

## ПРАКТИЧНА РОБОТА №1

**ТЕМА:** Іноземні мови як спосіб доступу до міжнародної інформації

**Мета:** навчитись здійснювати пошук міжнародної інформації у мережі Internet, розглянути та дослідити ресурси міжнародної інформації і систематизувати їх у вигляді підсумкової таблиці.

### Теоретичні відомості

It is a common knowledge that there are lots of languages in the world, and some of them fall into category of international languages or languages of wider communication group, such as English, French, German, Spanish, Arabic, and Italian. All these languages are the official languages of the UNO.

Geographically, English is the most widespread language on Earth and a official language in many countries, and the major one of five – Great Britain, the USA, Canada, Australia and New Zealand.

English is now considered to be the world language of science, technology, and education. The knowledge of English allows professionals and researches to get access to the latest information in their fields and to effectively communicate with their colleagues throughout the world.

English is the lingua franca in computing and on the Internet, and the computing vocabulary of many languages is borrowed from English.

In many languages, Greek and Latin roots constitute an important part of the scientific vocabulary. This is especially true for the terms referring to fields of science. For example, the equivalent words for *mathematics*, *physics*, *chemistry*, *geology*, and *genealogy* are roughly the same in many languages. As for computer science, numerous words in many languages are from American English, and the vocabulary can evolve very quickly. An exception to this trend is the word referring to computer science itself, which in many European languages is roughly the same as the English informatics.

English is the predominant language on the World Wide Web – content and English-language users – has fueled the rise of the web as a means of communication, information exchange, dissemination and entertainment.

Generally speaking, English is the universal language on the Internet, but it has no official status, and it will never have. The reasons for the position of English are the imperialism and economic and political importance of English-speaking countries. Linguistically, English is extremely unsuitable for international communication. A national language carries with it the history of the nation. For instance, words and phrases have got, in addition to their dictionary meanings, connotations, colours and associations. This is an important cultural phenomenon which helps in keeping the nation a nation, but in international communication it is a burden. The actual wide use of English tends to polarize the world into Internet users and Internet illiterates.

The position of English can only be altered by major world-scale political and economic changes, such as increasing importance of the European Union or a coalition between Japan and China. Such powers might wish and be able to promote a

language other than English, possibly a constructed language, for international communication.

Alternatively, or in addition to this, the technology of machine translation may allow people to use their own language in international communication. Machine translation and constructed international languages are alternative but not mutually exclusive solutions to the problem of communication between people with different native languages. They can be combined in several ways.

### Практичне завдання

1. Сформууйте запит для пошуку країн, державною мовою яких є англійська. Складіть список цих країн.
2. Знайдіть три новини, пов'язані з Вашою спеціальністю. Напишіть ключові слова до новин. Вставте зображення знайдених сторінок за допомогою **Print Screen**.
3. Знайдіть бібліотеки України, що мають доступні електронні бази даних. Занотуйте їх електронні адреси (мінімум – 5 посилань).
4. Знайдіть у мережі Інтернет бібліотеки інших країн, що мають доступні електронні бази даних. Занотуйте їх електронні адреси (мінімум – 5 посилань).
5. У тлумачних онлайн-словниках знайдіть 5 визначень термінів, пов'язаних з Вашою спеціальністю. Подайте ці визначення з різних словників.

### Тести

#### 1. The official languages of the UNO are:

- A) English, Italian, Spanish, Chinese
- Б) French, Spanish, Arabic, Japanese
- В) German, Arabic, Spanish, Georgian
- Г) English, Italian, French, Spanish, German, Arabic
- Д) no answer is correct

#### 2. English is an official language in:

- A) Great Britain, the USA, Canada, Australia and New Zealand
- Б) Canada, Australia, Brazil, Latvia
- В) The USA, Canada, Australia, Norway
- Г) Great Britain, the USA, Malta
- Д) no answer is correct

#### 3. English does not have the official status in the Internet because:

- A) the Internet has no law regulation
- Б) the Internet is regulated by the UNO
- В) English is not the language of international communication
- Г) this language is unsuitable for Internet search
- Д) no answer is correct

