

**Федеральное бюджетное учреждение  
«Всероссийский научно-исследовательский институт  
документоведения и архивного дела»  
(ВНИИДАД)**

**Вопросы для подготовки к собеседованию по английскому языку:**

1. What university have you graduated from?
  2. What is the sphere of your scientific interests?
  3. What problem have you chosen for your research work?
  4. What resources of information do you use in thesis writing?
  5. What resources and equipment do you require in your work?
  6. What is a record, its formats?
  7. What is records management?
  8. Where is records management used?
  9. How is it important?
  10. What is a records manager in charge of?
  11. Can you describe the duties of a records manager?
  12. Please, describe the life cycle of a record?
  13. Can you say what a record is?
  14. Name the types of records?
  15. What kind of information a record includes?
  16. What departments an organization can consist of?
  17. What departments an RM can work at and what positions s/he can hold?
  18. What is the last stage of the life cycle of a record?
  19. How are records disposed of?
  20. What records are sent to archives?
  21. How long are they kept in archives?
  22. Do people have access to materials kept in archives?
  23. Why do people need information from archives?
- 1.