

Министерство сельского хозяйства
Российской Федерации
Федеральное государственное бюджетное
образовательное учреждение высшего образования
«Воронежский государственный аграрный
университет имени императора Петра I»

Гуманитарно-правовой факультет

Кафедра русского и иностранных языков

**Методические рекомендации и материалы
по дисциплине «Иностранный язык в сфере
юриспруденции» (английский) для самостоятельной работы
обучающихся очной и заочной форм обучения
по направлению 40.03.01 Юриспруденция, профиль
подготовки: Государственно-правовой квалификация
(степень) выпускника - бакалавр**

Воронеж
2017

Составители: доцент Д.О.Курилов, старший преподаватель Т.В.Частухина

Рецензент: доктор педагогических наук, профессор кафедры истории, философии и социально-политических дисциплин Воронежского государственного аграрного университета Г.М.Щевелева

Методические рекомендации и материалы по дисциплине «Иностранный язык в сфере юриспруденции» (английский) для самостоятельной работы обучающихся по направлению 40.03.01 Юриспруденция, профиль подготовки: Государственно-правовой квалификация (степень) выпускника бакалавр очной и заочной форм обучения рассмотрены и рекомендованы к изданию на заседании кафедры русского и иностранных языков (протокол № 4 от 27 июня 2017 г.) и методической комиссии гуманитарно-правового факультета (протокол № 10 от 27 июня 2017г.)

Данные методические рекомендации и материалы предназначены для самостоятельной работы обучающихся очной и заочной форм обучения по направлению 40.03.01 Юриспруденция, профиль подготовки: Государственно-правовой квалификация, квалификация (степень) -выпускника бакалавр..

Основная цель методических указаний состоит в обеспечении обучающихся необходимыми знаниями, профессиональной лексикой и методиками для успешного выполнения самостоятельной работы, в формировании устойчивых навыков и умений по различным аспектам обучения английскому языку, позволяющих самостоятельно решать учебные задачи, выполнять разнообразные задания, преодолевать трудные моменты в отдельных видах самостоятельной работы.

Методические указания и материалы
по дисциплине «Иностранный язык в сфере
юриспруденции» (английский)
для самостоятельной работы обучающихся по направлению
40.03.01 Юриспруденция, профиль подготовки: Государственно-
правовой квалификация (степень) выпускника бакалавр

This book belongs to

Group

Введение

Самостоятельная работа обучающихся по иностранному языку является неотъемлемой составляющей процесса освоения программы обучения иностранному языку.

Самостоятельная работа обучающихся охватывает все аспекты изучения иностранного языка и в значительной мере определяет результаты и качество освоения дисциплины «Иностранный язык в сфере юриспруденции» (английский). В связи с этим планирование, организация, выполнение и контроль самостоятельной работы по иностранному языку приобретают особое значение и нуждаются в методических указаниях и методическом обеспечении.

Количество часов на освоение программы дисциплины «Иностранный язык в сфере профессиональной коммуникации»:

максимальной учебной нагрузки обучающегося 180 часов, в том числе:

обязательной аудиторной учебной нагрузки обучающегося 72 часов;

самостоятельной работы обучающегося 114 часа.

Настоящие методические указания освещают виды и формы самостоятельной работы, знакомит с лексикой LSP систематизируют формы контроля самостоятельной работы и содержат методические указания по отдельным аспектам освоения английского языка

Основная цель методических указаний состоит в обеспечении обучающихся необходимыми сведениями, методиками и алгоритмами для успешного выполнения самостоятельной работы, в формировании устойчивых навыков и умений по разным аспектам обучения английскому языку, позволяющих самостоятельно решать учебные задачи, выполнять разнообразные задания, преодолевать наиболее трудные моменты в отдельных видах самостоятельной работы.

Используя методические указания, обучающиеся должны овладеть следующими умениями:

правильного произношения и чтения на английском языке;

продуктивного активного и пассивного освоения лексики английского языка;

работы с учебно-вспомогательной литературой (словарями и справочниками по английскому языку).

Целенаправленная самостоятельная работа обучающихся по английскому языку в соответствии с данными методическими указаниями, а также аудиторная работа под руководством преподавателя призваны обеспечить уровень языковой подготовки обучающихся, соответствующий требованиям ФГОС по дисциплине «Иностранный язык в сфере юриспруденции» (английский)».

В курсе обучения английскому языку используются различные виды и формы самостоятельной работы, служащие для подготовки обучающихся к последующему самостоятельному использованию английского языка в профессиональных целях, а также как средства познавательной и коммуникативной деятельности.

Контроль результатов внеаудиторной самостоятельной работы на учебных занятиях может проходить в устной, письменной или смешанной форме с предоставлением продукта творческой деятельности обучающегося.

Методические указания предусматривают ведущую роль самостоятельной творческой работы обучающихся, а задача преподавателя – организовать соответствующую познавательную деятельность и руководить ею.

Оценивание внеаудиторной самостоятельной работы

Критериями оценивания внеаудиторной самостоятельной работы являются:

- уровень усвоения обучающимся учебного материала;
- умение использовать теоретические знания при выполнении практических задач;
- сформированность общенаучных умений, обоснованность и четкость изложения ответа;
- оформление материала в соответствии с требованиями.

Оценка «5» - работа выполнена по установленному заданию, тема актуальна и раскрыта полностью, содержание соответствует теме, приведены необходимые пояснения, все вопросы логически

связаны. Обучающийся проявил самостоятельность. Работа сдана в срок, выполнена аккуратно, имеет приложения в виде иллюстраций, таблиц, схем.

Оценка «4» - работа имеет несущественное несоответствие заданию, тема раскрыта полностью, однако приведены не все необходимые пояснения, логика в раскрытии вопроса частично нарушена. Работа сдана в установленный срок, имеет приложения.

Оценка «3» - работа имеет существенное несоответствие заданию, тема раскрыта частично, нет необходимых пояснений, логическая связь между вопросами нарушена. Степень самостоятельности невысокая. Приложения имеются, но выполнены неаккуратно.

Оценка «2» - работа выполнена не полностью, не в срок, обучающийся не понимает содержания работы, оформление небрежно.

РАБОТА НАД ПРОИЗНОШЕНИЕМ И ТЕХНИКОЙ ЧТЕНИЯ

Формы СР над произношением и техникой чтения:

- фонетические упражнения по формированию навыков произнесения наиболее сложных звуков английского языка;
- фонетические упражнения по отработке правильного ударения;
- упражнения по освоению интонационных моделей повествовательных и вопросительных предложений;
- упражнения на деление предложений на смысловые отрезки, правильную паузацию и интонационное оформление предложений;
- чтение вслух лексического минимума по отдельным темам и текстам;
- чтение вслух текстов для перевода.

-

Формы контроля СР над произношением и техникой чтения:

- фронтальный устный опрос на занятиях по отдельным формам СР;
- выборочный индивидуальный устный опрос на занятиях по отдельным формам СР.

Методические указания по самостоятельной работе над произношением и техникой чтения:

При работе над произношением и техникой чтения следует обратить внимание на несоответствие между написанием и произношением слов в английском языке. Это различие объясняется тем, что количество звуков значительно превышает число букв: 26 букв алфавита обозначают 44 звука, поэтому одна и та же буква в разных положениях в словах может читаться как несколько разных звуков.

При подготовке фонетического чтения текста необходимо использовать следующий алгоритм :

- освоить правильное произношение читаемых слов;
- обратить внимание на ударение и смысловую паузацию;
- обратить внимание на правильную интонацию;
- выработать автоматизированные навыки воспроизведения и употребления изученных интонационных структур;
- отработать темп чтения.

РАБОТА С ЛЕКСИЧЕСКИМ МАТЕРИАЛОМ

Формы СР с лексическим материалом:

- составление собственного словаря в отдельной тетради;
- составление списка незнакомых слов и словосочетаний по учебным и индивидуальным текстам, по определённым темам;
- анализ отдельных слов для лучшего понимания их значения;
- подбор синонимов к активной лексике учебных текстов;
- подбор антонимов к активной лексике учебных текстов;
- составление таблиц словообразовательных моделей.

Формы контроля СР с лексическим материалом:

- фронтальный устный опрос лексики на занятиях;
- выборочный индивидуальный устный опрос лексики на занятиях;
- словарный диктант (с английского языка на русский, с русского языка на английский);
- проверка устных лексических заданий и упражнений на занятиях;
- проверка письменных лексических заданий и упражнений преподавателем

Методические указания по самостоятельной работе с лексикой:

При составлении списка слов и словосочетаний по какой-либо теме (тексту), при оформлении лексической картотеки или личной тетради- словаря вы должны выписывать из англо-русского словаря лексические единицы в их исходной форме, то есть:

имена существительные – в именительном падеже единственного числа (целесообразно также указать форму множественного числа, например: shelf - shelves, man - men, text – texts;

глаголы – в инфинитиве (целесообразно указать и другие основные формы глагола – Past и Past Participle, например: teach – taught – taught, read – read – read и т.д.).

Заучивать лексику необходимо с помощью двустороннего перевода (с английского языка – на русский, с русского языка – на английский) с использованием разных способов оформления лексики (списка слов, тетради-словаря, картотеки).

Для закрепления лексики целесообразно использовать примеры употребления слов и словосочетаний в предложениях, а также словообразовательные и семантические связи заучиваемых слов (однокоренные слова, синонимы, антонимы).

