

Contents

От редактора	5
Part 1	6
Unit 1. Self-presentation and CV	6
Unit 2. Studying at the University (College).....	12
Unit 3. My specialty/career.....	19
Unit 4. Job interview and motivation letter.....	24
Part 2	36
Unit 5. Academic mobility.....	36
Unit 6. My research work.....	49
Unit 7. Writing Essays on scientific problems.....	56
Unit 8. Public speaking and presentations	60
Grammar tables.....	73
Grammar exercises	88
Flesh cards.....	157



От редактора

Профессиональные навыки общения на английском языке для молодых специалистов — это важная составляющая профессиональной подготовки, позволяющая преодолеть языковые и территориальные барьеры и строить свою трудовую деятельность в глобальной международной среде.

Данное учебное пособие ставит своей целью совершенствование у учащихся навыков деловой коммуникации на английском языке для осуществления профессионального общения с международными партнерами.

В результате обучения учащиеся должны научиться:

— адекватно и эффективно общаться в рамках изученных тем с партнером

— использовать словарный запас на уровне B1.

— учитывать специфику межкультурной коммуникации и использовать в общении международный этикет.

Учебное пособие включает такие темы, как самопрезентация и написание резюме, университет (колледж) и специальность, академическая мобильность, исследовательская работа и ее презентация на английском языке.

Пособие построено на реальных кейсах, включает современный страноведческий и языковой материал, использует современные технологии обучения иностранным языкам, такие как: «перевернутый класс», ворк-шоп технология, проблемное и проектное обучение, работа в команде, смешанное обучение и другие.

Part 1

Unit 1

Self-presentation and CV

- *In what situations do you think you will have to speak about yourself?*
- *What will you tell about yourself to your foreign friends? Job employer? Teacher?*
- *Will these types of self-presentation be similar or different?*

Assignment 1. Read and translate the text to find the answers to these questions.

Text

Self-presentation

In your professional and everyday life you will have to speak and write about yourself and your achievements in different situations and to different audiences. It is the first step of communication and in each situation your self-presentation will be different. You are to be relevant to the situation and the audience you are talking to.

The main situations and text types you may deal with, are:

- formal self-presentation when you are introduced to your prospect employers, partners or during networking;
- informal self-presentation when you are introduced to people in informal situations;
- self-presentation at round table talks;
- short written bio as a kind of self-presentation for a journal, conference book and so forth;
- CV or Curriculum Vitae.

Let's get acquainted with these text types and situations you may find yourself in.

Formal self-presentation when you are introduced to your prospect business partners or during networking

These are samples to follow. Can you find the difference in the manner of presentation?

Sample 1: **Hello**, I am Jane Mendes, a **leader of Student Council** at the Institute of Foreign Languages, Kazan State University, Russia. **I am responsible for** extra curriculum activities at my department and **prepare** materials for “Verbum” magazine.

Sample 2: **Hello**, I am Johanna Moos, a **student of** Kazan State University, Russia. **I study** medicine at the Medical Institute. **I am going to be** a physician.

Informal self-presentation when you are introduced to people in informal situations

Sample: **Hi**, I am Vasilii, **from** the Komi Republic, which is in the North of Russia. **I deal with IT**. I am a **student at** Syktyvkar State University, Institute of Exact Sciences and Informational Technologies and a **captain of a local football team**.

Self-presentation at round table talks

Sample: Hello everyone! I am Yulia Sazhina **from Russia**, the Komi Republic. I am **interested in tourism and took part in a number of** different projects, such as the Festival of Ethnic Komi Culture — “Forest People”, Festival “Ivan Lun”, Festival of folk arts — “Live Land” and many others. **I am here because** I want to become a manager in tourism.

Short written bio as a kind of self-presentation for a journal or a conference book

Sample: Yulia Sazhina **is a specialist at the Excursion Department** of the Republican Center of Sport and Tourism. She is a **graduate from** Syktyvkar State University **and alumnus of the Russian-American program “SEE”**. She **is a manager of** different projects in the field of tourism, such as the Festival of Ethnic Komi Culture — “Forest People”, Festival “Ivan Lun”, Festival of folk art — “Live Land”. Yulia **is a co-director of** the portal “Travel Guide to the Republic of Komi” and is **responsible for organizing** the ethnic festival “Ybiza”.

