

Міністерство освіти і науки України  
ВІДОКРЕМЛЕНИЙ СТРУКТУРНИЙ ПІДРОЗДІЛ «БЕРДЯНСЬКИЙ  
МАШИНОБУДІВНИЙ ФАХОВИЙ КОЛЕДЖ  
Національного університету «Запорізька політехніка»

Циклова комісія гуманітарної, соціально-економічної та природничо-  
наукової підготовки

**ТЕМАТИЧНІ КОНТРОЛЬНІ РОБОТИ  
З НАВЧАЛЬНОЇ ДИСЦИПЛІНИ  
ІНОЗЕМНА МОВА  
ЗА ПРОФЕСІЙНИМ СПРЯМУВАННЯМ (ПС)**

**галузь знань:** 07 Управління та адміністрування

**спеціальність:** 072 Фінанси, банківська справа, страхування та фондовий  
ринок ( спеціалізація: «Фінанси кредит»)

2023 р.

Контрольні роботи з навчальної дисципліни «Іноземна мова за професійним спрямуванням (ПС)» для здобувачів освіти спеціальності 072 «Фінанси, банківська справа, страхування та фондовий ринок».

«30» серпня 2023 року

Розробник:  
викладач ВСП «БМФК НУ «Запорізька політехніка» Вікторія  
ЛОГВІНОВА.

Затверджено на засіданні циклової комісії гуманітарної, соціально-економічної та природничо-наукової підготовки.

Протокол № 1 від 30 серпня 2023 року

Голова циклової комісії спеціальності гуманітарної, соціально-економічної та природничо-наукової підготовки.

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(підпис) Олена КОЖУШКО

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**Контрольна робота №1**  
**Тема: «Комп'ютер в сучасному житті».**  
**з предмету Іноземна мова за професійним спрямуванням.**

галузь знань: 07 Управління та адміністрування

спеціальність: 072 Фінанси, банківська справа, страхування та фондовий ринок  
( спеціалізація: «Фінанси кредит»)

Викладач: \_\_\_\_\_

- 1. What is the role of computers in modern society?**
  - a) They are irrelevant
  - b) They are used for entertainment only
  - c) They play a crucial role in various aspects of life
- 2. How has the use of computers changed the workplace?**
  - a) No significant impact
  - b) Increased efficiency and productivity
  - c) Decreased communication
- 3. In what ways do computers contribute to communication in the modern world?**
  - a) Limited impact on communication
  - b) Facilitate instant communication globally
  - c) Only used for traditional forms of communication
- 4. What are the potential advantages of using computers in education?**
  - a) No impact on education
  - b) Enhanced learning opportunities
  - c) Increased isolation among students
- 5. How do computers impact the economy?**
  - a) No effect on the economy
  - b) Boost economic growth through innovation
  - c) Contribute to unemployment
- 6. Discuss the ethical considerations related to the use of computers.**
  - a) No ethical concerns
  - b) Ethical issues include privacy and cybersecurity
  - c) Computers have no impact on ethics
- 7. Explain the importance of cybersecurity in the digital age.**

- a) Cybersecurity is irrelevant
  - b) Cybersecurity is essential for protecting digital information
  - c) Computers do not require protection
8. **How have computers revolutionized the entertainment industry?**
- a) No impact on entertainment
  - b) Enhanced content creation and distribution
  - c) Reduced access to entertainment
9. **Discuss the role of computers in scientific research and discovery.**
- a) Computers are not used in scientific research
  - b) Computers aid in data analysis and simulations
  - c) Scientific research is not influenced by computers
10. **In what ways can computers be a tool for creative expression?**
- a) Computers limit creative expression
  - b) Facilitate digital art, music, and design
  - c) Creativity is not influenced by computers
11. **Examine the environmental impact of the production and disposal of computers.**
- a) Computers have no environmental impact
  - b) Production and disposal contribute to electronic waste
  - c) Environmental concerns are not related to computers
12. **How has the use of computers influenced healthcare and medical research?**
- a) No impact on healthcare
  - b) Improved diagnostics and treatment through technology
  - c) Medical research is unaffected by computers
13. **Discuss the role of computers in promoting global connectivity.**
- a) Computers do not contribute to global connectivity
  - b) Facilitate communication and collaboration on a global scale
  - c) Global connectivity is irrelevant
14. **Explain the concept of artificial intelligence and its potential impact on society.**
- a) Artificial intelligence has no impact on society
  - b) AI can revolutionize various industries and aspects of life
  - c) Society is not influenced by artificial intelligence
15. **What measures can be taken to bridge the digital divide and ensure equal access to technology?**
- a) The digital divide is not a concern
  - b) Policies and initiatives to provide equal access to technology
  - c) Equal access to technology is not necessary