Для формирования активного и пассивного словаря необходимо освоение наиболее продуктивных словообразовательных моделей английского языка.

РАБОТА СО СЛОВАРЕМ

Формы СР со словарем:

поиск заданных слов в словаре;
определение форм единственного и множественного числа существительных;
выбор нужных значений многозначных слов;
поиск нужного значения слов из числа грамматических омонимов;
поиск значения глагола по одной из глагольных форм.

Формы контроля СР со словарем:

устная проверка домашних заданий на занятиях;
проверка заданий в тетрадях;
контрольные задания по отдельным формам СР в аудитории (в тетради или на доске);
перевод предложений, абзацев, текстов с использованием методик поиска слов и их значений в словаре.

Методические указания по самостоятельной работе со словарем:

При поиске слова в словаре необходимо следить за точным совпадением графического оформления искомого и найденного слова, в противном случае перевод будет неправильный (ср. plague - бедствие, plaque - тарелка; beside – рядом, besides – кроме того; desert – пустыня, dessert – десерт; personal – личный, personnel – персонал).

Многие слова являются многозначными, т.е. имеют несколько значений, поэтому при поиске значения слова в словаре необходимо читать всю словарную статью и выбирать

для перевода то значение, которое подходит в контекст предложения (текста).

Сравните предложения:

- а) Red Square is one of the biggest squares in Europe.
- б) You must bring this number to a square. 13
- в) If you want to get to this supermarket you must pass two squares.
- г) He broke squares.

Изучение всей словарной статьи о существительном square и сопоставление данных словаря с переводимыми предложениями показывает, что в предложении а) существительное Square имеет значение «площадь» («Красная площадь - одна из самых больших площадей в Европе»), в предложении б) – «квадрат» («Вы должны возвести это число в квадрат»), а в предложении в) - «квартал» - («Если Вы хотите добраться до этого супермаркета, Вам нужно пройти два квартала»); в предложении

д) употребляется выражение —brake squares — «нарушать установленный порядок» («Он нарушил установленный порядок»).

При поиске в словаре значения слова в ряде случаев необходимо принимать во внимание грамматическую функцию слова в предложении, так как некоторые слова выполняют различные грамматические функции и в зависимости от этого переводятся по-разному.

Сравните:

- а) The work is done = Работа сделана (work выполняет функцию подлежащего);
- б) They work in a big company = Они работают в большой компании (work – выполняет функцию сказуемого).

При поиске значения глагола в словаре следует иметь в виду, что глаголы указаны в словаре в неопределенной форме (Infinitive) – sleep, choose, like, bring, в то время как в предложении (тексте) они функционируют в разных временах, в разных грамматических конструкциях. Алгоритм поиска глагола зависит от его принадлежности к классу правильных или

неправильных глаголов. Отличие правильных глаголов от неправильных заключается в том, что правильные глаголы образуют форму Past Indefinite и Past Participle при помощи прибавления окончания -ed к инфинитиву.

Present Indefinite Past Indefinite Past Participle

to look looked looked

to smile smiled smiled

Неправильные глаголы образуют Past Indefinite и Past Participle другими способами: - путем изменения корневых гласных формы инфинитива Present Indefinite Past Indefinite Past Participle

to begin began begun

to speak spoke spoken

путём изменения корневых гласных и прибавления окончания к форме инфинитива Present Indefinite Past Indefinite Past Participle

to write wrote written

to give gave given

путём изменения конечных согласных формы инфинитива Present Indefinite Past Indefinite Past Participle

to send sent sent

to build built built

у некоторых неправильных глаголов все три формы совпадают Present Indefinite Past Indefinite Past Participle

РАБОТА С ТЕКСТОМ

Формы СР с текстом:

анализ лексического и грамматического наполнения текста;
устный перевод текстов небольшого объема (до 1000 печатных знаков) по краткосрочным заданиям;

письменный перевод текстов небольшого объема (до 1000 печатных знаков) по краткосрочным заданиям;

устный перевод текстов по долгосрочным заданиям;

изложение содержания текстов большого объема на русском и иностранном языке (реферирование – на продвинутом этапе обучения).

Формы контроля СР с текстом:

устный опрос по переводу на занятиях;
проверка письменных работ по переводу или реферированию текстов;
устный опрос по реферированию текстов с последующим обсуждением;
контрольный устный (письменный) перевод текста на занятиях.

Методические указания по самостоятельной работе с текстом

Правильное понимание и осмысление прочитанного текста, извлечение информации, перевод текста базируются на навыках по анализу иноязычного текста, умений извлекать содержательную информацию из форм языка. При работе с текстом на английском языке вы должны руководствоваться следующими общими положениями:

Работу с текстом вы должны начать с чтения всего текста: прочитайте текст, обратите внимание на его заголовок, постарайтесь понять, о чем сообщает текст.

Затем приступите к работе на уровне отдельных предложений. Прочитайте предложение, определите его границы. Проанализируйте предложение синтаксически: определите, простое это предложение или сложное (сложносочиненное или сложноподчиненное), есть ли в предложении усложненные синтаксические конструкции (инфинитивные группы, инфинитивные обороты, причастные обороты).

Этапы работы с текстом.

1. Предтекстовый этап.

Задачи на этом этапе – дифференциация языковых единиц и речевых образцов, их узнавание в тексте, языковая догадка.

Примерные задания для данного этапа:

прочтите заголовок и скажите, о чем (о ком) будет идти речь в тексте;

ознакомьтесь с новыми словами и словосочетаниями (если таковые даны к тексту с переводом); не читая текст, скажите, о чем может идти в нем речь;

прочитайте и выпишите слова, обозначающие (дается русский эквивалент);

выберите из текста слова, относящиеся к изучаемой теме;
найдите в тексте незнакомые слова.

2. Текстовый этап.

Данный этап предполагает использование различных приемов извлечения информации и трансформации структуры и языкового материала текста.

Примерные задания для данного этапа

прочтите текст;

выделите слова (словосочетания или предложения), которые несут важную (ключевую информацию);

выпишите или подчеркните основные имена (термины, определения, обозначения);

замените существительное местоимением по образцу;

сформулируйте ключевую мысль каждого абзаца;

отметьте слово (словосочетание), которое лучше всего передает содержание текста (части текста).

3. Послетекстовый этап.

Этот этап ориентирован на выявление основных элементов содержания текста.

Примерные задания для данного этапа:

озаглавьте текст;

прочтите вслух предложения, которые поясняют название текста;

найдите в тексте предложения для описания

подтвердите (опровергните) словами из текста следующую мысль ответьте на вопрос;

составьте план текста;

выпишите ключевые слова, необходимые для пересказа текста;

перескажите текст, опираясь на план;

перескажите текст, опираясь на ключевые слова.

РАБОТА ПО СОСТАВЛЕНИЮ ИНДИВИДУАЛЬНОГО АНГЛО-РУССКОГО ТЕРМИНОЛОГИЧЕСКОГО (ТЕМАТИЧЕСКОГО) СЛОВАРЯ

Общие понятия о терминологических словарях:

Терминологические словари, как правило, бывают алфавитными и переводными; они содержат научную, техническую или другую терминологию. Отраслевые терминологические словари включают в себя информацию, отражающую интересы определенной специальности или области знания.

Термин – это специальное слово (словосочетание), принятое в профессиональной деятельности и употребляющееся в особых условиях. Основными признаками термина являются:

- а) специализированный характер значения;
- б) принадлежность к определенной терминологической системе;
- в) точная соотнесенность с понятием. Термины бывают «чистые», т.е. такие, которые имеют только специальное значение, и «смешанные», в которых специальные значения перекрещиваются с неспециальными. Однозначность термина (внутри своего терминологического поля) и точность выраженного им понятия являются особенностью, отличающей его от других слов.

Указания по составлению терминологического(тематического) мини-словаря

Приступайте к выполнению работы после прочтения всех пунктов.

Выберите словарь, текст или несколько текстов по изучаемой специальности (в зависимости от уровня владения английским языком).

Прочитайте тексты.

При чтении выделяйте слова, которые являются специальными терминами (т.е. относятся к языку вашей специальности). Например: **engineer, contract, cable, account.**

Выпишите или сразу прочитайте в программе Word выделенные термины на английском языке, нумеруя их. Если ключевое слово встречается в тексте в сочетании с разными

словами и эти словосочетания также являются терминами, выписывайте их тоже.

Например: **bill** – *вексель, счет*; **bill of exchange** – *переводной вексель*.

Отсортируйте по алфавиту выписанные английские термины.

Найдите в англо-русском словаре, в составе которого есть и терминология вашей специальности, русские эквиваленты (перевод) английских терминов.

Напротив каждого английского термина вашего отсортированного списка выпишите его перевод.

Используйте рекомендуемый преподавателем список текстов и словарей.

Уточните требования к минимальному содержанию слов в вашем словаре в соответствии с вашим уровнем подготовки.

STUDYING RUSSIA

RUSSIA

Russia is one of the largest countries in the world. The territory of Russia lies in the eastern part of Europe and northern part of Asia.

Russia is washed by twelve seas and three oceans. The oceans are: the Arctic, the Atlantic and the Pacific. The seas are: the White Sea, the Barents Sea, the Okhotsk Sea, the Black Sea, the Baltic Sea and others.