Assignment 2. Make 3 short texts about yourself for:

- *Formal self-presentation*

- *Informal self-presentation*
- *Self-presentation at round table talks*

Assignment 3. Watch the film about self-presentation and follow the instructions while introducing yourself¹.

Assignment 4. Present yourself during informal networking, in an official situation and to a group of people at the meeting.

Assignment 5. Write a short bio about yourself. Imagine that it will be published in a conference book.

CV or Curriculum Vitae

Assignment 6. Fill in the gaps with the proper form of the word in the box:

<p>At this time of year thousands of (1) _____ who want summer jobs start filling in (2) _____ forms and worrying about how to write a good CV. To make a positive (3) _____ on prospective (4) _____ you should follow a few basic rules. The first one is that it should be no longer than two pages and written in simple (5) _____. Divide the content into several parts, with each part under a (6) _____ and do not forget to include relevant (7) _____, work experience, and a description of any positions of (8) _____ you have had. Remember to emphasize your (9) _____ by drawing attention to your skills. But when it comes to your weaknesses, (10) _____ is the best policy. And if you are (11) _____ with your first draft, start again!</p>	<p>STUDY APPLY IMPRESS EMPLOY STATE HEAD TRAIN RESPONCIBLE STRONG HONEST SATISFY</p>
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Assignment 5. This is a CV structure and a sample to follow. Study them carefully.

Name	
Date of birth	Dd/mm/yyyy
Address	Street, house number, flat number, city, country
e-mail, cell phone	
Marital status	Married/unmarried/divorced

¹ <https://www.youtube.com/watch?v=uWEWVkcgsMM>

Aim	To get the position of...
Education	
2015–2019	Syktyvkar State University — bachelor degree
2015	Cross-cultural communications program (Alta, Norway) — certificate.
2014–2015	Forsite school of leadership-certificate.
Working experience: Organization, position, responsibilities	
2008 — present	LenExpo, project manager Responsibilities: arranging exhibitions, communication with clients, designing advertisement materials, social media marketing
Relevant professional skills	
IT	MS Windows 2000, Word, Excel, DOS, Text processing
Foreign languages	English, B2
Other relevant skills	Time management, team management, academic writing, analytical skills, project management, public speaking, communication skills
Personal traits	Efficient, responsible, a good mixer, flexible, persistent, ready to learn and acquire new skills.
Date	

Assignment 6. Following the models make your own CV using templates from these sites (or others):

<https://www.canva.com/design/>
<https://www.freesumes.com/modern-resume-templates/>
<https://resume.io/templates>
<https://resumegenius.com/resume-templates>
<https://www.template.net/business/letters/download-resume-templates/>
<https://utemplates.net/resume-templates/>



CAHAYA DEWI

BS BIOLOGY MAJOR

PERSONAL PROFILE

I am a student at Blackwell University looking to land an internship in the health and sciences field. I'm highly analytical, diligent, and a team player.

EDUCATION BACKGROUND

Blackwell University

COLLEGE OF SCIENCE, CLASS OF 2021

- Consistent 4.0 GPA
- On track to win Best Thesis
- Science columnist for university newspaper
- Awarded Outstanding Student of the Year for two years

Morelawn High School

VALEDICTORIAN, CLASS OF 2014 TO 2017

- Graduated Valedictorian
- Won Best Science Fair Project for two years in a row
- Awarded Best in Science for four years in a row
- President, Science Club

ACCOMPLISHMENTS

- Dean's List for 8 straight semesters
- Recipient of Promising Scientist Award
- Best Independent Thesis
- Consistent 4.0 GPA
- Head of Blackwell Science Club

WORK EXPERIENCE

Laboratory Assistant

BLACKWELL LAB • APRIL 2020 TO PRESENT

- Set ups and monitors various laboratory tests
- Helps with laboratory maintenance
- Provides support to main staff
- Processes and analyzes samples

HS Biology Tutor

MORELAWN HIGH SCHOOL • MAY 2016 TO APR 2020

- Helped and guided students gain mastery in basic biology
- Interacted with other science tutors to create curriculum
- Received "Tutor of the Year" award

CHARACTER REFERENCES

Dr. Terrie Grover | Professor, Blackwell University
Dr. Fritz Mayhew | Lab Director, Blackwell Lab
Ariane Sessions | Head of Tutoring, Morelawn High School



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Any City, State, Country
12345



hello@reallygreatsite.com
LinkedIn: @reallygreatsite

Assignment 7. Game. Get acquainted with your class mates. A student (or a team) keeps in mind an academic group member and describes him\her. Others ask questions to find out who is meant. Make as many sentences (affirmative, negative ones and questions) as possible.

