcija
 skill – an ability to do something - gebėjimas, įgūdis
 stakeholder – a person or company that has invested in a business and owns apart of it –
 akcininkas
 support – to give help – paremti
 unlimited partnership – ūkinė bendrija
 voluntary – done, given by choice – savanoriškas
 welfare – good living conditions – gerovė

Savikontrolės užduotys

Exercise 1. Answer the following questions.

1. What is an enterprise?
2. Why do people establish enterprises?
3. How are enterprises classified?
4. What is the difference between private limited company and public limited company?
5. What does a non-profit organization do?
6. What is the owner of an individual enterprise?
7. What is an unlimited partnership?
8. Why are cooperative societies established?
9. What is the aim of a social enterprise?
10. Into what are enterprises divided? Give examples.
11. What office tools and equipment do you know?
12. What are human resources in business?

Exercise 2. Match the words to the definitions.

1. organization
2. retail
3. stakeholder
4. employees
5. competitor
 - a) the selling of goods in shops
 - b) a group of people who want to achieve the aim
 - c) a person who wants to be better than others
 - d) a person who has invested into a company
 - e) people who works and are paid for it

Exercise 3. Create your own sentences with the following words and phrases:

to establish, a department, to make the decision, to make profit, to support, close relations, own an enterprise, commercial activities, a liability, community.

22. MARKETING

Tikslas – tobulinti anglų kalbos žinias ir įgudžius susijusius su marketingu.

Siekiniai:

1. Mokėti apibūdinti kas yra marketingas anglų kalba
2. Žinoti pagrindinius marketingo elementus.

We deal with the marketing every day by buying various articles and services, seeing or reading advertisements, discussing the new building of the petrol station. There are people who understand marketing a bit different. These people are manufacturers and sellers. They claim that consumers and their wishes are the most significant aspects in the field of marketing. The scholars define marketing as the ways in which companies encourage people to consume their products using such tools as advertisements, price reduction etc (Pranulis, V., et.al., 2012).

Commodity, cost, transportation and advertisement are the key elements of marketing (Pranulis, V., et.al., 2012). Commodity or synonymously article is an object that can be sold and bought. The successful trade depends on the name, package, label, and warranty of the article. Famous brand as well as informative and attractive package creates a good image of the company and the product. Cost is the value of the commodity. The cost may be changed when the demand increases or decreases. Nowadays, it is popular to make a discount to the most frequently used items or to rarely bought articles. People like buying products with a discount because the price is lower. However, the larger amount of products is sold and the companies get more profit. The delivery of goods is the third significant aspect of the marketing. The goods may be transported by ships, planes, trains and road transport. The science of logistics analyzes the movement of resources from one place to another in order to meet companies or consumers requirements. The most mesmerizing way to attract consumers is advertising. The advertising companies may create different types of advertisements (Pranulis, V., et.al., 2012). According to the Macmillan English dictionary (2002), advertisement is the announcement informing people about a product, service or event in a newspaper, television, radio etc. The personal suggestion can also encourage people to buy appropriate products.

The selling of products, quality of transportation and success of advertising depends on the company. However, there are circumstances that cannot be controlled

by the manufacturer and trader such as legal restrictions and regulations, inappropriate economic environment, competitors (Pranulis, V., et.al., 2012).

Marketing helps to be successful in the market.

Temos apibendrinimas

Skyriuje pasakojama kas yra marketingas anglų kalba ir išvardinti pagrindiniai marketingo elementai.