Russia borders on many countries, such as Mongolia, China in the southeast, Finland and Norway in the northwest, and so on.

The land of Russia varies very much from forests to deserts, from high mountains to deep valleys. The main mountain chains are the Urals, the Caucasus and the Altai. There are a lot of great rivers and deep lakes on its territory. The longest rivers are the Volga in Europe and the Ob, the Yenisei and the Lena in Asia. The largest lakes are Ladoga and the Baikal. The Baikal is the deepest lake in the world and its water is the purest on earth.

The Russian Federation is rich in natural and mineral resources. It has deposits of oil, gas, coal, iron, gold and many others.

The current population of Russia is more than 140 million people. The European part of the country is densely peopled and most population live in cities and towns and their outskirts

The capital of the Russian Federation is Moscow, with population of about 10 million people.

Russia is a presidential republic. It is one of the leading powers in the world.

STATE SYSTEM OF RUSSIA

Russia is a presidential republic. The Head of the State in the country is the President. The government consists of three branches: legislative, executive and judicial. The President controls each of them.

The legislative power is exercised by the Federal Assembly. It consists of two chambers: the Council of Federation and the State Duma. Each chamber is headed by the Speaker. A bill may be introduced in any chamber. A bill becomes a law if it is approved by both chambers and signed by the President. The President may veto the bill. He can make international treaties. The President may also appoint ministers; the Federal Assembly approves them. The members of the Federal Assembly are elected by the people for five years.

The executive power belongs to the Government, or the Cabinet of Ministers. The government is headed by the Prime Minister.

The judicial power belongs to the system of courts. It consists of the Constitutional Court, the Supreme Court and other courts

The national symbol of Russia is a white-blue-and-red banner. The coat-of-arms of the Russian Federation is the double-headed eagle.

MOSCOW

Moscow is the capital of Russia, its administrative, economic, political and educational center. It is one of Russia's major cities with the population of about 9 million people. Its total area is about 900 thousand square kilometers.

The city was founded by Prince Yuri Dolgoruky and was first mentioned in the chronicles in 1147. At that time it was a small

frontier settlement. By the 15th century Moscow had grown into a wealthy city.

In the 16th century, under Ivan the Terrible, Moscow became the capital of the state of Muscovy. In the 18th century Peter the Great transferred the capital to St. Petersburg, but Moscow remained the heart of Russia. That is why it became the main target of Napoleon's attack in 1812. During the war of 1812 three quarters of the city were destroyed by fire, but by the middle of the 19th century Moscow was completely rebuilt.

The present-day Moscow is the seat of the government of the Russian Federation. President of Russia lives and works here; government offices are located here, too. Moscow is a major industrial city. Its leading industries are engineering, chemical and light industries.

Moscow is known for its historical buildings, museums and art galleries, as well as for the famous Bolshoi, Maly and Art theatres. There are more than 80 museums in Moscow, among them the unique Pushkin Museum of Fine Arts and the State Tretyakov Gallery, the Andrey Rublyov Museum of Early Russian Art and many others.

Moscow is a city of science and learning. There are over 80 higher education institutions in the city, including a number of universities.

EDUCATION IN RUSSIA

Every citizen of Russia has the right to education. This right is guaranteed by the Constitution. It is not only a right but a duty too. Every boy or girl must get secondary education. They go to school at the age of six or seven and must stay there until they are 15-17 years old. At school pupils study academic subjects, such as Russian, Literature, Mathematics, History, Biology, a foreign language and others.

After finishing 9 grades of a secondary school young people continue their education in the 10th and the 11th form. They can also go to a vocational or technical school, where they study academic subjects and receive a profession. A college gives general knowledge in academic subjects and a profound knowledge in one or several subjects.

After finishing a secondary, vocational, technical school or a college, young people can start working or become a student of an academy, an institute or a university. Institutes and universities train specialists in different fields. A course at an academy, an institute or a university usually takes 4 years. If students study 4 years they get a Bachelor's degree. If they study for 6 years they become masters. Many universities have evening and correspondence departments. They give their students an opportunity to study without leaving their jobs. Institutes, academies and universities usually have postgraduate courses, which give candidate or doctoral degrees.

Education in the country is free at most schools. There are some private primary and secondary schools where pupils have to pay for their studies. Students of institutes, academies and universities get scholarships. At many higher educational institutions there are also departments where students have to pay for their education.

WELCOME TO THE UNITED KINGDOM

THE UNITED KINGDOM

The United Kingdom of Great Britain and Northern Ireland is situated on the British Isles. The British Isles consist of two large islands, Great Britain and Ireland, and about five thousands small islands. Their total area is over 244 000 square kilometers.

The United Kingdom is one of the world's smallest countries. Its population is over 57 million. About 80 percent of the population is urban.

The United Kingdom is made up of four countries: England, Wales, Scotland and Northern Ireland. Their capitals are London, Cardiff, Edinburgh and Belfast respectively. Great Britain consists of England, Scotland and Wales and does not include Northern Ireland. But in everyday speech "Great Britain" is used in the meaning of the "United Kingdom of Great Britain and Northern Ireland". The capital of the UK is London.

The British Isles are separated from the Continent by the North Sea, the English Channel and the Strait of Dover. The western coast of Great Britain is washed by the Atlantic Ocean and the Irish Sea.

The surface of the British Isles varies very much. The north of Scotland is mountainous and is called Highlands. The south, which has beautiful valleys and plains, is called Lowlands. The north and west of England are mountainous, but the eastern, central and southeastern parts of England are a vast plain. Mountains are not very high. Ben Nevis in Scotland is the highest mountain (1,343-m). There are a lot of rivers in Great Britain, but they are not very long. The Severn is the longest river, while the Thames is the deepest and the most important one. The mountains, the Atlantic Ocean and the warm waters of the Gulf Stream influence the climate of the British Isles. It is mild the whole year round.

The UK is a highly developed industrial country. It produces and exports machinery, electronics, and textiles. One of the chief industries of the country is shipbuilding.

The UK is a constitutional monarchy with a parliament and the Queen as the Head of State.

UK POLITICAL SYSTEM

The United Kingdom of Great Britain and Northern Ireland is a constitutional monarchy. This means that Great Britain is governed by the Parliament and the Queen is the Head of the State.

The legislative power in the country is exercised by the Houses of Parliament. The British Parliament consists of two chambers, the House of Lords and the House of Commons. The House of Lords is composed of hereditary and life peers and peeresses. The members of the House of Commons are elected by the people. They are elected from the constituencies in England, Scotland, Wales and Northern Ireland. The House of Commons is the real governing body of the United Kingdom.

The executive power is exercised by the Prime Minister and his Cabinet. The government is usually formed by the political party which is supported by the majority in the House of Commons. The Prime Minister is the majority party leader and is appointed by the Queen. The Prime Minister chooses a team of ministers; twenty of the ministers are in the Cabinet.

The second largest party becomes the official opposition with its own leader and the Shadow Cabinet. The two leading parties in Great Britain are the Conservative Party (the Tories) and the Labour Party.

The judicial branch of the government determines common law and is independent of both the legislative and the executive branches.

There is no written constitution in Great Britain, only precedents and traditions.

LONDON

London is the capital of the United Kingdom, its economic, political and cultural center. It is one of the world's most important ports and one of the largest cities in the world. London with its suburbs has a population of about 11 million people.

London has been a capital for nearly a thousand years. Many of its ancient buildings still stand. The most famous of them are the Tower of London, where the crown jewels are kept, Westminster Abbey and St. Paul's Cathedral. Most visitors also want to see the Houses of Parliament, Buckingham Palace (the Queen's home with its Changing of the Guards) and a lot of magnificent museums.

Once London was a small Roman town on the north bank of the Thames. Slowly it grew into one of the world's major cities.

Different areas of London seem like different cities. The West End is a rich man's world of shops, offices and theatres. The City of London is the district where most offices and banks are concentrated; the Royal Exchange and the Bank of England are here, too. The East End is the district where mostly working people live. The old port area is now called "Docklands". There are now new office buildings in Docklands, and thousands of new flats and houses.

By the day the whole of London is busy. At night, offices are quiet and empty, but the West End stays alive, because this is where Londoners come to enjoy themselves. There are two opera houses here, several concert halls and many theatres, as well as cinemas. In nearby Soho the pubs, restaurants and nightclubs are busy half the night.

Like all big cities, London has streets and concrete buildings, but it also has many big parks, full of trees, flowers and grass. In the

middle of Hyde Park or Kensington Gardens you will think that you are in the country, miles away.

Many people live outside the center of London in the suburbs, and they travel to work in shops and offices by train, bus or underground ("The Tube").

BRITISH SCHOOLS

All British children must stay at school from the age of 5 until they are 16. Many of them stay longer and take final examinations when they are 17 or 18. Before 1965 all children of state schools had to go through special intelligence tests. There were different types of state secondary schools and at the age of 11 children went to different schools in accordance with the results of the tests.

State schools are divided into the following types:

Grammar schools. Children who go to grammar schools are usually those who show a preference for academic subjects, although many grammar schools now also have some technical courses.

Technical schools. Some children go to technical schools. Most courses there are either commercial or technical.

Modern schools. Boys and girls who are interested in working with their hands and learning in a practical way can go to a technical school and learn some trade.