#### 4. The actual wide use of English tends to:

- A) polarize the world into Internet users and Internet illiterates
- Б) the problem of misunderstanding by non-native speakers
- В) reducing the role of other languages in the international activity

Г) reducing amount of Internet users

Д) no answer is correct

**5. The technology of machine translation allows people:**

A) to understand non-native languages

Б) to learn English well

В) to exchange international information

Г) to use their own language in international communication

**6. The most proper definition of the term E-mail is:**

A) the system of sending messages by electronic means

Б) the system of messages distributed by electronic means from one computer user to one or more recipients via a network

В) the transmission and distribution of messages

Г) a system of sending written messages electronically

Д) the message sent in traditional way

## ПРАКТИЧНА РОБОТА №2

### ТЕМА: Анотація

**Мета:** ознайомитись із видами анотацій до наукових робіт, визначити їхні спільні та відмінні риси та навчитися складати анотацію до наукових робіт.

### Теоретичні відомості

A research paper (or journal) abstract is a short account of a research paper placed before it. In contrast to the abstracts, which appear in abstracting journals, the research article abstract is written by the author of a paper. The “relatives” of the journal abstract are: **the summary, the conference abstract and the synopsis** – a shorter version of a document that usually mirrors the organization of the full text.

The journal abstract performs a number of important functions. It:

- serves as a short version of the paper, which provides the most important information;
- helps, therefore, the potential audience to decide whether to read the whole article or not;
- prepares the reader for reading a full text by giving an idea of what to expect;
- serves as a reference after the paper has been read.

Nowadays, abstracts are widely used in electronic storage and retrieval systems and by on-line information services. Their role in dissemination and circulation of written research products is further increasing in the information age.

### Практичне завдання

1. Знайдіть у тлумачних словниках визначення поняття «Анотація/Abstract». Подайте їх на англійській мові.
2. Знайдіть та поясніть різницю між термінами journal abstract, summary, conference abstract, synopsis.
3. Знайдіть та ознайомтесь з анотацією до наукової статті англійською мовою. Знайдіть анотацію до наукової статті схожої тематики українською мовою. Порівняйте та занотуйте специфіку написання анотацій до обох статей. Вставте їх у звіт та подайте посилання на джерела.

№ п/п	Назва роботи	Відмінні ознаки	Спільні ознаки

4. Оберіть один із видів своєї наукової роботи (реферат, курсова робота, тези на конференцію тощо) та напишіть анотацію до нього на англійській мові.

### Тести

**1. The key characteristic of research article abstract is:**

- A) it is written by the author;
- B) it is written by the organization;

C) it does not have a title.

**2. A shorter version of a document that usually mirrors the organization of the full text is:**

A) summary;

B) conference abstract;

C) synopsis.

**3. Find the function that is not performed by the journal abstract:**

A) serves as a reference after the paper has been read;

B) serves as a short version of the paper, which provides the most important information;

C) serves as a main source of information.

**4. Nowadays, journal abstracts are widely used in:**

A) electronic storage and retrieval systems;

B) fictional literature;

C) scientific researches.

**5. The journal abstract consists of:**

A) more than 2 paragraphs;

B) a single paragraph;

C) 2 paragraphs.

**6. The journal abstract tends to avoid:**

A) impersonal active constructions;

B) passive voice;

C) first person.

**7. The journal abstract uses:**

A) acronyms;

B) abbreviations;

C) meta-text.

**8. The most frequent tense used in abstracts is:**

A) future tense;

B) present tense;

C) past tense.

## ПРАКТИЧНА РОБОТА №3

### ТЕМА: Реферат

**Мета:** ознайомитись із поняттям реферату, його видами та структурою.

### Теоретичні відомості

A **summary** or **recap** is a shortened version of the original. The main purpose of such a simplification is to highlight the major points from the original (much longer) subject, e.g. a text, a film or an event. The target is to help the audience get the gist in a short period of time.