Adverbial modifier	To be	Qualities	Qualities
In some cases\situations	I am	1. troubleshooting	18. results oriented
At home\at work	He is	2. willing to learn	19. diplomatic
With friends\relatives	She is	3. ambitious	20. realistic
When working	We are	4. confident	21. assertive
When dealing with unknown people	You are	5. determined	22. dynamic
Communicating with group mates	They are	6. hardworking	23. punctual
People say that	Am I ...?	7. independent	24. reliable
I think\believe\guess	Is he ...?	8. optimistic	25. responsible
Teachers think	Is she...?	9. positive	26. teachable
	Are we...?	10. productive	27. trustworthy
	Are you...?	11. enterprising	28. loyal
	Are they...?	12. ethical	29. helpful
		13. generous	30. collaborative
		14. honest	31. encouraging
		15. meets deadlines	32. professional
		16. motivating	33. respectful
		17. quick-witted	

Unit 2

Studying at the University (College)

This year you have become a university/college student. What do you know about your university/college? It is time to learn about studies and be able to speak about your university/college life.

Assignment 1. Fill in the gaps with the appropriate words and be ready to speak about your university/college life on the basis of the text:

Text 1

I am a student

I am a student of [1] _____ University/college. This university/college is one of the [2] _____ universities/colleges of Russia. Its history started in [3] _____. Nowadays this university/college is one of the most [4] _____ educational institutions of our country. It consists of [5] _____. Every institute/subdivision involves [6] _____.

The University/college takes an active part in student exchange programs, various research activities, scientific studies and international conferences.

It had been my dream to study at [7] _____ University/college. This year I have been enrolled the first-year student of [8] _____. I have managed to cope with the entrance examinations requirements in all exam subjects. The competition was very tough. Now I am a "freshman".

The academic year is divided into two terms, each term (semester) ends with the winter and spring exams sessions, when the students must take and pass credit test and examinations on the subjects studied during the term. We have been studying [9] _____ and other subjects since September. Our curriculum involves English classes as well. I try to do my best to enlarge my English vocabulary to understand professional texts in English. Besides, we are making oral and written abstracts of the English texts and it is a very difficult home assignment for me so far.

I am not a [10] _____ dweller and I am living in the students' hostel. I share the room with some of my group mates.

Assignment 2. Practice in reading the numerals:

February 10, 1972; December 29, 1972; May 29, 1992;
April 21, 1932; October 14, 2013; August 22, 2014; March 2, 2015;
June, 12, 1968; January 4, 1965; November 7, 2015; July 16, 1998;
September 25, 1957

Assignment 3. Find out more information about the university (college), write an essay and make an oral presentation on its history. Word limit is 140–190. Use the following outline and passive constructions:

1. The University/college *was founded* in... by...
2. The University/college *was opened* to meet the needs of...
3. The first departments *founded* at the University/college were...
4. There were invited the best lecturers and professors to deliver lectures at the University/college:..
5. While developing the University/college *was supported* by...
6. The research laboratories and libraries *were equipped* due to the help of...
7. The first rector/director was...
8. Now the university/college *is headed* by...
9. The main University/college campus *is situated* in...
10. In ... the University/college was given the status of...

Assignment 4. Read the text and find the answers to the questions:

- Why is studying at university/college *different from school*?
- *Do you believe that time management is an essential skill at university/college?*
- *What are the main assessment methods at university/college?*
- *What is the aim of a report?*
- *In what way does a report differ from an essay?*
- *What is a final year project at university/college?*

Text 2

Studying at University (college)

You *may* find *studying* at university/college to be very different from school or any other previous education. There is much emphasis on independent study, time management skills and actively *seeking* support where *needed*. *Managing* your time effectively is a vital skill you need while at university/college. You *will need* to juggle your studies along with *fitting* in a social life, possibly a *paid* job and everyday activities such as *shopping*. At university/college there is often large amount of time that *is to be used* for independent study. Assessment methods vary *depending* on your program of study, however there are four types of assessment common across the university/college. *These* are: essays, reports, presentations and exams.

