

ДЕПАРТАМЕНТ ОБРАЗОВАНИЯ, КУЛЬТУРЫ И СПОРТА  
НЕНЕЦКОГО АВТОНОМНОГО ОКРУГА

Государственное бюджетное профессиональное образовательное учреждение Ненецкого автономного округа  
«Нарьян-Марский социально-гуманитарный колледж имени И.П. Выучейского»  
(ГБПОУ НАО «НАРЬЯН-МАРСКИЙ СОЦИАЛЬНО-ГУМАНИТАРНЫЙ КОЛЛЕДЖ ИМЕНИ И.П.ВЫУЧЕЙСКОГО»)

УТВЕРЖДАЮ  
Заместитель директора  
\_\_\_\_\_ Л.М. Авачёва  
« \_\_\_ » \_\_\_\_\_ 20\_\_ г.

Контрольная работа  
по дисциплине «Иностранный язык (английский)»  
для студентов заочного отделения  
специальность 46.02.01 «Документационное обеспечение  
управления и архивоведения»

**1. Прочтите и переведите деловое письмо – подтверждение о бронировании отеля:**

Austin Parker,  
Business Development Manager of “Smart World” Ltd.  
67 West Street  
England  
Tel.: (123)-456 7890

Dear Austin Parker,

This is confirmation for the reservations you placed through our website for your visit on the 12th of September.

We have put you and your party of eight in four of the Suites in the Sheridan Hotel, just like you asked. All expenses have been billed to your corporate account. We will be sending you an electronic invoice in the next few hours.

The opening ceremony of our new office will begin at 8:00 am on June 16. Our company driver will be picking you and your team up at 7:30 in the morning. We need you to be on-site a little early, as we will need to brief you on your participation.

If there are any other details that you would like to run by me, please give me a call at 333-0602. I'd be more than happy to fill you in.

We all look forward to seeing you soon and spending time with you at the opening.

Yours faithfully,  
**Ewe Stein**  
Receptionist,  
The Sheridan Hotel

**1. Прочтите и переведите деловое письмо – знакомство с новым контактным лицом в компании-клиенте:**

Ms. Catherine Serven  
Vice President  
Boonton Labor Services  
312 West Main Street  
Boonton, Vermont 90909

Dear Ms. Serven:

Congratulations on being named chief operating officer for Boonton Labor Services. I'm really looking forward to working with you. I want to ensure that the employee leasing services we provide are suitable for, because I know you lead your company into the future.

I realize that you have a lot of work these days, but I'd really like to meet with you soon so we can assess your future plans and develop a partnership that'll ensure the success of both of our companies. At a time when the industry is so uncertain, I am glad you can take a leadership position.

Georgia Sweet, our director of trade relations, and I would like to meet with you. I'll give your office a call early next week to set up a meeting time that works for all of us.

Again, congratulations on your new position. I look forward to a long, fruitful partnership with you.

Sincerely,  
Guy Lewis  
Senior Vice President