#### How to write a summary

- Read the text
- Formulate the main statement
- Reread the text and underline important ideas and arguments according to the main statement
- Introduce the author and title of the work in the opening sentence
- Mention the important facts in chronological order
- Check that your summary reflects the original conclusion

#### Summary in nonfiction

Nonfiction summaries serve to familiarize the reader with an entire work's subject matter in a short space of time. They are written in a balanced and objective way, mirroring the genre's aim to portray actual events from the author's point of view. Generally, nonfiction summaries do not offer analysis or assessment.

Summarizers use their own words to write the shortened versions and draw on the original make-up of the pieces to structure the distillations. They exclude superfluous examples, descriptions and digressions. The opening sentence should introduce the topic, and the final sentence should sum up the theme, taking into account the knowledge gained from the body of the text.

#### Writing an effective summary requires that you

- read with the writer's purpose in mind
- underline with summarizing in mind
- write, revise, and edit to ensure the accuracy and correctness of your summary

#### Read with the Writer's Purpose in Mind

- Read the article carefully, making **no** notes or marks and looking only for what the writer is saying.
- After you're finished reading, write down in one sentence the point that is made about the subject. Then look for the writer's thesis and underline it.
- Does this thesis correspond with the sentence you wrote down? If not, adjust your sentence or reconsider the thesis you selected.
- Look at the article again and ask yourself if your view is slanted toward one of the essay's minor points. If it is, adjust your sentence so that it is slanted toward the writer's major point. Underline with Summarizing in Mind.
- Once you clearly understand the writer's major point (or purpose) for writing, read the article again. This time underline the major points supporting the thesis; these should be words or phrases here and there rather than complete sentences.

- In addition, underline key transitional elements which show how parts are connected. Omit specific details, examples, description, and unnecessary explanations. **Note:** you may need to go through the article twice in order to pick up everything you need.

### **Writing Your Summary**

- Now begin writing your summary. Start with a sentence naming the writer and article title and stating the essay's main idea. Then write your summary, omitting nothing important and striving for overall coherence through appropriate transitions.
- Be concise, using coordination and subordination to compress ideas.
- Conclude with a final statement reflecting the significance of the article -- not from your own point of view but from the writer's.
- Throughout the summary, do **not** insert your own opinions or thoughts; instead summarize what the writer has to say about the subject.

### **Revising Your Summary**

1. After you've completed a draft, read your summary and check for accuracy.
  - Does your summary make the same point as the article?
  - Have you omitted anything important?
  - Does your summary read smoothly with all parts clearly related?
2. Keep in mind that a summary should generally be no more than one-fourth the length of the original. If your summary is too long, cut out words rather than ideas. Then look for non-essential information and delete it.
3. Write another draft - still a draft for revision - and ask someone to read it critically.
  - Can that person understand the sense of the article by reading your summary?
  - Ask for criticism; then weigh these criticisms and make valid changes.

### **Editing Your Summary**

- Correct grammar, spelling, and punctuation errors, looking particularly for those common in your writing.
- Write a clean draft and proofread for copying errors.

### **Практичне завдання**

1. Знайдіть у тлумачному словнику визначення “реферат/summary”.
2. Знайдіть інформацію про різні типи рефератів та способи їхнього написання.
3. Знайдіть переваги та недоліки реферату.
4. Знайдіть сайти, які подають вимоги щодо написання реферату.
5. Напишіть реферат на задану тему, використовуючи отримані знання та інформацію, наведену вище.

## ПРАКТИЧНА РОБОТА №4

### ТЕМА: Заголовки, цитування, посилання

**Мета:** Ознайомитися із міжнародними вимогами до основних компонентів наукового тексту (структурні види заголовків, цитування як спосіб документування).

### Теоретичні відомості

**Titles** are important components of academic and research writing, “responsible” for gaining readers’ attention.

John M. Swales and Christine B. Feak, linguists and authors on academic writing textbooks, suggest the following requirements for good academic titles:

1. The title should indicate the topic of the study.
2. The title should indicate the scope of the study.
3. The title should be self-explanatory to readers in the chosen area.

