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**РАЗДЕЛ 1. СОВРЕМЕННЫЕ ПРОБЛЕМЫ ЯЗЫКОВОГО  
ОБРАЗОВАНИЯ В НЕЯЗЫКОВОМ ВУЗЕ;  
ИННОВАЦИОННЫЕ ТЕХНОЛОГИИ И МЕТОДИКИ ПРЕПОДАВАНИЯ  
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<i>complete</i>	<i>fill in</i>
<i>consent</i>	<i>agreement</i>
<i>facilitate</i>	<i>make smth. easy</i>
<i>damage</i>	<i>harm</i>
<i>objects</i>	<i>things</i>
<i>gratuity</i>	<i>a gift or reward</i>
<i>appropriate</i>	<i>right</i>
<i>notice</i>	<i>warning</i>
<i>rear</i>	<i>back</i>
<i>occupy</i>	<i>sit</i>

The grammar of formal English is also worth paying attention to. The grammar of formal English is rather simple (if you have good command of spoken English). Here is given a number of examples of formal English, which is essential to keep in mind all the time.

Most of the instructions and regulations are often used in the *imperative mood*.

For example:

*Positive imperative*

- *Insert correct* amount only. (notice on automatic machine)
- *Insert* full name of spouse. (official form)
- For further information *see* over. (timetable)
- *Affix* recent photograph here. (application form)
- *Delete* where applicable. (official form)
- *Enter* maiden name, if applicable. (official form)
- Please *enquire* at reception about our sports facilities. (notice at a reception desk)
- *Complete* and *detach* bottom section. (bank form)
- *Indicate* marital status by ticking appropriate box. (official form)

*Negative Imperative* (very often with the request *Please*)

- *Do not flush* foreign objects down the toilets! (public toilet notice)
- (*Please*) *do not* climb trees on the campsite or else where on the property. (campsite rules)
- (*Please*) *do not play* radio or recorders without personal earphones. (park regulations)

The use of *passive voice* (mainly *Present Simple Passive*, *Future Simple Passive*, *Passives with Modal verbs*) is widely applied in rules and regulations in public areas.

Here is a number of examples to illustrate them.

*Present Simple Passive*

- Travellers *are advised* to contact their embassy in the event of any problems which may occur.
- Patrons *are requested* to refrain from smoking. (cinema's rules)
- Use of the beach after it is closed *is prohibited*. (beach rules)

## PECULIARITIES OF FORMAL ENGLISH (THE LANGUAGE OF FORMS, REGULATIONS, INSTRUCTIONS, TRAVEL CONDITIONS AND NOTICES)

No matter how successfully people manage to master the English language (as their second language), there're still some obstacles they will have to go through. One of these obstacles is *not being able to understand* official forms, documents, travel conditions and public notices while visiting foreign countries.

To begin with, the language of official forms and documents are quite different from spoken English with its specific vocabulary and grammar. And it is obligatory to follow all the rules and guidance when learning it. In order to have a better understanding of formal language it is worth focusing on its lexical and grammatical structure features.

First and foremost, it is essential to know the specific vocabulary typical of only formal language. Here is given a table of formal and informal words which will facilitate to improve your formal language. Just take your time to learn them.

<b>Vocabulary</b>	
<b>formal</b>	<b>informal</b>
<i>enter</i>	<i>write</i>
<i>insert</i>	<i>put</i>
<i>consult</i>	<i>ask</i>
<i>see</i>	<i>look at</i>
<i>retain</i>	<i>keep</i>
<i>affix</i>	<i>stick</i>
<i>alter</i>	<i>change</i>
<i>in the event of</i>	<i>if</i>
<i>delete</i>	<i>cross out</i>
<i>enquire within</i>	<i>ask inside</i>
<i>complete</i>	<i>fill in</i>
<i>require</i>	<i>want</i>
<i>reserve</i>	<i>keep</i>
<i>prohibit</i>	<i>ban</i>
<i>obligatory, mandatory</i>	<i>necessary</i>
<i>place</i>	<i>put</i>
<i>produce</i>	<i>show</i>
<i>spouse</i>	<i>wife</i>
<i>amount</i>	<i>sum</i>
<i>convey</i>	<i>mean</i>
<i>patrons</i>	<i>clients</i>