Comprehensive schools. These schools usually combine all types of secondary education. They have physics, chemistry, biology laboratories, machine workshops for metal and woodwork and also geography, history and art departments, commercial and domestic courses.

There are also many schools, which the state does not control. They are private schools. They charge fees for educating children, and many of them are boarding schools, at which pupils live during the term time.

After leaving school many young people go to colleges of further education. Those who become students at Colleges of Technology (called "Techs") come from different schools at different ages between 15 and 17. The lectures at such colleges, each an hour long, start at 9.15 in the morning and end at 4.45 in the afternoon.

BRITAIN'S UNIVERSITIES

There are about 90 universities in Britain. They are divided into three types: the old universities (Oxford, Cambridge and Edinburgh Universities), the 19th century universities such as London and Manchester Universities, and the new universities. Some years ago there were also polytechnics. After, graduating from a polytechnic a student got a degree, but it was not a university degree. 31 former polytechnics were given university status in 1992.

Full courses of study offer the degree of Bachelor of Arts or Science. Most degree courses at universities last 3 years, language courses 4 years (including a year spent abroad). Medicine and dentistry courses are longer (5-7 years).

Students may receive grants from their Local Education Authority to help pay for books, accommodation, transport and food. This grant depends on the income of their parents.

Most students live away from home, in flats or halls of residence.

Students don't usually have a job during term time because the lessons called lectures, seminars, classes or tutorials (small groups), are full time. However, many students now have to work in the evenings.

University life is considered "an experience". The exams are competitive but the social life and living away from home are also important. The social life is excellent with a lot of clubs, parties, concerts, and bars.

There are not only universities in Britain but also colleges. Colleges offer courses in teacher training, courses in technology and some professions connected with medicine.

HOLIDAYS IN GREAT BRITAIN

There are fewer public holidays in Great Britain than in other European countries. They are Christmas Day, Boxing Day, New Years Day, Good Friday, Easter Monday, May Day, Spring Bank Holiday, and Summer Bank Holiday. Public holidays in Britain are called bank

holidays, because the banks as well as most of the offices and shops are closed.

The most favourite holiday is Christmas. Every year the people of Norway give the city of London a present. It's a big Christmas tree and it stands in the Trafalgar Square.

Before Christmas, groups of singers go from house to house. They collect money for charities and sing carols, traditional Christmas songs. Many churches hold a service on the Sunday before Christmas. The fun starts the night before, on the 24th of December. Traditionally this is the day when people decorate their trees. Children hang stockings at their beds, hoping that Father Christmas will come down the chimney during the night and fill them with toys and sweets.

Christmas is a family holiday. All the family usually meet for the big Christmas dinner of turkey and Christmas pudding. And everyone gives and receives presents. The 26th of December, Boxing Day, is an extra holiday after Christmas. It's the time to visit friends and relatives.

New Years Day is not as favourable in Britain as Christmas. But in Scotland Hogmanay, New Year's Eve is the biggest festival of the year.

Besides public holidays, there are some special festivals in Great Britain. One of them takes place on the 5th of November. On that day, in 1605, Guy Fawkes tried to blow up the Houses of Parliament and kill King James I. He didn't succeed. The King's men found the bomb, took Guy Fawkes to the Tower and cut off his head.

Since that day the British celebrate the 5th of November. They burn a dummy, made of straw and old clothes, in a bonfire and let off fireworks. This dummy is called a "guy" (like Guy Fawkes).

SIGHTSEEING IN GREAT BRITAIN

Part 1

Great Britain is a country of strong attraction for tourists. The charm of it lies in its variety of scenery: the finest combination of sea, high land and valleys, lakes and rivers, fields and meadows. They say «England is green throughout».

Englishmen like their parks and gardens. The art of gardening has a very old tradition in England. Their parks are pieces of the

country left in the middle of town while the English country looks parklike.

Great Britain is the country with a long and exciting history and a rich cultural heritage. People from different corners of our planet go there to see Stonehenge, a relic of an ancient civilization, Loch Ness and its legendary monster, the Royal residence and numerous castles. The cities and towns of Great Britain — London, Glasgow, Edinburgh, Oxford and Cambridge and many others — present a lot of interest to foreigners.

Stratford-upon-Avon, where Shakespeare was born, is now one of the most popular tourist centres. People from all over the world come to see Shakespeare's birthplace. There are a lot of relics in the town associated with Shakespeare and his immortal works: the Grammar School where he studied, the church where he was buried, the Royal Shakespeare Theatre. The town is famous for its great Shakespeare festivals which are held annually from April to September. No other part of the country is so unmistakably English.

Only eight miles away from Stratford-upon-Avon there is another place which attracts a lot of visitors — the ancient town of Warwick dominated by one of the finest medieval castles in Great Britain. It contains an excellent collection of arms, armour and paintings.

Another popular tourist centre is the city of York which is unique in having evidence of occupation throughout the ages from Roman, Saxon and Viking times to the present day. York has a lot of world famous attractions offering something for everyone. It has the largest cathedral in Northern Europe which is 800 years old. The Viking Centre in York brings the visitors face to face with real characters from the city's Viking past. The National Railway Museum, the largest of its kind in the world, provides a vast collection of engines and Royal carriages.

Tourism is one of the most important industries in Scotland. Tourists from all over the world come to enjoy the beauty of Scottish scenery, to walk among heather-covered hills, to visit ancient historic castles, to eat Scottish salmon, to see Scotsmen in kilts playing bagpipes although only a few Scots wear kilts these days.

Part 2

Numerous historic and cultural places in Great Britain remind of the tremendous past of the country and its rich heritage and of course

the most famous of them are concentrated in London, the capital of the country. London is one of the largest and one of the world's most enjoyable cities. It offers visitors a great variety of places of interest. It's a city of dream of everybody interested in English history and culture. What is it that attracts so many people to London? There are three things that make London the place of the greatest attraction to visitors: its architecture, its famous museums and galleries and, finally, the Royal traditions which are so thoroughly observed in the country.

London was founded by the Romans and is more than twenty centuries old. Its population is about eight million people. The most important parts of London are the City, the East End, the West End and Westminster. They are very different from each other.

Let us go sightseeing in London and visit the principal places of interest. We'll start our tour with the City, the oldest part of London, which is the commercial and financial centre of the country. The Bank of England and some of the richest companies in the world have their headquarters in the City. Two masterpieces — St. Paul's Cathedral and the Tower of London — are situated in the City. St. Paul's Cathedral, the greatest church of England, was built in the 17th century by Sir Christopher Wren. There are a lot of memorials in the cathedral including those to Wellington and Admiral Nelson. The Tower of London is associated with many important events in the English history. It used to be a royal palace and a political prison. Now it's a museum. The most popular sight in the Tower is the Jewel House in which the Crown jewels are on the display. The Tower is guarded by the Yeoman Warders popularly known as «Beefeaters».

And now we are in the West End which by right is considered to be the most beautiful part of London. The place of pilgrimage in the West End is Trafalgar Square. It was named so in memory of Admiral Nelson's victory at Trafalgar in 1805. There are usually a lot of visitors walking about the square and looking at Nelson's column and the fountains. The National Gallery which adjoins Trafalgar Square contains an outstanding collection of paintings. Not far from the National Gallery is the British Museum — the biggest museum in London. It's famous for its library and its priceless collections of ancient manuscripts, coins, sculptures and so on.

Now we'll go down Whitehall, the street where all important government offices are situated. It will take us to Westminster, the historic and official part of London. Buckingham Palace, the Queen's

official London residence, is situated in Westminster. There one can see one of the most colourful ceremonies — the Changing of the Guard. The Houses of Parliament, called officially the Palace of Westminster, spread magnificently on the north bank of the Thames. Westminster Palace is the seat of the British Government. When the Parliament has a sitting, Union Jack, the national flag of the UK, is seen on the Victoria Tower. Opposite the Houses of Parliament is Westminster Abbey founded in 1050. It is the place where nearly all English kings and queens were crowned. Westminster Abbey is also famous for its Poet's Corner where many of the greatest English writers and poets are buried. It would be exciting to touch the gravestones and to read the epitaphs on the graves of the famous British people.

If you want to get a good idea of London you should also visit the East End. It used to be the poorer part of London, its industrial district. But over the recent years many parts of the East End have been rebuilt and renovated. The face of the district is changing, "much to the regret of the old residents of the East End who are proud to be called «cockneys» which means «londoners».

In the evening it would be nice to go to a quiet cafe off the beaten track and to talk to Londoners because the unique atmosphere, the character and the spirit of the city are created not only by its famous historic places but also by the people who live there.

A GLANCE AT AMERICA

THE UNITED STATES OF AMERICA

The United States of America are situated in the central part of the North American continent. Its western coast is washed by the Pacific Ocean and its eastern coast — by the Atlantic Ocean.

The total area of the USA is over nine million square kilometers.

The population of the USA is about 250 million people; most of the population lives in towns and cities.

The USA is a very large country, so it has several different climatic regions. The coldest regions are in the north and northeast. The south has a subtropical climate.

The United States is a land of rivers and lakes. The northern state of Minnesota is a land of 10,000 lakes. The longest rivers in the USA are the Mississippi, the Missouri and the Rio Grande. The highest mountains are the Rocky Mountains, the Cordillera and the Sierra Nevada.