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**Контрольна робота №2**

**Тема: «Ділове спілкування».**

**з предмету Іноземна мова за професійним спрямуванням.**

галузь знань: 07 Управління та адміністрування

спеціальність: 072 Фінанси, банківська справа, страхування та фондовий ринок  
( спеціалізація: «Фінанси кредит»)

Викладач: \_\_\_\_\_

- 1. Explain the importance of effective communication in the business world.**
  - a) Business communication is irrelevant
  - b) Effective communication is crucial for success in business
  - c) Communication skills are only necessary for certain industries
- 2. What role does non-verbal communication play in business interactions?**
  - a) Non-verbal communication is insignificant
  - b) Non-verbal cues can enhance or hinder communication in business
  - c) Non-verbal communication is only important in personal relationships
- 3. Discuss the impact of technology on business communication.**
  - a) Technology has no influence on business communication
  - b) Technology enhances communication efficiency in the business environment
  - c) Traditional communication methods are superior to technology-driven communication
- 4. Why is active listening important in business negotiations?**
  - a) Active listening is unnecessary in business negotiations
  - b) Active listening promotes understanding and effective decision-making
  - c) Business negotiations do not require listening skills
- 5. Examine the role of written communication in business.**
  - a) Written communication is irrelevant in business
  - b) Effective written communication is essential for documentation and clarity
  - c) Verbal communication is superior to written communication in business
- 6. How can cultural differences impact business communication?**
  - a) Cultural differences have no effect on business communication

- b) Cultural understanding is crucial for successful international business communication
  - c) Cultural awareness is irrelevant in business interactions
7. **Discuss the role of feedback in improving business communication.**
- a) Feedback is unnecessary in business communication
  - b) Constructive feedback is essential for continuous improvement in communication
  - c) Business communication does not require feedback
8. **Explain the importance of clear and concise communication in leadership.**
- a) Clarity in communication is irrelevant in leadership
  - b) Clear and concise communication is essential for effective leadership
  - c) Leadership skills are not related to communication abilities
9. **How can effective business communication contribute to a positive corporate culture?**
- a) Business communication has no impact on corporate culture
  - b) Effective communication fosters a positive work environment and team collaboration
  - c) Corporate culture is not influenced by communication practices
10. **Discuss the challenges of virtual communication in remote work settings.**
- a) Virtual communication poses no challenges in remote work
  - b) Challenges include potential misunderstandings and lack of face-to-face interaction
  - c) Remote work does not require communication skills
11. **Examine the role of business etiquette in professional communication.**
- a) Business etiquette is irrelevant in professional communication
  - b) Proper etiquette enhances professionalism and effective communication
  - c) Etiquette is only important in social, not professional, interactions
12. **Why is it important to tailor communication style to the audience in business?**
- a) Communication style does not need to be adjusted in business interactions
  - b) Adapting communication to the audience enhances understanding and engagement
  - c) Tailoring communication style is only necessary in personal relationships
13. **Discuss the impact of social media on business communication.**
- a) Social media has no influence on business communication
  - b) Social media enhances business communication and marketing strategies
  - c) Traditional communication methods are more effective than social media in business
14. **Explain the role of crisis communication in business.**