Literatūra

1. Pranulis, V, et.al. (2012). Marketingas. Vilnius: Garnelis
2. Macmillan English Dictionary. For Advanced Learners (2002). Macmillan Publishers Limited

Žodynis

advertisement – a film, poster, announcement making something known in order to persuade people to buy it – reklama, skelbimas

announcement – a written text to make something known – skelbimas

article – a thing or an object that can be sold and bought – prekė

brand – a maker's name, a trademark – prekinis ženklas

commodity – an article that is bought or sold – prekė, reikmuo

competitor – a rival – konkurentas

cost – a price – kaina

decrease – become lower or smaller – mažėja

delivery – the process of bringing things to a place – pristatymas

demand – desire to buy or obtain – paklausa

discount – sum taken out of the price of something – nuolaida

encourage – to give support, hope and confidence to do something – paskatinti

frequently – often – dažnai

image – a general opinion about the company or a product – įvaizdis

increase – become higher or bigger – didėja

label – a small written note on the product to tell it's content or something else – etiketė

manufacturer – a company which produce products – gamintojas

market – a place where there is a demand of certain things – rinka

marketing – the study of the processes by which anything may be sold – marketingas, rinkodara

mesmerizing – so interesting or attractive that you don't take care of anything else around – įtaigus

package – things wrapped or tied – pakuotė

profit – money gained in business – pelnas

reduction – making less, smaller – sumažinimas

regulations - laws – įstatymai

restriction – a rule which controls or limits – aprobėjimas

significant – important – svarbus

trade – the buying and selling goods – prekyba

value – worth, usefulness or importance – vertė

warranty – a company's written promise to repair or replace the product you've bought – prekės garantija

Savikontrolės užduotys, klausimai

Exercise 1. Insert the sentences in the appropriate places of the text.

Previously, marketing and advertising decisions were often based on the socio-economic analysis of the population. 1)_____.
_____. The division of the market based on social class, geography and consumers' behavior is called market segmentation. Nowadays, the old techniques do not explain the fact why some people drive expensive cars but at the same time wear cheap clothes and jewelries. 2)_____.
_____. They make market researches to gather and analyze the information about the consumers and competitors. Many companies try to suggest the items with famous brands or just sell things popular among people of the same age. 3)_____.
_____. The competitiveness has a great impact to marketing decisions. The right choices determine market penetration. 4)_____.
_____. An area in which by agreement several producers compete with each other in selling products is known as an open market. However, small businesses cannot be successful players near the monopolists. 5)_____.
_____. This kind of market is identified as closed market. Almost all businesspeople agree that the success depends on the demand. If there is a requirement of certain specialized goods, manufacturers who produce such products are the most profitable in that location.

- In this case, the buyers can have an influence on the sellers to force down prices and compete in the market.
- *Even when large companies declare to be the only producers in a certain country or area.*
- Citizens were divided according to how much money they have and what are their tastes.
- It means the extent to which an enterprise gains a share of the market.
- For this reason, new sophisticated methods should be applied to find target customers.

Exercise 2. Choose the right synonym. Use the dictionary if necessary.

Column A

• drop in sales	• think
• uninterrupted growth	• potential client
• a new strategy	• becoming increasingly popular
• figures	• campaign is struggling
• change the colour	• sales have decreased
• becoming more and more popular	• numbers
• known around the world	• steady growth
• campaign isn't doing well	• world-famous
• business prospect	• replace the colour
• contemplate	• a new approach

Column B

• the market is saturated with	• have a global interest
• consistent brand platform	• the market is full of
• to predict	• to affect
• to suggest	• to know in advance
• answer the question indirectly	• to convince to take
• to have an impact on	• to change consumers perception
• to persuade to buy	• to create an idea
• to change how consumers see the product	• image that doesn't change
• be marketed all over the world	• recommend
• develop a concept	• to talk around the question

Exercise 3. Put the words in the right order. Rewrite the sentences.

- although it's still considered / More and more companies / a less solid way to sell products / are embracing e-commerce

- The company is going / in March 2014 / to launch a product

- market share to 20 percent / hopes to increase / The company / within 6 months

- think twice / The managers / should / decisions / before making

- We need to engage / that are closer / in marketing / to the point of transaction / activities

- more money / to spend / We have / on marketing

- It is wiser / existing customers / than / to concentrate on / acquire new ones

- their marketing budget / They should cut / recessionary concerns / because of

- conditions are creating / for certain products / The current economic / a stronger demand

- the whole picture / doesn't show / This analysis

23. TRANSACTIONS

Tikslas – lavinti anglų kalbos žinias apie sandorius.