The United States is rich in natural and mineral resources. It produces copper, oil, iron ore and coal. It is a highly developed industrial and agricultural country.

There are many big cities in the USA, such as New York, Chicago, Los Angeles, Philadelphia and others. The national capital is Washington, D.C. Its population is about 3.4 million. Washington was built in the late eighteenth century as the center of government. It was named after George Washington.

The USA became the world leading country at the beginning of the twentieth century.

US GOVERNMENT

The USA is a presidential republic.

The legislative branch of the US Government, or the Congress, represents all of the American states. It consists of two parts: the House of Representatives and the Senate. Each state has two senators, who are elected every 6 years. A senator must be at least 30 years old, a citizen of the United States for 9 years, and live in the state she or he will represent. A representative must be at least 25 years old, a citizen for 7 years, and live in the state.

The job of the Congress is to make laws. The President can veto a bill. The Congress can pass the law anyway if it gets a two-thirds majority vote. The Congress can also declare war. The House of Representatives can also impeach the President. This means that the House can charge the President with a crime. In this case, the Senate will put the President on trial. The Senate votes to approve the justices that the President appoints to the Supreme Court.

The executive branch of the government puts the country's laws into effect. The President of the United States is a member of the executive branch. The President must be at least 35 years old, and be a natural citizen of the USA. In addition, he must have lived in the US for at least 14 years, and be a civilian. The President is elected every

four years and cannot serve more than two terms. The Vice-President of the USA is a president of the Senate. When the President receives a bill from the Congress, he must sign it, and then the bill becomes a law. However, if he disagrees with the law, he can veto it. The president can also ask the Congress to declare war. He also appoints the justices to the Supreme Court. He must do his job according to the Constitution, or he may be impeached.

The judicial branch of the government is the system of courts in the United States. Its job is to enforce laws. The Supreme Court is the highest court in the country. It consists of 9 justices: one Chief Justice and 8 associate justices. The President appoints the justices, but the Senate must approve them. The justices are appointed for life. The Supreme Court makes sure that people obey the laws. The Supreme Court can also decide if a law is constitutional, that is, if it is in agreement with the Constitution. The judicial branch works together with the legislative and executive branches to protect the Constitution and the rights of people.

WASHINGTON, D.C.

The United States is a federal union, which is made up of fifty states and one independent district — the District of Columbia. The District of Columbia is the territory of the national capital of the USA, Washington, with its own laws and regulations. Washington, D.C. is situated on both banks of the Potomac river, between the two states, Maryland and Virginia. This place was chosen by the first American President George Washington. The plot of land of a hundred square miles was bought from private owners by the state. In 1790 George Washington laid the corner-stone of the Capitol where the Congress sits.

The place was called the District of Columbia in honour of Columbus, the discoverer of America. The capital got the name of Washington after the name of its founder. Washington has been the federal capital since 1800.

Washington is sometimes called the heart of America. It is the place where the federal government works and where each President of the United States lives. Washington is smaller in size than the

largest cities of the USA, such as New York, Chicago, Detroit or Los Angeles.

The population of Washington is about 11 million people.

The buildings in Washington are not very tall because no building must be taller than the Capitol. But in political sense Washington is the center of the country and the most important city of the United States.

SCHOOL EDUCATION IN THE USA

The federal government pays little attention to school education in the USA. There is neither a uniform school system in the USA, nor a uniform curriculum. Each state has its own system of schools. But there are some common features in the organization of school education in the country.

Schools in the USA can be divided into state, or public schools, and private schools. State schools are free, and private schools are fee-paying.

Elementary and secondary schools consist of twelve grades. Classes last for about ten months a year, five days a week and five hours a day. At elementary school English, mathematics, science, social studies, music, sports and other subjects are taught.

Elementary education begins at the age of six, when a child goes to the first grade. Secondary education is offered at high schools. At the age of 14 pupils go to junior high school. At the age of sixteen children leave junior high school and may continue their education at the upper grades of high school.

Besides giving general education some high schools teach some other subjects. Students choose these subjects if they want to enter colleges or universities or hope to find jobs in industry or agriculture. Many schools include classes teaching basic computer skills.

A growing number of young people go to colleges or universities. Nevertheless, many students of high school don't finish it. One per cent of American citizens from the age of 14 can neither read nor write.

HIGHER EDUCATION IN THE USA

In the United States, a student who has finished high school may want to continue in higher education. There are several ways to do it: universities, colleges, community colleges, and technical or vocational schools.

A university in the United States usually has several different colleges in it. Each has a special subject area. There may be a college of liberal arts where humanities, social sciences, natural sciences and mathematics are taught. There may be a college of education and a college of business. A program for undergraduates usually takes four years. University students get an undergraduate degree in the arts or sciences. If they complete a course of study they get Bachelor of Arts or Science degree. Students may leave the university at this time. They may also go on for a graduate or professional degree. The university always has programs for graduate and professional study in many subjects.

The university may get money from several different sources. A publicly funded university gets some money from the state government. A privately funded university gets money only from private sources. Or the university may be funded by a religious group.

College students usually spend four years at school, too. A college does not have graduate or professional programs. If college student completes a course of study in arts or science, he or she gets Bachelor of Arts or Science degree. If college students want to continue for a graduate or professional degree they have to go to University. The college is usually funded in one of the three ways already described.

The program of study in the community college usually lasts two years. Not all of the subjects taught there are the usual school subjects. The community college may give course in the regular academic subjects or subjects like dental technology, sewing and other non-academic subjects. Not all students of the community college have a high school diploma. They may then go to a college for two more years to get the bachelor's degree. Community colleges are nearly always publicly funded. The technical or vocational school has only job training, it has no academic program. Students may have a high school diploma, or not. Programs may take from six months to two

years and more. The technical or vocational school gives training for work in areas such as electronics, carpentry and others.

FOOD AND DRINK IN THE USA

The diversity of food enjoyed in the USA reflects the many cultures that make up the country's population. Restaurants and food stores offer dishes and ingredients from all over the world, including countless variations on European, Central and South American, Caribbean, Indian, Asian, African, and Middle Eastern cuisine. The USA also has its own national fare, which continues to evolve, highlighting the country's growing diversity.

Traditional Cuisine

What is known as traditional American cuisine grew out of the influence of the early European settlers and from the abundance of native foods available on the North American continent. A traditional meal consists of meat and potatoes, often accompanied by vegetables and a dessert. This traditional dinner is still served in many American homes and restaurants.

Regional differences have created distinct flavors and styles, so that the basic meat-and-potatoes dinner will often have local flair. The hamburger – a grilled ground beef patty on a bun – is available almost everywhere, along with French fries. Even the hamburger can be distinguished by regional toppings. Avocados, for example, is a typical “California topping”, while in Buffalo, NY, the local specialty is hot barbecue sauce. Potatoes, if not French fried, might be baked, twice-baked, hash-browned, mashed or turned into a cold salad with mayonnaise dressing.

The accompanying vegetables also depend on the region. Favorites include collard and mustard greens, corn, green beans, peas and kale.

The saying “as American as apple pie” reflects the popularity and universal availability of the dessert. However, many types of fruit pies, cakes, cookies and ice cream compete for the title of the USA's favorite dessert.

Meals

The three main meals in the US diet are breakfast, lunch and dinner.

Dinner, also called supper, is generally the main meal of the day. It is usually served between 17:00 and 20:00, depending on work and school schedules, and often involves the entire family sitting down to eat together.

At work and in schools, lunch-breaks usually occur some time from 11:00-13:00. It often comprises lighter fare, such as sandwiches, salads or last night's leftovers carried to work or school in a brown bag. Restaurants in business districts often serve lunch menus geared specifically toward feeding business people.

Breakfast is the first meal of the day and is the one most often grabbed on the run. Eggs, cereals, bagels, toast, juice and, of course, coffee usually feature on the menu. Regionally, there are also many differences in typical breakfast menus that reflect each area's cultures and traditions.

Brunch is a weekend meal served from late morning to early afternoon that combines breakfast and lunch. For many, brunches are a way to mark a special occasion and many restaurants have special brunch menus for this purpose.

HOLIDAYS IN THE USA

American holidays are strikingly different in origin and show surprising similarities in the manner of their celebration. No matter what the holiday's origin is, they all seem to be the same thing. A holiday has simply become, for most Americans, a day off from work, though some (for example, Thanksgiving and Christmas) retain some individuality.

The major holidays in the USA are:

New Year's Day, January, 1st:

People stay awake until after midnight on December 31st to "watch the Old Year out and the New Year in." Many parties are given on this night. Theatres, night clubs, restaurants are crowded. When midnight comes, they greet the New Year: people gather in the streets of big cities, they ring bells, blow whistles and automobile horns, some shoot off guns and firecrackers.

Valentine's Day, February, 14th:

It is not a national holiday. Banks and offices do not close, but it is a happy little festival in honour of St Valentine, patron of

sweethearts and lovers. It is widely celebrated among people of all ages by the exchange of "valentines." A "valentine" may mean a special greeting card or a little present. The greeting cards are often coloured red, have red trimmings and pictures of hearts.

Washington's Birthday, February, 22d:

In addition to commemorating the birth of the United States' first President, it's a great day for shoppers. The department stores of Washington, DC, stated a national tradition of sales marked by unusual bargains. It is not a national holiday. Many schools, offices and banks close for this day, some stay open. The US Congress observes the birthday of George Washington with speeches and readings from his works.