Writing an essay is your opportunity to show what you know about a given subject. You *will typically be given* a topic and word limit to help focus your writing. A word limit *is used* to make sure that you are to the point with the information provided. A report differs from an essay as it usually ends with clear recommendations as a result of your findings. A report *is split* into clear sections so that the reader *can gain* information quickly. You *may be asked* to present your *findings* from a research project, a piece of design work or a group project. A dissertation is *a final year project* which takes the form of an *extended* essay. You *will be given* support from a tutor whilst *writing* and *researching* your dissertation.

Assignment 5. Name and comment on the highlighted grammar and lexical phenomena.

Assignment 6. Translate and learn the words to the text 3.

academics — *n.* courses of study taken at a school or college

campus(es) — *n.* the area and buildings around a university, college, school

vibrant — *adj.* having or showing great life, activity, and energy

to graduate — *v.* to earn a degree or diploma from a school, college, or university

dimension — *n.* a part of something

accountable — *adj.* required to be responsible for something

benefit(s) — *n.* a good or helpful result or effect

diverse — *adj.* made up of people or things that are different from each other

opportunity — *n.* an amount of time or a situation in which something can be done

exposure — *n.* the fact or condition of being affected by something or experiencing something

Assignment 7. Listen to the audio “College Success: Joining Campus Groups to Feel Connected” and make a plan of the text. Be ready to retell it².

Below you may find a tape script if it is difficult for you to understand the text by ear.

Text 3

College Success: Joining Campus Groups to Feel Connected

Every year, hundreds of thousands of young people enter higher education for the first time. So it might seem easy for new students to make friends, right? Not always. College official Matt Couch admits that life at a college



or university can be lonely sometimes. Couch is Associate Dean of Students at the Ohio State University in Columbus, Ohio. Couch notes that many students, especially new ones, face a number of difficulties ahead of them. High school **academics** are usually less demanding than those at a college or university. So, high school students are likely to have succeeded with less effort than they will need in college, he says. Most students have strong connections to their homes and the people they grew up with, he adds. These issues are often combined with natural feelings of homesickness.

² <https://learningenglish.voanews.com/a/college-success-join-campus-groups-to-feel-connected/5006049.html>

“If they don’t find someone that they connect with right away ... that can ... lead to all kinds of issues,” Couch told VOA. “But at most college **campuses**, there’s ... a life outside the classroom that’s really **vibrant**, and there’re going to be people that share a common interest. It’s just a matter of finding them.” Couch says the answer is joining student organizations. Almost every college and university in the United States supports a community of these groups to help students find other people with whom they can connect. Ohio State has around 1,400.

These groups can be based around almost any interest, like watching movies or creative writing. The ones that are less serious do serve the purpose of helping students meet people who enjoy the same things as them. For example, at one point the largest group at Ohio State was built around enjoying the kind of food known as barbecue. Couch suggests that those new friends can become the support system a student is missing back home. But he also notes that the ones centered on a field of study can be even more helpful to students. Research has shown that involvement in these groups helps students’ academic performance and makes them more likely to **graduate**.

If an economics student joins a student-run economics group, he or she will meet on a usual basis with other students to discuss economics. Their group will likely invite experts in the field to their school to give presentations, or they might take trips to economics-linked events. In short, Couch notes, they are taking what they are learning in the classroom and making use of it in the real world. And that can be helpful later in life. “When you’re involved, that’s going to give you experiences that you can draw upon for problem-solving and for relating to other people,” he said. “And ... I think that employers are ... more interested in students who have an extra **dimension** [to] their college experience.” Couch urges students who cannot find a student group on their campus that interests them not to worry. Most colleges and universities make it fairly easy for students to start their own groups.

Usually there are rules governing the structure of those groups. For example, most schools require groups to meet a membership level. Also most groups must have a professor or other school employee to act as an **accountable** advisor. Getting official

approval as a group has some **benefits**. Often these groups receive financial support and services from the university.

Even if there is already an existing group that is somewhat similar to a student's interests, that does not mean they cannot make their own group, Couch says. Schools often have rules against making more than one of the exact same group. But administrators often approve the creation of groups that serve a smaller population, such as female African American engineers as opposed to engineers in general. That is because especially at larger colleges and universities, it can be harder for those people to find others sharing their exact experiences.