Siekiniai:

1. Apibrėžti kas yra sandoris anglų kalba
2. Žinoti sandorių rūšis

According to the Macmillan English Dictionary (2002), a transaction is a particular deal usually in business. It is a legal activity by which the aim is achieved.

The transactions are classified into three categories (Lietuvos Respublikos civilinis kodeksas, 2013). They are the following:

- Unilateral (This kind of transactions is composed only by one person e.g. a will)
- Bilateral (Two-sided transactions are signed by two parts. The best example is a selling- buying contract) (Gudaitiene, 2012).
- Multilateral (This kind of agreements is made by more than two people. Usually, three parts make a contract).

Transactions are also divided into repayable and non-repayable deals. When a person sells an immovable property, he or she expects to get an appropriate sum of money. This is a repayable transaction. However, when the same person would like to give a property as a present, it means that he or she does not get money or other thing of the equal or similar value. This isn't a repayable contract.

Transactions can be made both by legal and natural identities. Every part of the transaction must follow the requirements mentioned in the contract and to take obligations. If the one part does not follow the obligations, the contract may be terminated.

Temos apibendrinimas

Skyriuje apibūdinta, kas yra sandoris ir kokios yra sandorių rūšys.

Literatūra

1. Gudaitiene O. (2012). Apskaitos pradmenys. Mokomoji knyga. Vilnius: Vilniaus kolegija.
2. Macmillan English Dictionary. For Advanced Learners (2002). Macmillan Publishers Limited.
3. Sandorių samprata ir rūšys. (2013). Lietuvos Respublikos civilinis kodeksas. 1.63 straipsnis. Prieiga per internetą: <<http://www.infolex.lt/ta/81200#X593a343a538246a3b756befe977db8db>>.

Žodynėlis

contract – a legal written agreement – sutartis

immovable property – flat, apartment, house – nekilnojamasis turtas

legal identity – juridinis asmuo

natural identity – fizinis asmuo

obligation – a promise or duty – įsipareigojimas

repayable – when a person gets money or other valuable thing for a particular activity – atlygintinas

requirement – something that is needed or ordered – reikalavimas

terminate – to bring or come to an end or limit – užbaigti, nutraukti

transaction – a deal – sandoris

Savikontrolės užduotys

Exercise 1. Answer the questions.

1. What is a transaction?
2. What are the types of transactions?
3. What are the parts of contracts responsible for?

Exercise 2. You want to buy a car. Try to write a buying-selling contract. You should include a title, date, place where you make a contact, name and surname of a seller, name and surname of a buyer, data about the car.

Buying - Selling Contact of a Vehicle

_____ Date

Seller _____
(name, surname or a title of legal identity)

Buyer _____
(name, surname or a title of legal identity)

The seller sells and the buyer buys a vehicle:

model _____

national number _____ colour _____

identification number _____

engine number _____ run _____ km

register number _____

The seller ensures that a vehicle legally belongs to the owner and the other individuals have no claims to it. The vehicle is not under arrest.

Cost of a vehicle _____

_____ (sum in letters)

The vehicle was sold by _____

_____ (name, surname)

The vehicle was bought by _____

_____ (name, surname)

24. ADVERTISING

Tikslas – tobulinti anglų kalbos žinias ir įgūdžius susijusius su reklama.

Siekiniai:

1. Apibrėžti, kas yra reklama
2. Išskirti reklamos privalumus ir trūkumus
3. Žinoti reklamos rūšis
4. Žinoti reklamos elementus

Advertising is the promotion of a company's products and services. It is also may be defined as a non-personal communication through mass media about the product. Advertising is used when the sellers or manufacturers can not contact directly (Čereška, 2004). The advertisement is the most important tool to attract permanent customers and form their needs. Moreover, it is one of the effective way to compete with other companies that sells similar products and have the same goals (Jokubauskas, 2003).