Easter:

Easter is in memory of the Resurrection of Jesus Christ. It falls on the first Sunday after the first full moon between March, 22, and April, 25. The 40 days before Easter are called Lent. Just before Easter, schools and colleges usually close. Students have a week or ten days of spring vacation. Easter is a church holiday, and many churches have an outdoor sunrise service. People give each other presents of eggs which are the symbol of new life. There is a popular belief that wearing three new things on Easter will bring good luck throughout the year.

Memorial Day, May, 30th:

It is a national holiday. Schools, banks and offices close for the day. On that day, Americans honour the servicemen who gave their lives in past wars. Schools, clubs and churches decorate the cemeteries. They put up the flags on the graves of the army, navy and airmen. They hold memorial services in churches, halls, parks and cemeteries. In addition to solemn services Memorial Day is often marked by other, more joyful ceremonies: colourful parades, sports competitions.

Independence Day, July, 4th:

On this day, in 1776, America signed the Declaration of Independence. It is a national public holiday celebrated with fireworks and speeches praising "Americanism, democracy, free enterprise".

Labor Day, the first Monday in September:

It is a holiday of recreation. It marks the end of summer and the beginning of autumn. Vacation time is over. Resorts, camps and

beaches close... Parents go to summer camps and take their children back home.

Halloween, October, 31st:

Halloween is the day or evening before All Saints' Day. Halloween customs date back to a time when people believed in devils, witches and ghosts. They thought that these evil spirits could do all kinds of damage to property. Some people tried to ward off witches by painting magic signs on their barns. Others tried to scare them away by nailing a piece of iron, such as a horseshoe, over the door. Now most people do not believe in evil spirits. On this day they just have a nice holiday. Children dress up as ghosts and witches and go out into the streets to beg. They go from house to house and say: "Trick or treat!", meaning "Give me a treat or I'll play a trick on you". People give them candy, cookies and apples. A favourite custom is to make a jack-o'-lantern. Children scrape out a pumpkin and cut the outlines of eyes, nose and mouth in its side. They light a candle inside the pumpkin to scare their friends. This custom refers to a man named Jack who still wanders around the earth lighting his way with a pumpkin lantern.

Veterans Day:

On this day, the radio and television broadcast services held at the National Cemetery in Arlington. High officials come from Washington to attend these services. They place a wreath of flowers at the tomb of the Unknown Soldier. All stand in silence for a few minutes at eleven o'clock to honour the memory of the servicemen killed in the two World Wars.

Thanksgiving Day, the fourth Thursday in November:

In the USA it is a national holiday. It was first celebrated in 1621 by the Pilgrim Fathers after their first good harvest. Thanksgiving is a family day, for it is customary for all members of the family to gather at the home of their parents. The family eats a large traditional dinner, usually with turkey, cranberry sauce and pumpkin pie.

Christmas Day, December, 25th:

It is usually a one-day official holiday, but it is preceded and followed by festive parties, and marked by special church services, gift-giving and feasting. Christmas is a family holiday. Schools and colleges close between Christmas and New-Year's Day. People stay at home and spend the time with their families. Everybody tries to come

home for Christmas. People send cards or Christmas greetings to family and friends away from home. Every family tries to have a Christmas tree, which is beautifully decorated. Santa Claus comes from the North Pole in his sleigh, dressed in red cap and jacket, entering the house from chimney. He is a merry and fat individual. He has gifts of whatever kind you may wish for — nothing is too fabulous nor too trivial for him to provide.

READING FOR SPECIFIC PURPOSES

Solicitors are lawyers who traditionally deal with any legal matter including conducting proceedings in courts». In the United Kingdom, a few Australian states and the Republic of Ireland, the legal profession is split between solicitors and barristers, and a lawyer will usually only hold one title. However, in Canada, New Zealand and most Australian states, the legal profession is now for practical purposes "fused", allowing lawyers to hold the title of "barrister and solicitor" and practice as both. The distinction between barristers and solicitors is, however, retained. Some legal graduates will start off as one and then decide to become the other.

Before the unification of the Supreme Court under the Judicature Act 1873, solicitors practised in the Chancery Courts, attorneys practised in the Common Law courts and proctors practised in the Ecclesiastical Courts. After 1873 the title of "attorney" and "proctor" disappeared, being replaced by "Solicitor of the Supreme Court" in all courts. Since the replacement of the House of Lords with the Supreme Court the full title of a solicitor is now "solicitor of the Senior Courts of England and Wales".

In the English legal system, solicitors traditionally dealt with any legal matter including conducting proceedings in courts although solicitors were required to engage a barrister as advocate in a High Court or above after the profession split in two. Minor criminal cases are tried in Magistrates' Courts (these constituting by far the majority) and more serious cases start in the Magistrates Court and may then be transferred to the higher court. The majority of civil cases is tried in county courts and is almost always handled by solicitors. Cases of higher value (£50,000.00 or above) and those of unusual complexity are tried in the High Court, and the advocates in the High Court were

until recently barristers engaged by solicitors to assist. Barristers, as the other branch of the English legal profession, have traditionally carried out the functions of advocacy in the High Court and Crown Court and Court of Appeal. However barristers have now lost this exclusivity and solicitors may now extend their advocacy to such courts. In the past, barristers did not deal with the public directly. This rigid separation no longer applies. Solicitor advocates with extended rights of audience may now act as advocates at all levels of the courts. Conversely, the public may now hire and interact with a barrister directly in certain types of work without having to go to a solicitor first.

Solicitors in England and Wales who wish to practice must pay an annual fee to obtain a Practising Certificates. This fee is paid to the Law Society of England and Wales, which represents the profession. The Solicitors Regulation Authority though funded by solicitors mandatory annual fees to the Law Society act independently of the Law Society, but together make up the complete system of professional regulation for solicitors. Complaints about solicitors if not satisfactorily resolved by the solicitors' firm may be made to the Legal Ombudsman.

BARRISTER

A barrister is a member of one of the two classes of lawyer found in many common law jurisdictions with split legal professions. Barristers specialize in courtroom advocacy, drafting legal pleadings and giving expert legal opinions. They can be contrasted with solicitors — the other class of lawyer in split professions — who have more direct access with clients and who are in general office based. Barristers are rarely hired by clients directly but instead are retained (or instructed) by solicitors to act on behalf of clients.

The historical difference between the two professions—and the only essential difference in England and Wales today—is that a solicitor is an attorney, which means they can act in the place of their client for legal purposes (as in signing contracts) and may conduct litigation on their behalf by making applications to the

court, writing letters in litigation to the client's opponent and so on. A barrister is not an attorney and is usually forbidden, either by law or professional rules or both, from "conducting" litigation. This means that while the barrister speaks on the client's behalf in court, he or she can only do so when instructed by a solicitor or certain other qualified professional clients, such as patent agents.

Many countries with common law legal systems, such as the United States, do not observe a distinction between barristers and solicitors. In countries with civil law or other kinds of legal systems the legal profession is often separated into divisions but these divisions rarely shadow those of barristers and solicitors. Essentially, barristers are the lawyers who represent litigants as their advocate before the courts of that jurisdiction. They speak in court and present the case before a judge or jury. In contrast, solicitors generally engage in preparatory work and advice, such as drafting and reviewing legal documents, dealing with and receiving instructions from the client, preparing evidence, and managing the day-to-day administration of a matter.

Other differences include the following:

- A barrister will usually have rights of audience in the higher courts, whereas other legal professionals will often have more limited access, or will need to take additional qualifications to do so. In this regard, the profession of barrister corresponds to that part of the role of legal professionals found in civil law jurisdictions relating to appearing in trials or pleading cases before the courts.**

- Barristers usually have a more specialised knowledge of case law and precedent. When a solicitor in general practice is confronted with an unusual point of law, they sometimes seek the "opinion of counsel" on the issued**

- In most countries, barristers operate as sole practitioners, and are prohibited from forming partnerships or working as a barrister as part of a corporation. However, barristers normally band together into 'chambers' to share clerks (administrators) and operating expenses. Some chambers grow to be large and**

sophisticated, and have a distinctly corporate feel. In some jurisdictions, some barristers are employed by firms of solicitors, banks or corporations as in-house legal advisers.

- Solicitors work directly with the client and are responsible for engaging an appropriate barrister; whereas barristers generally have little or no direct contact with their 'lay clients', particularly without the presence or involvement of the solicitor. All correspondence, inquiries, invoices, etc. will be addressed to the solicitor, who is primarily responsible for the barrister's fees.

- **In** court, barristers are often visibly distinguished from solicitors by their apparel. For example, in Ireland, England and Wales, barristers usually wear a horsehair wig, stiff collar, bands and a gown. As of January 2008 Solicitor advocates will also be entitled to wear a wig, but will wear a different gown.

ATTORNEY.

Attorney. The term *attorney-in-fact* is commonly used in the United States-to make a distinction from the term *Attorney at law*. An attorney-at-law in the United States is a lawyer—someone licensed to practice law in a particular jurisdiction.

In most other common law jurisdictions, lawyers are not called attorneys. In those jurisdictions the term "attorney" is used instead of "attorney-in-fact".