Titles may have quite different structures. The main structural types of English titles are as follows.

Type 1. Nominative constructions, that is titles with one or more nouns as principal elements (*A Script of Today’s Russian Feminist Biography*).

Type 2. “Colon”-titles consisting of two parts separated by a colon (*The Rotor-Tip Vortex: Structure and Interaction*).

Type 3. Titles consisting of two parts (of different structure) separated by a punctuation mark other than the colon (*Lagrangian Stochastic Modeling of Dispersion – from Theory to Practice*).

Type 4. Verbal construction, that is titles containing a non-finite form of a verb as a principal element (*Analyzing and Teaching Research Genres*).

Type 5. Titles in the form of complete sentences (*Language is not a Physical Object*).

There are also some other types of titles, which are less widespread in English academic writing.

1. Titles beginning with the preposition *on, to, toward(s)* (*On the Reproductive Behaviour of the Seal in Atlantic Canada*).
2. Nominative titles with the conjunction *as* (*Writing as Language*).

**Citations** play an important role in academic writing. They are used to demonstrate the familiarity of the citing author with the field of investigation, to provide support for his/her research claims or criticism.

Giving credit to cited sources is called documentation. There are two main methods of documenting. The first one, numeric, involves putting a number near the reference (usually in square brackets), e.g.:

*In [5] the authors give an interesting numerical account of the advantages and disadvantages of the BV-formulation for the image restoration problem.*

The full reference is given then in the bibliography at the end of the text.

The second procedure of documenting consists in putting a short reference in the text itself. Normally, it includes the authors’ last names’ and the year of publication and page numbers (separated/not separated by a comma or a colon), e.g.: (*Osofisan 1986, 786-7*), or (*Chan 1993:31*). If a reference is made to the whole work,

the page numbers are usually not given: (*Durning, 1990*). If several authors are simultaneously cited, their names are separated by a semicolon: (*Edwards, 1992; Schuldiner, 1995*). Sometimes, an ampersand (&) is used in place of *and* between the names of two authors, e.g.: (*Sudhof & Jahn, 1991*). If a reference is made to a paper written by more than two authors, it is possible to give the name of the first author followed by the Latin abbreviation *et al.*: (*Liu et al., 1992*).

However, referencing formats vary across disciplines.

Failure to provide the appropriate documentation may lead to the accusation of plagiarism. Plagiarism is conscious copying from the work of others.

The words or phrases of other authors used (quoted) in academic writing are called quotations. Quotations may be **direct** or **indirect**.

*In the words of Robert Moore, 'If humankind was created, as genesis states, in the image of God, then our exploitative behaviour towards nature is a corruption of our own status' (1990:107).*

*Drawing on classical sources (Chiera 1938; Kramer 1956; Oppenheim 1964), Coulmas noted that:*

*More than 75% of the...cuneiform inscriptions excavated in Mesopotamia are administrative and economic documents.*

**Footnotes** are put at the bottom of the page in a book or a journal. They are used to explain a word or other item, or to add some special information or a reference. **End notes** (or simply notes) appear at the end of the paper. They tend to be longer and more detailed than footnotes. Currently, most journals recommend to avoid footnotes and to use notes only.

### Практичне завдання

1. За допомогою пошукової системи Google знайдіть 10 прикладів заголовків журнальних статей, що пов'язані з Вашою спеціальністю.
2. Знайдіть за допомогою пошукової системи Google наукову статтю, знайдіть в ній посилання на джерела. Зверніть увагу на особливості запису цих посилань.
3. Знайдіть три цитати у статті.
4. Представте текстову частину статті у вигляді нетекстової – таблиця або схема.

### Тестові завдання

#### 1. Titles are important components of academic and research writing...

- A) failure to provide the appropriate documentation;
- Б) “responsible” for gaining readers’ attention;
- В) given then in the bibliography at the end of the text;
- Г) used to demonstrate the familiarity of the citing author with the field of investigation;
- Д) used (quoted) in academic writing.