- a) Crisis communication is unnecessary in business
- b) Effective crisis communication is essential for managing and mitigating business challenges
- c) Business crises do not require communication strategies

**15. What strategies can be employed to resolve conflicts through effective communication in the workplace?**

- a) Conflict resolution is irrelevant in the workplace
- b) Open communication and active listening are key to resolving conflicts
- c) Conflicts in the workplace should be ignored rather than addressed through communication

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**Контрольна робота №3**

**Тема: «Фінанси».**

**з предмету Іноземна мова за професійним спрямуванням.**

галузь знань: 07 Управління та адміністрування  
спеціальність: 072 Фінанси, банківська справа, страхування та фондовий ринок  
( спеціалізація: «Фінанси кредит»)

Викладач: \_\_\_\_\_

1. **Why are financial literacy and education important for individuals?**
  - a) Financial literacy is irrelevant for individuals
  - b) Financial literacy helps individuals make informed financial decisions
  - c) Individuals do not need financial education
2. **Explain the concept of budgeting and its importance in personal finance.**
  - a) Budgeting has no relevance in personal finance
  - b) Budgeting helps individuals manage and control their finances
  - c) Personal finance does not require budgeting
3. **Discuss the impact of inflation on personal finances.**
  - a) Inflation has no effect on personal finances
  - b) Inflation erodes purchasing power and affects the cost of living
  - c) Personal finances are not influenced by inflation
4. **Why is it important for individuals to have an emergency fund?**
  - a) Emergency funds are unnecessary for individuals
  - b) Emergency funds provide financial security in unexpected situations
  - c) Individuals should rely on credit instead of emergency funds
5. **Examine the role of credit scores in personal finance.**
  - a) Credit scores have no impact on personal finance
  - b) Credit scores affect borrowing ability and interest rates
  - c) Personal finance is not related to credit scores
6. **Discuss the advantages and disadvantages of different types of investments.**
  - a) Investments have no impact on personal finance
  - b) Different investments offer varying levels of risk and return
  - c) Personal finance is not influenced by investment choices



7. **Explain the concept of compound interest and its significance in saving and investing.**
  - a) Compound interest is irrelevant in personal finance
  - b) Compound interest helps wealth grow over time through reinvestment
  - c) Personal finance does not involve compound interest
8. **Why is it important for individuals to understand and manage debt responsibly?**
  - a) Debt management is unnecessary for individuals
  - b) Responsible debt management prevents financial struggles and stress
  - c) Individuals should avoid credit and debt altogether
9. **Discuss the impact of taxation on personal finances.**
  - a) Taxation has no effect on personal finances
  - b) Understanding and planning for taxes is crucial for financial well-being
  - c) Personal finances are not influenced by taxation
10. **Examine the role of insurance in financial planning.**
  - a) Insurance is irrelevant in financial planning
  - b) Insurance provides protection against unforeseen events and risks
  - c) Financial planning does not involve insurance
11. **Why is retirement planning important for individuals?**
  - a) Retirement planning has no significance for individuals
  - b) Retirement planning ensures financial security in old age
  - c) Individuals should rely on government pensions for retirement income
12. **Discuss the impact of economic factors on personal finances.**
  - a) Economic factors have no effect on personal finances
  - b) Economic conditions can influence income, employment, and expenses
  - c) Personal finances are not influenced by the economy
13. **Explain the concept of diversification in investment portfolios.**
  - a) Diversification is irrelevant in personal finance
  - b) Diversification reduces risk by spreading investments across different assets
  - c) Personal finance does not involve investment strategies
14. **What role does financial planning play in achieving long-term financial goals?**
  - a) Financial planning is unnecessary for achieving financial goals
  - b) Financial planning helps individuals set and achieve their long-term financial objectives
  - c) Long-term financial goals are not influenced by planning
15. **Discuss the impact of financial decisions on overall well-being and quality of life.**
  - a) Financial decisions have no impact on overall well-being
  - b) Wise financial decisions contribute to a higher quality of life
  - c) Overall well-being is not influenced by financial choices