Couch argues that no matter what, students should join some kind of campus group, because he cannot imagine a complete college experience without them. "It's pretty rare in a person's life to be in a community that has that much organization around ... **diverse** ideas", he said. "And it could really be the best **opportunity** you'll ever have to get some **exposure** to a new culture or new political ideas or to do service".

Assignment 8. Fill in the gaps with appropriate words:

Opportunity, approve, enter, make, homesick, rules, share, support, sharing, join, watching, support, presentations, academic, employers, advisor, impossible, connections, joins

Thousands of young people [1] higher education every year and [2] new friends. But sometimes it seems not so easy for new students. Most students have strong [3] to their homes and often feel [4]. But at most college campuses, there's a life outside the classroom and people that [5] common interests. Students may also [6] different student organizations. These groups can be based around almost any interest, like [7] movies or creative writing. Those new friends can [8] students and involvement in these groups helps students' [9] performance. If an economics student [10] an economics group, he or she will meet with other students to discuss [11]. Their group will likely invite experts in the field to give [12], or they might take trips to economics-linked events. And [13] are more interested in students who have an extra dimension their college experience. Students who cannot find a student group that interests them may start their own group.

Usually there are [14] for those groups, for example, a membership level, or a professor or other school employee to act as an [15]. When the group is approved officially, it receives financial [16] from the university. Administrators often [17] the creation of groups that serve a smaller population, such as female African American engineers as opposed to engineers in general. That is because it can be harder for those people to find others [18] their exact experiences. Students should join some kind of campus group, because it is [19] to imagine a complete college experience without them. It is the best [20] you'll ever have to get some exposure to a new culture or new political ideas or to do service.

Assignment 9. Write a letter to your parents about your studying at University/college. Word limit is 140–200 words. Cover the following items: your classes, campus facilities, your group mates and your general impressions.

Assignment 10. Make up a dialogue on your studies at University, using the following scheme.

	Speaker 1		Speaker 2
1	Hello! Haven't seen you for ages!	2	Hi! Glad to meet you too!
3	I know you study at University/college. Do you find studying at university/college to be very different from school?	4	_____ And what about you?
5	_____ And I need to juggle my studies along with fitting in a social life, a paid job and everyday activities	6	Me too. _____ And what assessment methods do your teachers use?
7	Well, we have _____ And do you write essays?	8	Yes, we _____ And we also write reports.
9	Does a report differ from an essay?	10	Yes, the main difference is _____ And will you write dissertation at the end of studies?
11	Yes, sure _____	12	We too. But I worry about it.
13	Don't worry! You will be given support from a tutor whilst writing and researching your dissertation.	14	_____ Bye-bye

Unit 3

My specialty/career

In this unit we will speak about your future job and career in the field you have chosen.

Assignment 1. To be ready to do this, learn the vocabulary in the boxes:

Institute/ department	Medical Institute/department, Law Institute, Institute of Economy and Finance, Institute of Management and Entrepreneurship, Institute of Culture and Arts, Institute of Humanities, Institute of Exact Sciences and Informational Technologies, Institute of History and Law, Institute of Social Technologies, Institute of Pedagogy and Psychology, Institute of Natural Sciences, Institute of Foreign Languages
Profession	manager, bank officer, economist, financier, sales manager, doctor, physician, dentist, pharmacist, teacher, researcher, linguist, mathematician, physicist, chemist, biologist, historian, archaeologist, geologist, psychologist, sociologist, philosopher, geographer, journalist, computer specialist, computer programmer, systems analyst, web designer, fashion designer
Field	management, banking, economy, finance, sales, medicine, education, science, linguistics, mathematics, physics, chemistry, biology, history, archaeology, geology, psychology, sociology, philosophy, geography, journalism, Informational technologies, web design, fashion design
Place of work	office, agency, company, firm, corporation, business firm, enterprise, plant, factory, restaurant, department store, bank, hospital, hotel, school, university, library, theater, museum, art gallery, transportation company, construction company, publishing company, film company, insurance company, advertising agency, travel agency, rental agency

Assignment 2. Read and translate the competencies you will need in your professional life.

Explain the word "competency".