Jokubauskas (2003) describes advertisement as short and emotional message to potential clients. These messages encourages them to perform actions related to purchasing. The information given in an advertisement not only helps to choose a product, but also develops traditions, customs and attitudes for different layers of society. It also contributes to the moral, cultural, ethical and political people's education (Jokubauskas, 2003).

The advertisement counts already 2500 years. The oldest way to advertise was the spoken word. Traders shouted in the streets and called passers-by to visit their property. The signboards and notes on the walls are also one of the first types of advertisements. The promoting messages in newspapers appeared in the 19th century. (Jokubauskas, 2003).

Nowadays, there are more types of advertising. They are the following:

- Print advertising (i.e. newspapers, magazines, brochures, fliers);
Outdoor advertising (i.e. billboards, kiosks, trade-shows and events);
- Broadcast advertising (i.e. television, radio and the Internet);
- Online advertising is a form of promotion that uses the Internet and World Wide Web to deliver marketing messages to attract customers;
- Advertising in movies (Čereška, 2004).

There are common components of advertisements. The first three directly relate to ads, while the last two are associated with the company itself and usually appear in multiple ads.

- **Headline.** It is a short piece of text, usually in larger type, designed to be the first words the audience reads. The headline is unique to one particular product. Effective headlines are brief. They identify a benefit of the product or service and stress those benefits by making promises, asking questions etc.
- **Image.** It is any drawing, photograph, illustration, chart, short movie, or other graphic that is designed to affect the audience.
- **Copy.** It means the actual text of the ad. The copy is where particular claims are usually made and specific persuasive words are used. Good copy should be personal and friendly, simple and direct, appeal to the senses.
- **Slogan.** It means a catchphrase that evokes some kind of feelings about the company and the product. Companies look for slogans that are motivating and powerful. A company's slogan rarely changes, especially during a particular advertising campaign.
- **Logo.** It is a unique symbol that helps to identify the company visually. Not all companies have logos, sometimes the company's name is written in a distinctive style or font that acts as a logo (Čereška, 2004).

Colours in the advertisement are very significant aspects. Appropriate chosen colours draw attention. Red is commonly used for automobile and food advertising. Red is passion and sex, danger, velocity, and power. Yellow is sunshine, warmth, and happiness. Blue represents reliability, trust, security, and technology. This is why businesses often use blue, green, or gray in their advertising. Black represents sophistication and strength. It is elegant. Green is a cool, fresh colour. It is nature and spring. Purple is royalty. Pink is soft and feminine. It is security and sweetness. White is for cleanliness and purity in advertising design. Gold is expensive and high class. Orange is playful. Silver is prestigious. It represents cold and science. When colour is used correctly, it adds impact and clarity to your message. When colour is used incorrectly, it can compromise your message and confuse your target audience. E.g. In finance, red means loss. In engineering, it means hot or danger. In the medical field, it means danger or emergency or health (Čereška, 2004).

Advertising industry contributes to the economic growth. It creates job places and regulate the demand of certain products and services.

Temos apibendrinimas

Skyriuje pateiktas reklamos apibūdinimas anglų kalba ir įvardinti jos privalumai ir trūkumai. Taip pat aprašytos reklamos rūšys ir pagrindiniai elementai.

Literatūra

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2. Čereška, B. (2004). Reklama: teorija ir praktika. Vilnius: Homo Liber