As an agent, an attorney-in-fact is a fiduciary for the principal, so the law requires an attorney-in-fact to be completely honest with and loyal to the principal in their dealings with each other. If the attorney-in-fact is being paid to act for the principal, the contract is usually, separate from the power of attorney itself, so if that contract is in writing, it is a separate document, kept private between them, whereas the power of attorney is intended to be shown to various other people.

In the context of the unincorporated reciprocal inter-insurance exchange (URIE) the attorney-in-fact is a stakeholder/trustee who takes custody of the subscriber funds placed on deposit with him, and then uses those funds to pay

insurance claims. When all the claims are paid, the attorney-in-fact then returns the leftover funds to the subscribers.

Oral and written powers of attorney

• **A power of attorney may be oral and whether witnessed or not, will hold up in court, the same as if it were in writing. For some purposes, the law requires a power of attorney to be in writing. Many institutions; such as hospitals, banks and, in the United States, the Internal Revenue Service, require a power of attorney to be in writing before they will honor it; and they will usually keep an original copy for their records. In some countries and situations, an Electronic Power of Attorney can also be considered valid.**

Equal dignity rule

The equal dignity rule is a principle of law that requires an authorization for someone performing certain acts for another person to have been appointed with the same formality as required for the act the representative is going to perform. This means, for example, that if a principal authorizes someone to sell the principal's house or other real property, and the law requires a contract for the sale of real property to be in writing (which is required under the "Statute of Frauds" in most U.S. jurisdictions) then the authorization for the other person to sign the sales contract and deed must be in writing too.

THE DUTIES OF A JUROR

In a civil action tried by a jury, the jury determines whether the plaintiff or the defendant wins the law suit. If damages are to be awarded, the jury decides how much money the successful party receives. In criminal law the jury must be persuaded beyond a reasonable doubt that the defendant is guilty before he can be convicted of the crime.

There are two kinds of juries: the petit or "petty" jury and the grand jury. The petit jury is a fact-finding body that decides civil cases and determines the guilt of an accused in a criminal trial. The grand

jury is an accusatory body. It functions solely in criminal law. The grand jury hears preliminary prosecution| evidence and determines whether that evidence is sufficient to indict or legally charge the person with a crime. When a grand jury indicts an individual, it charges him with a specific offence. The accused is then tried by a petit jury, which determines his guilt or innocence of that charge. Thus, the two juries each have important functions to perform.

THE INDIVIDUAL AS A PARTY IN A CIVIL LAWSUIT

At least two individuals are involved, in every civil suit: a plaintiff and a defendant. These individuals are called "parties". The plaintiff is the person who files the complaint. This statement claims that the defendant is responsible for the plaintiff's damages. At trial, although the burden of proof is usually on the plaintiff, the defendant may have to defend himself against this claim. In some cases he must show that he is not responsible for the injuries, either factually or legally. In other civil suits, the defendant must prove that it was the plaintiff's negligence that caused the injuries.

The parties in most civil trials are laymen. Many are unfamiliar with the legal technicalities of courtroom procedure. If the parties personally testify at the trial, the ideas expressed earlier about the responsibilities of witnesses are applicable.

The plaintiff and the defendant are directly affected by the outcome of a trial. One wins, the other loses. Sometimes substantial amounts of money are involved. It is paramount, therefore, that each does everything within legal limits to help his cause.

Initially, a concerned party can best help himself by telling his lawyer everything remotely connected with his legal claim. Let the lawyer determine whether it is "legally relevant". Many individuals unwittingly damage their cases by leaving out 'unimportant' details, only to discover later that those facts could have changed the verdict.

The initial interview should disclose the facts of the incident, including the names of witnesses, any documentary evidence, the weather if relevant, the sequence of events, and other details. The lawyer can investigate these facts and seek corroboration by other witnesses. This process slowly solidifies the case. If, after initial

interview, the individual recalls additional facts, he should inform his lawyer. However, the party should not talk to the opposing party, his attorney, or any investigator employed by the other person *unless his own lawyer is present*. The lawyer's presence can insure that the questioning is fair and relevant. If his lawyer is not there, an individual may be drawn into making misleading statements that could adversely affect his case.

At the trial itself, the party should present a neat appearance. Unconventional clothing can adversely affect a party just as it can a witness. In fact, he can lose his own case. Another important rule is to be concerned, but not insincere or overly emotional. Honesty and restraint are the party's best assets, part from giving any direct testimony, the plaintiff or defendant stays with his lawyer at the counsel's table and serves the trial. During the course of the proceedings, the lawyer may consult with him frequently to verify facts or to seek additional information. Apart from this information the job of e layman as a party is completed.

THE LAYMAN AND THE COURTS

At some time in his life, almost every individual is a victim of circumstances, which would justify his taking another person to court. In most cases, litigation is impractical because the cost of going to court will be more than the sum involved.

Most states recognize the frustrating problem presented by these situations. For many years they attempted to alleviate the problem through the justices of the peace system. In general, this system proved to be a failure because it was disorganized, and because untrained individuals often presided over the proceedings.

The small claims court provided an answer. The purpose of the small claims court system is to provide a friendly forum for the litigation of cases that have high personal importance but involve little money.

A qualified judge presides over most small claims court proceedings. All such courts have jurisdictional limits. For example, the limit in the District of Columbia is \$ 750. Instead of the usual court costs, there is only a nominal filing fee of one or two dollars.

The most economical aspect of the system is that a party doesn't need to consult a lawyer. The form used to file a claim is simple. A knowledge of legal terms is unnecessary. The plaintiff — the person who starts the legal action — merely describes in his own words the basis of his claim against the defendant. If the individual requires assistance, the clerk of the court can provide it.

At the start of the hearing, the person who failed the suit or plaintiff, tells his story to the judge. The judge and the defendant then ask questions of the plaintiff. Next, witnesses relate their stories. If the defendant believes he is not responsible for the claim, he tells his side of the story. The judge and the plaintiff can ask questions of the defendant and his witnesses. After the judge has listened to both sides of the story, he makes his determination based on substantial justice.

Thus, the small claims court allows the individual to have his day in court without costs, without the need of a lawyer (although in most states he may have one if he desires), and without becoming involved in the technical procedures that normally govern a legal proceeding.

LAWSUITS FOR PERSONAL INJURY

During the early development of the law, it was recognized that whenever possible the court should award compensation to those persons harmed by the actions of another. As a result of his determination, the theory of tort liability was conceived. Tort law is based on the idea that anyone who causes injury to another person or his property should be held responsible for this. It differs from criminal law, in which a state imposes punishment upon the guilty party and thereafter seeks to rehabilitate him. Tort theory is also different from contract law, which the court uses to give legal effect to the promises of individuals.

In essence, a tort, or civil wrong, is the violation of a personal right guaranteed to the individual by law. A person has committed a tort if he has interfered with another person's safety, liberty, reputation or private property. If the injured party can prove that the defendant proximately caused him harm, the court will hold the defendant responsible for the plaintiff's injury. If he doesn't have a valid defence, the defendant will be forced to pay for the damage he caused.

Tort liability can be divided into three broad areas:

- * Liability as a result of intentional conduct;
- * Liability as a result of negligent conduct;
- * Liability without fault.

Individual torts include such offences as assault, battery, trespass, conversion, defamation, and deceit. In addition, accidental injuries caused by defective machinery or dangerous activities can render the owner or person in charge liable for the damage.

Since the individual can easily become involved in tortuous situation, often through little or no fault of his own, it is useful to know what actions are considered torts and what defences exist to eliminate or reduce liability.

THE INDIVIDUAL AS A CRIMINAL DEFENDANT

A defendant in a criminal proceeding is in an extremely hazardous position. An unfavourable verdict can put him in 'son for months, years, or even life. Ignorance of the law is no defence in a criminal prosecution. The individual is presumed to have knowledge of the law. Therefore, individuals must become knowledgeable of the law as possible. Consequently, a person 1 know what to expect if criminal charges are preferred against him.

The Bill of Rights in the United States Constitution expressly protects individuals from police-state tactics. Before he police can interrogate an individual, they must orally advise him of the following rights:

- * He has a right to remain silent.
- \ * Anything he says may be used against him in a court of law.
- * He has a right to an attorney. If he cannot afford one, the state will appoint one, free of charge, to represent him before tony questions are asked.

The individual, however, can waive, or relinquish, these rights. If he decides to answer questions anyway, the individual's statements can be held against him in court.

Another constitutional provision often involved in criminal cases is the Fourth Amendment right against "unreasonable search and seizures". Except when they make a search as a part of an arrest, the authorities generally need a search warrant before they can search an

individual's premises. However, there are certain exceptional circumstances, which preclude the need for a search warrant. One is the consent search.

An individual can consent to a search and thereby waive his Fourth Amendment rights. It must be remembered that evidence obtained in a search may be used against the individual if the case comes to trial. For example, many individuals attempt to bluff their way in hopes that the authorities will not find what they are looking for. If the article is found, there is little the individual can do since he consented to the search. In situations of these sorts, the individual should withhold his consent and consult an attorney.

Assuming that the individual is brought to trial, what happens next?

One course would be to plead guilty to the charges. In general an individual may wish to plead guilty if there is a solid case against him, if he has little or no defence, and if he hopes that a guilty plea will bring a lenient sentence.