#### 2. Quotations are:

- A) inscriptions excavated in Mesopotamia;
- Б) “colon”-titles consisting of two parts separated by a colon;

- B) words or phrases of other authors used (quoted) in academic writing;
- Г) exploitative behaviour towards nature;
- Д) there is no correct answer.

**3. The full ... is given then in the bibliography at the end of the text:**

- A) instruction;
- Б) method;
- В) requirement;
- Г) reference;
- Д) document.

**4. Footnotes are put:**

- A) at the bottom of the page;
- Б) at the beginning of the page;
- В) in the middle of the page;
- Г) after the author's name;
- Д) before the author's name.

**5. Quotations may be:**

- A) formal or informal;
- Б) direct or indirect;
- В) direct or neutral;
- Г) indirect or neutral;
- Д) open and closed.

## ПРАКТИЧНА РОБОТА №5

### Тема: БІБЛІОТЕКИ ТА АРХІВИ СВІТУ

**Мета:** “Навчитися робити порівняльний аналіз організації, інформаційного наповнення та архітектури сайтів зарубіжних та вітчизняних бібліотек”

#### Теоретичні відомості

A **library** is a place where many books are kept. Most libraries are public and let people take the books to use in their home. Most libraries let people borrow books for several weeks. Some belong to institutions, for example, companies, churches, schools, and universities. The people who work in libraries are librarians. Librarians are people who take care of the library.

Other libraries keep famous or rare books. There are a few "Copyright libraries" which have a copy of every book which has been written in that country. Some libraries also have other things that people might like, such as magazines, music on CDs, or computers where people can use the Internet. In school they offer software to learn the alphabet and other details.

With the spread of literacy, libraries have become essential tools for learning. Libraries are very important for the progress and development of a society. Libraries are collections of books and other informational materials, however a library can also be a collection of items or media. People come to libraries for reading, study or reference. Libraries contain a variety of materials. They contain printed materials, films, sound and video recordings, maps, photographs, computer software, online databases, and other media.

A **digital library** (also called an **online library** or an **internet library**) is a place where digital objects are kept. These objects can be text, images, audio, video, or other digital media. Digital libraries can be accessed through the internet.

The idea of digital libraries has roots in the 1960s and 1970s, when early efforts were made to digitize library collections and make them accessible electronically. The term "digital library" was popularized by the NSF/DARPA/NASA Digital Libraries Initiative in 1994.

Digital libraries store digital content. This content can be digitized (scanned from physical items) or created digitally. They help people find and use information easily. Digital libraries can be very large or small and can be managed by individuals or organizations.

An **archive** is a collection of records. The term is also used for the location in which these records are kept. Archives are made up of records which have been created during the course of an individual or organization's life. In general, an archive consists of records which have been selected for permanent or long-term preservation. Records, which may be in any media, are normally unpublished, unlike books and other publications. Archives may also be generated by large organisations such as corporations and governments. Archives are different from libraries in that archives hold records which are unique. Archives can be described as holding information "by-products" of activities, while libraries hold specifically authored information "products".<sup>[2]</sup> The word 'archives' is the correct terminology, whereas 'archive' as a noun or a verb is related to computer science.

A person who works in archives is called an archivist. The study and practice of organizing, preserving, and providing access to information and materials in archives is called archival science.

#### **Питання для самоконтролю:**

1. How can you define a library?
2. How can you define an archive?
3. Talk on library and archive importance in nowadays society.
4. What is the role of on-line libraries?
5. What disadvantages of the on-line libraries can you mention?

#### **Практичне завдання**

1. У вигляді таблиці подати перелік провідних бібліотек та архівів світу із посиланнями на них та їх коротким описом.
2. Знайти визначення термінів “library” та “archive” у різних словниках. Написати спільні та відмінні риси бібліотеки та архіву.
3. Зробити порівняльний аналіз інформаційного наповнення сайтів двох бібліотек та двох архівів (за вибором студента) за такими критеріями:
  - зовнішнє оформлення;
  - зручність навігації;
  - контент сайту;
  - структура.
4. Зробити висновки на основі отриманих даних.