Žodynėlis

- advertisement – a film, announcement, image that makes something known – reklama, skelbimas
- advertising – the act of making something known using various methods – reklamavimas
- attention – notice, concentration – dėmesys
- attitude – the way of thinking – požiūris
- benefit – an advantage, something good to get – nauda
- billboard – a large board on which advertising posters are displayed – skelbimų lenta
- campaign – organized actions to support or cause something – kampanija
- claim – statement – tvirtinimas
- communication – an act or means of conveying information – bendravimas, komunikacija
- compete – the act of rivalry, competing – konkuruoti
- confuse – to put in disorder – suklaidinti
- contribute – to give or to help – prisidėti
- customer – buyer – pirkėjas
- demand – require or need – paklausa
- distinctive – different and easily identified – savitas, skirtingas, characteringas
- education – instruction or teaching in schools or universities – (išsi)lavinimas, mokymas(is)
- evoke – to cause – sukelti, pažadinti
- feminine – being female – moteriškumas
- flier – a pamphlet, brochure for mass distribution – lankstinukas
- goal – aim – tikslas
- headline – a brief statement written in the top of newspaper articles or advertisements – antraštė
- image – a photo, picture etc. – vaizdas, atvaizdas, paveikslas
- manufacturer – producer – gamintojas
- permanent – long lasting – pastovus
- persuasive – able to persuade, convince – įtikinantis
- promotion – the activity of advertising a product – reklamavimas
- property – buildings or places that a person owns – nuosavybė
- purchasing – buying – pirkimas
- purity – complete, absolute, clean – grynumas
- royalty – a state of being royal, rich, well-known and respected – karališkosios šeimos nariai
- sense – hearing, taste, smell, sight, touch – pojūtis, jutimas
- signboard – the board with notice or name – iškaba
- society – people in general, people living in the same region or having the same religion, traditions etc. – visuomenė
- sophistication – difficult, produced with high degree of skills, having world-wide knowledge – sudėtingumas, įmantrumas
- velocity – speed – greitis

Savikontrolės užduotys

Exercise 1. Answer the questions.

1. What does the word advertising mean?
2. What are the main types of advertisements?
3. What do you think are the difference between print and broadcasted advertisement?
4. What are the main components of an advertisement?
5. How does the colour attract reader or viewer?
6. Try to compare two different advertisements that advertise the same type of good. What do they have in common? What are the differences?
7. What is your favourite advertisement? Why do you like it?
8. Are there any bad sides of advertising?

Exercise 2. Decide whether the statements are true (T) or false (F).

1. Advertising gives people information about a product or a service.
2. Newspapers, magazines and the Internet belong to the group of print media.
3. Slogans are always connected to an advertisements.
4. A spam is an e-mail that a person hasn't asked for.
5. Only a small part of a newspaper is made up of advertisements.
6. Magazines have better paper and printing quality than newspapers.
7. You can find newspaper ads only in one page or section.
8. One of the advantages of the advertising industry is that it creates new jobs.
9. Advertising goes back to the Ancient Times.
10. Advertising in newspapers began in the 16th century.

Exercise 3. What is a good advertisement? Put a tick (✓) to the adjective that you agree with.

- eye-catching
- boring
- interesting
- clever
- powerful
- colourful
- humorous
- shocking
- inspiring
- funny
- informative

Exercise 4. Translate and rewrite the text into Lithuanian.

Since the middle of the 20th century, brand names have been a way of helping people to express their own individually and at the same time, being part of a group. Buying items with famous brand names is like being a fan of a popular band or famous football team. It give you a sense of identity. These products play an increasingly important part in our lives today. People feel secure because buying an easily identifiable product means that you know exactly what you have just bought.

Exercise 5. Fill in the gaps with appropriate words.

teenagers; everyday; groups; advertisements; decide; advertisers; images; brands; shows; attitude

Advertising plays an important part in our (1)_____ life. People see or hear over 1,000 (2)_____ per day – on television, in newspapers, on the radio, or in the streets. You may think you (3)_____ on what products you need, but (4)_____ know better. They shape our (5)_____. Brand name gives a positive impression through the (6)_____ they use. For example, the images in sportswear advertisements often (7)_____ strength and success, whereas perfume advertisements suggest that you will be irresistible to other people. But the most successful (8)_____ are those which appeal to many different (9)_____ of people. Coca-cola, for example, is popular all over the world. And Levi's jeans are popular between (10)_____ worldwide.

25. ADJECTIVES

Tikslas – lavinti anglų kalbos gramatikos įgudžius susijusius su būdvardžiais.

Siekiniai:

1. Apibrėžti, kas yra būdvardis
2. Žinoti būdvardžių rūšis
3. Mokėti sakinyje parašyti būdvardžius eilės tvarka
4. Mokėti būdvardžių laipsniavimą
5. Sudaryti palyginimus naudojant atitinkamas konstrukcijas

Adjective is a part of speech which describe nouns. Adjectives have the same form in both the singular and the plural. They go before nouns.

e.g. I bought an expensive sports car.