- Drinking of beverages as well consumption of food in the pool area is prohibited. (swimming pool rules)
- Washing of vehicles or campers is not permitted on the property. (campsite rules)
- Driving of any motorized vehicles on this land is strictly forbidden. (private territory notice)

#### *Future Simple Passive*

- Children will be admitted without charge if accompanied by an adult. (travel regulations)
- Goods will not be dispatched until receipt of full remittance. (business letter)
- Drunkenness or noisy parties will not be tolerated at any time of day. (hotel regulations)
- Patrons who verbally or physically abuse lifeguards will be requested to leave. (beach rules)

#### *Passives with Modal verbs*

- No liability can be accepted for events beyond our control. (travel firm's rules)
- Any complaints should be addressed to the tour operator. (note with washing machine)
- It should be noted that possession of the minimum entrance requirements does not guarantee admission. (university entrance regulations)
- All guests must be accompanied by a resident at all times. (hotel rules)
- Pets must not be left unattended. (supermarket rules)

The use of first conditional with the modal verb 'should' instead of 'if' is often "exploited" in formal language. Examples below will make it clear.

- Should you wish to extend your rental beyond the agreed terminating date, it is imperative that the renting station is advised immediately. (car hire conditions)
- Should there be any defect in this appliance, consult the supplier. (note with washing machine)
- Should you require more books than this at any time, extra tickets will be issued on demand. (library rules)

A pattern like (something) *is/are (will be) valid/available/ advisable/subject to* is widely used in rules and regulations. More often than not, the omission of the linking verb 'to be' may occur here.

For example:

- All rates (are) subject to VAT. (car hire conditions)
- Rates (are) subject to change. (park rules)
- All offers (are) subject to availability. (chain-store gift catalogue)
- ... (is) Liable to alteration without notice. (timetable)
- Special rates (are) available for parties. (theatre conditions)
- ... (is) Not valid on underground train services unless specifically stated. (travel ticket)
- ... (is) Not transferable. (rail ticket)
- Swimming (is) not advisable.



• Additional vehicles *will be subject to* \$ 15 charge. (campsite vehicle limit)  
The Simple Passive Infinitive is sometimes used in a number of rules and regulations.  
For example:

(is) *To be retained* and *produced* on request. (rail ticket)

• This portion (is) *to be given up*. (theatre ticket)

To digest all the structures given above in a proper way, it is strongly recommended to convert the public notices, rules and regulations given below in neutral style into the official one.

The examples given will be of great importance.

e.g. Put a tick in the right box according to whether you're married, single, divorced, widowed. = Indicate marital status by ticking appropriate box.

- Cross out whatever doesn't apply to you. (official form)
- Reduced prices if you go in a group. (theatre conditions)
- There's no need to tip anyone. (museum notice)
- Ask inside. (notice in a shop window)
- The information may be changed without warning. (timetable)
- Children can come in free if they're with an adult. (museum regulations)
- On top of the price you must pay VAT (Value Added Tax). (car hire conditions)
- If you smoke, sit at the back. (notice in a bus)
- If you buy anything during the sale, we won't give you your money back if you later decide you don't want it. (shop notice)

To sum up, understanding the formal language is a way to understand the language in many aspects, so it is an area worthwhile for us to dig deeply into.

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## ЛЕКСИКО-ФРАЗЕОЛОГИЧЕСКАЯ ХАРАКТЕРИСТИКА ФРАЗОВЫХ ГЛАГОЛОВ АНГЛИЙСКОГО ЯЗЫКА

Фразовые глаголы занимают значительное место в глагольной лексике современного английского языка и являются чрезвычайно употребительными ввиду своего большого разнообразия, идиоматичности значений и неоднородности функционирования.

В современном английском языке послелого вступают в очень большое число сочетаний разных типов. Число сочетаний, одним из компонентов которых является послелог, непрерывно возрастало в английском языке с начала