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**Контрольна робота №4**  
**Тема: «Ділова документація».**  
**з предмету Іноземна мова за професійним спрямуванням.**

галузь знань: 07 Управління та адміністрування  
спеціальність: 072 Фінанси, банківська справа, страхування та фондовий ринок  
( спеціалізація: «Фінанси кредит»)

Викладач: \_\_\_\_\_

- 1. Explain the purpose of a business proposal and its key components.**
  - a) Business proposals are irrelevant in professional settings
  - b) Business proposals outline plans and solutions for potential clients or partners
  - c) Professional communication does not involve business proposals
- 2. Discuss the importance of clear and concise writing in business emails.**
  - a) Clear and concise writing is unnecessary in business emails
  - b) Business emails should convey information efficiently and without ambiguity
  - c) Business emails do not require careful writing
- 3. Examine the elements of an effective business report.**
  - a) Business reports are not important in professional settings
  - b) Effective business reports include a clear purpose, analysis, and recommendations
  - c) Professional communication does not involve reports
- 4. Why is proper formatting essential in business documents?**
  - a) Proper formatting is irrelevant in business documentation
  - b) Proper formatting enhances readability and professionalism in business documents
  - c) Business documents do not require formatting
- 5. Discuss the significance of confidentiality in business documents.**
  - a) Confidentiality is unnecessary in business documentation
  - b) Confidentiality ensures the protection of sensitive information in business documents
  - c) Business documents do not involve confidential information
- 6. Explain the purpose and structure of a business memorandum (memo).**

- a) Memos have no purpose in professional communication
  - b) Memos convey concise information within an organization, following a specific format
  - c) Professional communication does not include memos
7. **Discuss the differences between formal and informal business letters.**
- a) Formal and informal letters are equally important in business communication
  - b) Formal letters follow a standard format for official communication, while informal letters are more casual
  - c) Business communication does not involve letter writing
8. **Examine the importance of version control in collaborative document creation.**
- a) Version control is irrelevant in collaborative document creation
  - b) Version control ensures that everyone is working on the most up-to-date document
  - c) Collaborative document creation does not require version control
9. **Why is proofreading crucial in business documentation?**
- a) Proofreading is unnecessary in business documentation
  - b) Proofreading ensures accuracy and professionalism in written communication
  - c) Business documents do not need proofreading
10. **Discuss the role of meeting minutes in documenting decisions and actions.**
- a) Meeting minutes are not important in professional settings
  - b) Meeting minutes provide a record of discussions, decisions, and action items
  - c) Professional communication does not involve meeting minutes
11. **Explain the purpose of a business agenda in meeting preparation.**
- a) Agendas are irrelevant for business meetings
  - b) Agendas help organize and structure discussions, ensuring meeting goals are met
  - c) Business meetings do not require agendas
12. **Discuss the differences between internal and external business communication.**
- a) Internal and external communication are equally important in professional settings
  - b) Internal communication is within an organization, while external communication is with stakeholders outside the organization
  - c) Business communication does not involve internal or external distinctions
13. **Examine the elements of a well-constructed business contract.**
- a) Business contracts are irrelevant in professional communication

- b) Well-constructed contracts clearly outline terms, conditions, and obligations
- c) Professional communication does not involve contracts

**14. Why is it important to archive and organize business documents effectively?**

- a) Archiving and organization are unnecessary for business documents
- b) Effective archiving ensures easy retrieval and reference to important documents
- c) Business documents do not need to be archived

**15. Discuss the significance of legal and ethical considerations in business documentation.**

- a) Legal and ethical considerations are irrelevant in business documentation
- b) Business documentation must adhere to legal and ethical standards to avoid consequences
- c) Professional communication does not involve legal or ethical considerations