Adjective can also go without nouns after the verbs appear, be, become, feel, seem, smell, taste.

e.g. She feels very nervous. The food smells awful.

The adjectives alone, asleep, glad, awake, alive, afraid etc. are never followed by nouns.

e.g. The child was asleep.

Certain adjectives may be used in plural form when they refer a group of people in general.

e.g. the blind, the rich, the strong, the hungry etc.

There are opinion adjectives and fact adjectives. Opinion adjectives usually go before fact adjectives.

e.g. We live in an awful small flat. Mary bought a lovely cotton dress

There are cases when nouns can be used as adjectives.

e.g. three-days journey, two-week holidays etc.

When there are two, three or more adjectives in one sentence, they should be used in the following order:

opinion	size	age	shape	colour	origin	material	used for	noun
A beautiful	large	old	round	black	Greek	clay	decorative	vase

There are three forms of adjectives. They are positive, comparative, superlative. The comparative and superlative forms of regular adjectives are formed according certain rules. They are given in the table below.

Table 15. Degrees of regular adjectives

Adjectives	Positive	Comparative	Superlative
Adjective of one syllable add -(e)r to form comparative and -(e)st to form superlative. We add the before the superlative form.	Small fat large	smaller fatter larger	the smallest the fattest the largest
Adjectives of two syllables ending in -er, -ly, -y, -w add -er and -est . We add the before the superlative form.	hungry shallow	hungrier shallower	the hungriest the shallowest
Adjectives of two and more syllables add more and the most	expensive special	more expensive more special	the most expensive the most special

The following table introduces the forms of irregular adjectives.

Table 16. Degrees of irregular adjectives

Positive	Comparative	Superlative
good	better	best
bad	worse	worst
much/many	more	most
little	less	least
far	farther/further	farthest/furthest

Adjectives are used in comparisons. Objects may be compared following the certain expressions.

Table 17. Types of comparisons

Types of comparisons	Examples
As + positive degree + as	Mary is as tall as Kate.
Not so + positive degree + as	Tom isn't so friendly as Karen.
Not such + positive degree + as	Dave isn't such clever as he used to be.
Less + positive degree + than	The novel is less interesting than the detective story.
The least + positive degree + of/in	The encyclopedia is the most boring of all.
The + comparative, the + comparative	The earlier you get up, the earlier you get to work.
Comparative + and + comparative	The weather is becoming colder and colder.

Temos apibendrinimas

Skyriuje apibūdintas būdvardis ir jo rūšys, pateiktas būdvardžių laipsniavimą, eilės tvarka sakinyje. taip pat mokoma kaip sudaryti palyginimus naudojant atitinkamas konstrukcijas.

Literatūra

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Žodynėlis

noun – the part of speech which defines a thing - daiktavardis

irregular - not regular - netaisyklingas

plural - the form of the word that expresses more than one - daugiskaita

singular - the form of the word that expresses only one - vienaskaita

Savikontrolės užduotys, klausimai

Exercise 1. Put the adjective in the correct order.

A woolen / red and white/ warm / striped / socks

A new / French / interesting / detective/ film

A large / Chinese / wooden / brown / old / rectangular / wonderful / chest

A white / long / satin / wedding / expensive / dress

A(n) old-fashioned / wedding / golden / beautiful / ring

A(n) black / leather / old / dirty / jacket

A silver / antique / heavy / necklace

Exercise 2. Make a positive, comparative and superlative forms of the following adjectives.

Positive	Comparative	Superlative
beautiful		
		the most interesting
	slower	
		the biggest
juicy		
	friendlier	
sweet		
		the oldest
	more comfortable	
good		
	less	
		worst

Exercise 3. Compare three means of transport: plane, train, ship.

Example: Travelling by train is cheaper by travelling by plane.