<i>Competencies</i>	<i>Translation</i>	<i>Competencies</i>	<i>Translation</i>
1. effective communicator		10. relationship building	

<i>Competencies</i>	<i>Translation</i>	<i>Competencies</i>	<i>Translation</i>
2. functions well under pressure 3. high emotional intelligence 4. knowledge management 5. memory skills 6. conflict management 7. decision making 8. empathy 9. leadership		11. willingness to learn, desire to learn 12. tolerance to change and uncertainty 13. thinking outside the box 14. resourcefulness, problem solving 15. flexibility, adaptability 16. critical thinking, creativity	

Assignment 3. To speak about yourself fill in the gaps with as many appropriate words from the boxes as you can. Retell the text.

Text **My future profession**

I study at the Institute/college of [1] _____ at [2] _____ State University. I want to become a [3] _____ and to be useful for my country. The graduates of our Institute work in [4] _____. [5] _____ play a very important role in the life of any country and in our society in particular. [6] _____ have done much to change the country. The duty of [7] _____ is to [8] _____. They should be [9] _____. A [10] _____ must be a model of competence. People often ask for his/her advice and help in difficult life situations. His honest position and [11] _____ can help solve a lot of problems and do much in [12] _____. To serve the interests of people is the main aim of any good [13] _____. It is not so easy as it may seem at first. One should have [14] _____ to be an expert in the field in spite of all difficulties. Responsibility and even danger characterizes the work of a [15] _____. I consider this profession to be one of the most [16] _____ and want to connect my life with it. Nobody can say exactly what

competencies are important for a career in [17] _____. But it is clear that those who have decided to take up [18] _____ as a career should have deep and genuine interest in people and [19] _____. Otherwise he/she will never make a good [20] _____. A [21] _____ should have such qualities as [22] _____. The [23] _____ must be a well-educated person with a broad outlook to be successful in this profession. It won't be an exaggeration to say that the health of the society depends on honest and sincere attitude of [24] _____ to their work.

Assignment 4. Ask as many questions to the text as possible, using the model:

I study at the Medical Institute at Syktyvkar State University.	Do you study at the Medical Institute at Syktyvkar State University?
	Where do you study?
	What institute do you study at?
	Who studies at the Medical Institute at Syktyvkar State University?
	Do you study at the Medical Institute or the Institute of Law?
	You study at the Medical Institute, don't you?
	You don't study at the Institute of Law, do you?

Assignment 5. Make up a dialogue on the basis of these questions.

	Speaker 1		Speaker 2
1	Hello!	2	Hi!
3	Where do you study?	4	_____ And you?
5	_____ I want to become a _____	6	And I want to become a _____ What are the duties of a _____
7	Well, he should _____ And what does a _____ do?	8	He _____ He should be _____ to make a good specialist in this field

	Speaker 1		Speaker 2
9	Yes, I consider this profession to be one of the most needed ones. And what competencies should a _____ have to be a good professional?	10	Well, he should have such competencies as: _____ And where do the graduates of your Institute work?
11	_____	12	Yes, it's quite interesting! Good luck in your career!
13	The same to you! Glad to have met you!	14	Bye-bye!

Assignment 6. Work with the flesh cards in the appendix: be sure to know the words and their definitions.

Assignment 7. Answer some more questions to speak about your future career:

- *Why does your profession play a very important role in any society?*
- *What competencies should a person have to make a good expert in the field?*
- *Where do the graduates of the Institute/college usually work?*

Assignment 8. Watch the video and take a test³.

Speak about the results you have got. Do you agree with them?

Assignment 9. Watch the TED talks video about choosing a profession⁴ and answer the following questions:

- *What are the main questions Ashley Stahl considers important for choosing a career?*
- *How did she solve them for herself?*
- *How did you solve these questions when choosing a profession?*

³ <https://www.youtube.com/watch?v=cyXADWE7KPo>

⁴ <https://www.youtube.com/watch?v=vMiSf7LpFQE>

Assignment 8. If you are a medical student watch the video⁵:

- *What specialties are mentioned?*
- *What are the main points in them?*

Assignment 9. Write an essay about your choosing a profession. Word limit is 140–200 words. Cover the following items: the options you had, how did you choose?, what were the reasons?, are you satisfied with the result?

⁵ <https://www.youtube.com/watch?v=-OLtWcA4MKo>

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