It is imperative that the defendant understands the meaning and the effect of a guilty plea. By pleading guilty, the defendant judicially admits the crime and authorises the judge to enter a conviction against him. In addition, the defendant waives three important rights:

- * His Sixth Amendment right to be tried by a jury;
- * His Sixth Amendment right to confront the witnesses who would testify against him;
- * His Fifth Amendment right against self-incrimination. These are important rights, and only the defendant, in consultation with his attorney, can decide if he wishes to waive these rights by entering a guilty plea.

The defendant's other course of action is to plead not guilty. By pleading not guilty, the defendant requires the prosecution to convince the jury *beyond a reasonable doubt* that he is guilty of the offence. After the defendant has entered a plea of not guilty, the prosecution presents its case. The defence lawyer can present witnesses who support the defendant's claim of innocence. In addition the defendant may take the stand and give his own account. Whether or not the defendant testifies depends on the facts in that particular case.

However, it is important to remember that the Fifth Amendment guarantees the individual the right of remain silent. He cannot be

made to incriminate himself. Thus the defendant can refuse to take the stand. In fact, he can refuse to offer any evidence at all. Instead he may argue that the prosecution has failed to produce any conclusive evidence of his guilt. This may be a successful tactics. If the state fails to prove its case, the defendant is acquitted.

In conclusion, the individual participates in court proceedings in a number of important ways. His relative success will depend on how he reacts to a specific situation. However, knowledge of lie law and legal procedures coupled with adequate preparation are the best aids to a successful handling of court cases and duties.

Базовый словарь юридических терминов на английском языке

Различные виды и области права (law). Слово law обозначает не только право, но и закон в широком смысле, а также законодательный акт.

Слово/Словосочетание	Перевод
Bankruptcy law	Закон о банкротстве
Civil law	Гражданское право
Company law	Законодательство о хозяйственных обществах
Competition law	Антимонопольное право, защита конкуренции
Contract law	Договорное право
Criminal law	Уголовное право

Employment law	Трудовое законодательство
Environmental law	Правовые нормы по охране окружающей среды
Family law	Семейное право
Health law	Здравоохранительное право
Immigration law	Иммиграционное право
Intellectual property law	Закон об интеллектуальной собственности
International law	Международное право
Military law	Военное право
Private law	Частное право
Procedural law	Процессуальное право
Public law	Публичное (общественное) право
Real property law	Нормы права о недвижимости
Substantive law	Материальное право
Tax law	Налоговое законодательство

Основная терминология

Intellectual property law — Закон об интеллектуальной собственности

Слово/Словосочетание	Перевод
----------------------	---------

A commercia lname	Торговое, фирменное наименование
A licence	Лицензия
A patent	Патент
A reproduction	Воспроизведение; копия
A trademark	Товарный знак
Author's rights	Авторские права
Copyright	Издательское право, право перепечатки/постановки
Disclosure	Разглашение, раскрытие информации
Industrial property	Промышленная собственность (разновидность интеллектуальной)
Infringement	Нарушение (прав, закона, норм), посягательство (на авторское право)

Competition law — Антимонопольное право, защита конкуренции

Слово/Словосочетание	Перевод
A criminal sanction	Уголовное наказание, санкция
A trust	Трест (объединение однотипных предприятий)
Anticompetitive practices	Практика недобросовестной

	конкуренции, монополистическая практика
Antitrust law	Антимонопольное законодательство
Business entities	Субъекты предпринимательской деятельности
Monopoly	Монополия
Predatory pricing	Демпинг (искусственное занижение цен)
Price gouging	Спекуляция, искусственное раздувание цен
Conspiracy	Сговор
To dominate	Господствовать, доминировать (на рынке)
To restrict	Ограничивать, блокировать
Unenforceable	Не имеющий юридической силы

Employment law — Трудовое законодательство

Слово	Перевод
A pension	Пенсия
Benefits	Компенсационные выплаты, льготы, пособия (то, что платится помимо основной зарплаты)

Discrimination	Дискриминация
Dismissal	Увольнение
Recruitment	Набор персонала
Redundancy	Увольнение (обычно сокращение)
Severance	Выходное пособие
Termination	Прекращение действия договора/соглашения
Trade union	Профсоюз
Workforce	Персонал, работники предприятия, рабочая сила

Contract law — Договорное право

Слово/Словосочетание	Перевод
A warranty	Гарантия на продукцию, обеспечивающая ее замену/ремонт
Ambiguity of expressions	Двусмысленность терминов/формулировок
An anticipatory breach	Нарушение договора до его вступления в силу
Duties	Обязанности
Liability	Финансовые, долговые обязательства

Repudiation	Аннулирование, расторжение, односторонний отказ
Terms	Условия (контракта)
To discharge	Аннулировать, расторгать
To draft a contract	Заключать договор
Enforceable	Имеющий юридическую силу, подлежащий исполнению
Non-binding	Не имеющий обязательной силы

Real property law — Нормы права о недвижимости

Слово/Словосочетание	Перевод
A landlord	Арендодатель, владелец недвижимого имущества
A tenant	Арендатор
An heir /еə(r)/	Наследник
Easement	Сервитут (ограниченное право пользования землей)
Estate	Имущество, владение
Fee simple	Право наследования без ограничений
Fee tail	Ограниченное право наследования

Free hold	Безусловное право собственности на недвижимость
Leasehold	Арендованная недвижимость
Life estate	Имущество в пожизненном владении
Rent	Арендная плата
Reversion	Обратный переход прав к первоначальному владельцу; право выкупа заложенной или отчужденной за долги недвижимости

Company law — Право, регулирующее деятельность акционерных компаний (Корпоративное право)

Слово	Перевод
Bankruptcy	Банкротство, неплатежеспособность
Consent	Согласие, разрешение
Enlargement	Укрупнение (предприятия)
Recession	Кризис, спад
Remuneration	Гонорар, оплата, вознаграждение
Repayment	Возврат, погашение долга
Sustainability	Способность продолжительное время держаться на одном уровне

To contribute	Делать вклад
To maintain	Поддерживать
To remedy	Исправлять, устранять

Лексика, характеризующая судебную деятельность, досудебные разбирательства, а также результаты судебных процессов и виды наказаний.

Слово/Словосочетание	Перевод
A crime	Преступление
A victim	Потерпевший, жертва
A witness	Свидетель
Disputes	Разногласия, споры
Evidence	Доказательства, свидетельские показания (неисчисляемое существительное, используется без артикля)
Investigation of a crime	Следствие, расследование (какого-то преступления)
Prosecution	Обвинение, уголовное преследование
Testimony	Свидетельские показания
To acquit	Оправдать
To arrest	Арестовать, взять под стражу

To be in custody	Быть под стражей (до суда)
To commit	Совершить (преступление)
To convict	Признать виновным, вынести обвинительный приговор
To incriminate	Инкриминировать (преступление), предъявлять обвинение
To plead guilty / To admit guilt	Признавать себя виновным
To plead innocent	Заявлять о невиновности
To prosecute	Обвинить, привлечь к уголовной ответственности
Criminal	Уголовный, преступный
Innocent	Невиновный
A criminal offence	Уголовное преступление
Accused courtroom rights	Права обвиняемого на судебном заседании
Circumstantial evidence	Косвенные улики
Conclusive/Incriminating/Hard evidence	Неопровержимые факты, убедительное доказательство
Juvenile /'dʒu:vənəɪl/ crime	Подростковая преступность
Crime scene	Место преступления
To arrest someone for something	Арестовать кого-то за что-то

To arrest someone on charges/suspicion of something	Арестовать кого-то по обвинению/подозрению в чем-то
To be under arrest	Быть под арестом
To be under investigation	Быть под следствием
To bring to responsibility / To bring to account	Привлечь к уголовной ответственности
To collect/gather evidence	Собирать доказательства, собирать свидетельские показания
To commit a crime / an offense (against)	Совершить преступление (против)
To commit a fraud	Смошенничать
To convict someone of an offence / a crime	Привлечь к уголовной ответственности по правонарушению
To drop the charges	Снимать обвинения
To escape prosecution	Избежать уголовного преследования
To fight/combat crime	Бороться с преступностью
To find someone guilty / not guilty of something	Признать кого-то виновным/невиновным в чем-то
To give evidence	Свидетельствовать, давать показания
To press/prefer/bring charges	Выдвигать обвинения

To produce evidence	Предъявлять доказательства
To release someone without charge	Отпустить без предъявления обвинений
To solve a crime	Раскрыть преступление

Criminal law — словарь по уголовному праву на английском

Слово/Словосочетание	Перевод
(A) burglary	Кража со взломом
(A) car/auto theft /θeft/	Угон автомобиля
(A) murder	Преднамеренное убийство
(A) rape	Изнасилование
(A) robbery	Грабеж, кража
An outrage	Грубое нарушение, злодеяние, надругательство
Blackmail	Шантаж
Drug trafficking	Контрабанда наркотиков
Fraud	Мошенничество
Hijacking	Захват самолета
Illegal acts/actions	Противоправные действия
Kidnapping	Похищение людей
Malfeasance /mæl fi z(ə)ns/	Злоупотребление служебным положением/властью

Manslaughter	Непреднамеренное убийство
Mugging	Уличный грабеж
Shoplifting	Магазинная кража
Skimming	Преступление, при котором мошенники считывают данные вашей банковской карты во время того, как вы пользуетесь банкоматом
Smuggling	Контрабанда