26. MONEY. BANKS

Tikslas – lavinti anglų kalbos žinias ir gebėjimus tema bankas ir pinigai.

Siekiniai:

1. Gebėti papasakoti kaip atsirado pinigai
2. Mokėti pagrindinius terminus ir frazes susijusius su pinigais ir banko operacijomis

Money shapes our world and satisfy our needs. Almost every society has a money economy based on paper notes and coins. But in primitive societies, people exchanged goods of equal value. They used salt, stones, feathers, tobacco, cattle, amber, skulls, teeth etc. as payment. It is a barter trade. The first coins were minted in the Roman Imperia. They were made from gold, silver, bronze and other metals. Coins also came in all shapes and sizes. They were decorated with portraits of emperors and war scenes. The paper money was first introduced only in the 17th century. Both coins and paper money attracted counterfeiters. For this reason, money is decorated with intricate designs which are difficult to reproduce. Nowadays, cash is replaced by credit cards (Guščiuvienė et.al., 2004).

We can not imagine our life without the services of a bank. People usually hold money there. There are some useful words and phrases related to banks and money in the table below (Macmillan English Dictionary, 2002).

Table 18. Words and phrases related to money and banks

English	Lithuanian
To open an account	Atidaryti sąskaitą banke
To buy	Pirkti
To lend	Paskolinti
To borrow	Pasiskolinti
To give	Duoti
To receive	Gauti
To change money	Iškeisti pinigus
To put in/deposit	Padėti pinigus į banką
To withdraw/take out	Išimti pinigus iš banko sąskaitos

To sell	Parduoti
Exchange rate	Valiutos kursas
Currency	Valiuta
Savings account	Taupomoji sąskaita
Interest	Palūkanos
Cash	Grynieji
Credit card	Kreditinė kortelė
Bank charges	Banko mokesčiai
Inflation	Infliacija
To spend money	Išleisti pinigus
Cheque	Čekis
Loan	Paskola
Piggy bank	Taupyklė
Debit card	Debeto kortelė
Wallet	Piniginė
Safe	Seifas
Mortgage	Būsto paskola
Pension	Pensija
Debt	Skola

Temos apibendrinimas

Skyriuje pasakojama kaip atsirado pinigai, nurodyti pagrindiniai terminai ir frazės susiję su pinigais ir banko operacijomis.

Literatūra

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2. Guščiuviene, D., et.al. (2004). 14 English Topics. Exam Practise. Kaišiadorys.

Žodynis

barter – trade by giving one thing in exchange for another – mainai

cash – coins and paper money -- gryniesi

coin – a piece of metal used as money – moneta

counterfeiter – a person who copies money – klastotojas

intricate – complicated – sudėtingas

primitive – belonging to the earlier times – primityvus, pirmykštis

society – a group of people considered as a whole – visuomenė

Savikontrolės užduotys

Exercise 1. Match the words to the definitions.

1. Statement
 2. Withdrawal
 3. ATM
 4. Bank
 5. Branch
 6. Bank charges
 7. Barter
 8. Credit
 9. Credit card
 10. Currency
 11. Cheque
 12. Debt
 13. Counterfeit
 14. Debit
 15. Denomination
 16. Interest rate
 17. Interest
 18. Loan
 19. Cashier
 20. Payee
- a) Money paid for customers who put their savings into a bank
 - b) Money lent by a bank
 - c) A person who gets money
 - d) A value of coins
 - e) A plastic card used for purchasing
 - f) The state of owning smth
 - g) Money which is lent by a bank to buy smth
 - h) Fake money
 - i) A record of transactions
 - j) A trade of exchanging goods
 - k) A local office of a bank
 - l) A sum of money deducted from an account
 - m) Money paid to a bank of it's services
 - n) Money used in one country
 - o) A person who works in a bank, receives and pays money
 - p) The act of taking out money
 - q) Automated Teller Machine
 - r) The percentage of an amount of money which is paid for its use over a particular period
 - s) A written order
 - t) A building where a business of banking is transacted

Exercise 2. Read the dialogues and underline the words and phrases relevant to the topics bank and money. Then make similar dialogues of your own.

