

In conclusion we would like to say, that hope the research of this problem will develop in future, because this theme should be applied not only in training, but also in professional work and at home.

This research has practical application. The basic ideas of this research can be used as the methodical grant and information base for an educational class or seminar.

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MANAGEMENT OF INFORMAL GROUPS МЕНЕДЖМЕНТ НЕФОРМАЛЬНЫХ ГРУПП

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Informal groups which are formed in organizations are a powerful force, which under certain conditions can actually become dominant in the organization and nullify the efforts of the leadership. Informal groups may also have a positive impact on the activities of a formal organization.

Managers have to reconcile the demands of informal groups of the organization with the demands of the governing apparatus. That is why managers seek unconventional methods of managing people or use existing techniques more efficiently in order to exploit the potential benefits and reduce the negative impact of informal groups.

Therefore, I consider that informal groups play a significant role in the organization. Every manager should pay more attention to informal groups to work more effectively for his company.

I want to say that informal groups have a strong influence on the quality of work and organizational effectiveness of the company. And every leader should strive to manage them properly and never ignore them.

In order to manage informal groups manager should first understand its role in the team and define his attitude to it. His attitude can be positive, neutral or negative. Then, depending on his attitude he should develop a position: cooperation, neutrality, or change in informal groups.

My recommendations for dealing with informal groups:

- Recognize the existence of informal groups.

- Listen to the leaders of informal groups.
- Predict the response of informal groups to different events in the company.
- Involve informal groups in decision-making.
- Inform informal groups about all the events in the company in time in order to avoid gossip.
- Take into account the membership of informal groups while delegating tasks to the team.

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MODERN EVERYDAY ENGLISH
СОВРЕМЕННЫЙ РАЗГОВОРНЫЙ АНГЛИЙСКИЙ

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The English language is considered to be one of the most widespread languages in the world. It is the language of international intercourse. Nowadays English is being taught in many countries all over the world. Some people study it for business interests, others for international communication.

The process of studying English is rather difficult. It includes study of grammar, vocabulary, spoken aspect. Study and practice of Spoken English plays a key role in this process. Spoken English has a quite extensive and rich history of its development, which led to its division into several groups. There is professional slang, youth slang, but the most popular and widespread is Everyday English.

Everyday English has many peculiarities that every person that studies English should definitely know, otherwise he will not be able to communicate freely and understand what other people tell him. The peculiarities of Everyday English appear in pronunciation, word usage, construction of questions and etc. Some phrases should be simply learned by heart, as they are not subject to any interpretation in terms of grammar.