I

- A. Good morning. I would like to open an account, please?
B. Good morning. Have you got any accounts with this bank at present?
A. No.
B. Have you got an identification card or passport, madam?
A. Here you are.
B. Please fill in this form and I will give you a card.
A. Thank you.

II

- A. I think we should stop at the bank.
B. Do you need cash?
A. Yes, I am going to Berlin next week. And I have to buy some souvenirs.
B. How much do you need?
A. I think 50 Euros will be enough. What is the exchange rate now?
B. I am not sure, but every bank give current rates on the notice board. Let's change 175 Litas then.

27. DIALOGUES

Tikslas – lavinti anglų kalbos kalbėjimo įgūdžius.

Siekiniai:

1. Mokėti palaikyti pokalbį viešbutyje, parduotuvėje ir restorane.

A conversation in the hotel

I

A. Good evening. May I help you?

B. Good evening. Do you have any room?

A. Yes. Would you like single, double or twin room?

B. Single, please.

A. Room 214. That'll be 50 euros per night including breakfast. How long will you be staying?

B. Just a fortnight. What time is breakfast?

A. Breakfast is from 7 to half past 9. Here are your keys.

B. Thank you.

II

Receptionist. Good morning, the Grand Hotel.

A. Good morning. I would like to book an accommodation for the conference guests.

R. For how many people?

A. Well, it would be twenty people.

R. And what time please?

A. For five days from the 6th of June.

R. Would you like single, double or twin rooms?

A. Single and twin, please. I'll have to inform our guests about the services in your hotel. What services does your hotel offer?

R. Well, we have a restaurant, a bar, a swimming pool, a sauna, a garage, and of course a laundry. May I ask who is reserving the accommodation?

A. It is the Lithuanian enterprise.

- R. Thank you.
A. Thank you. Goodbye.

A conversation in a shop

I

- Shop assistant.** May I help you?
Customer. Yes, I'm looking for a coat.
S. What colour would you like?
C. Blue.
S. How about this one?
C. Can I try it on?
S. Of course. The fitting's room over there.
C. This coat is too loose. Do you have a smaller size?
S. Yes, here you are.
C. Ok, I'll take it.

II

- S.** Good afternoon. Can I help you, madam?
C. Well, I'd like some nice high heels, please. Size is 39.
S. What colour would you like?
C. Black, please.
S. Here you are. They are fashionable now.
C. Oh, this pair looks wonderful. I'll try it on.
S. How do they fit you?
C. I'm afraid they are a bit tight. Haven't you got the shoes wider at the toes?
S. Yes, we have. I think you'll like this pair.
C. How much does it cost?
S. The usual price is 150 euros. But we have a sale this week and all prizes are 25% off the regular price.
C. I'm glad to decide to buy high heels today. Thank you.
S. My pleasure. Please, come again.

A conversation in a restaurant

- Waiter.** Good afternoon. May I help you?
Guest. Good afternoon. I would like a table for two please.
W. Would you like a table indoors or outdoors?
G. Indoors please.
W. I will show you your table, sir. Here are your menus.
W. (*10 minutes later*) Are you ready to order?
G. Yes, I would like a mushroom salad for the starter and my wife will take prawn salad.
W. What would you like for the main course?
G. We will have a steak.
W. How would you like your steak done: raw, medium or well-done?

G. Well-done, please.

W. Would you like something for a drink?

G. We haven't decided yet. What would you recommend?

W. I would recommend you a glass of red wine, sir.

G. Good. We will have it.

W. *(15 minutes later)* Here are your dishes. Enjoy your meal!

(after dinner) Would you like anything for a dessert?

G. Yes, a chocolate cake and a cup of espresso for my wife. I will have a cup of green tea, please.

W. *(after 15 minutes)* Could I bring you a cheque, sir?

G. Yes, please.

Temos apibendrinimas

Skyriuje pateikti pokalbių viešbutyje, parduotuvėje ir restorane pavyzdžiai.

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Rūta RIBOKIENĖ

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