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И ПРОДОВОЛЬСТВИЯ РЕСПУБЛИКИ БЕЛАРУСЬ

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Учреждение образования

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Кафедра лингвистических дисциплин

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**АНГЛИЙСКИЙ ЯЗЫК**

**IN SEARCH OF EMPLOYMENT**

*Сборник текстов и упражнений*

*для студентов, обучающихся по специальностям*

*1-74 01 01 Экономика и организация производства в отраслях АПК,*

*1-25 01 03 Мировая экономика*

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ВВЕДЕНИЕ

Сборник текстов и упражнений на английском языке предназначен для студентов экономического факультета.

Цель сборника – совершенствование лексических навыков и развитие разговорной речи в рамках темы «Устройство на работу».

Сборник текстов и упражнений состоит из четырех частей.

Часть 1 (Unit 1) – «Careers» («Профессии»).

Часть 2 (Unit 2) – «Application for work» («Заявление о приеме на работу»).

Часть 3 (Unit 3) – «Resume Preparation» («Написание резюме»).

Часть 4 (Unit 4) – «Business Interview» («Собеседование»).

Каждый урок содержит тематический словарь и серию упражнений, направленных на закрепление лексики по теме и совершенствование навыков разговорной речи. Приводятся наиболее типичные образцы написания резюме, рекомендаций, отзывов, правила прохождения собеседования. На обобщающем этапе планируется проведение ролевой игры «Устройство на работу».

Сборник текстов и упражнений может использоваться как для аудиторной, так и для самостоятельной работы студентов.

Unit 1

CAREERS

**Topical Vocabulary**

skills навыки; умение; практический опыт

quality качествo, свойство; особенность

qualification квалификация; диплом; аттестат;

career prospects направления карьерного развития [продвижения по службе]

perk (perquisite) ['pɜːkwɪzɪt] дополнительные льготы

flexible working hours гибкое рабочее время

degree звание, ученая степень; диплом

job security гарантия занятости

retire уходить в отставку, на пенсию

prospects виды, планы на будущее

a vocational guidance counsellor консультант по вопросам выбора работы

indoors в помещении

outdoors на открытом воздухе; на улице

freelance внештатный сотрудник, фрилансер

career path карьерная дорожка (последовательность должностей, которые должны быть пройдены для достижения карьерной цели)

be self-employed заниматься собственным бизнесом

salary жалованье (служащего); оклад

wage заработная плата (рабочих)

trainee [ˌtreɪ'niː] практикант, стажер

employee [ˌɪmplɔɪ'iː ] служащий; работающий по найму

rewarding [rɪ'wɔːdɪŋ] стоящий, полезный

dead-end безнадежный, бесперспективный

caring внимательный, заботливый

decisive твердый, решительный

persuasive убедительный

persistent настойчивый, упорный

alert бдительный, внимательный

rigid непреклонный, несгибаемый

permit ['pɜːmɪt] 1) пропуск; 2) разрешение

**Ex. 1. A) Say what these people do to make a living:**

****A nurse, a stockbroker, a medical researcher, a grocer, a flight attendant, an estate agent, the restaurant chef, a piano teacher, an engineer, an accountant, a veterinary surgeon, taxi driver, door-to-door salesperson, firefighter, tour guide, agronomist, executive, interpreter.

**B) Which of the qualities in the list are necessary for these jobs? Discuss in pairs, as in the example.**

* patient
* physically strong
* emotionally strong
* intelligent
* caring
* calm
* honest
* punctual
* decisive
* hardworking
* persuasive
* courageous
* cheerful
* persistent
* alert
* quick-thinking

*A: I think a taxi driver needs to/should be cheerful because they work with the public. What do you think?*

*B: I agree. I think they also need to be intelligent because they need to remember all the street names.*

**C) Where does each person work?**

*Example: A nurse works in a hospital or clinic.*

**D)** **Which of the jobs:** are done indoors/outdoors?

… require qualifications?

… have career prospects?

… offer perks and bonuses?

… are well-paid/ poorly-paid?

… need the most training?

… is the hardest?

… have flexible hours?

… need a degree?

**Е)** **Which of the jobs do you personally find:** rewarding? dead-end? secure? repetitive? creative? stressful? Use the table below to discuss in pairs.

|  |  |
| --- | --- |
| **Express opinions**  I think ...;  I believe ...;  In my opinion ...;  To my mind ...;  To me ... | **Agreeing**  I couldn't agree more ...;  I quite agree with you ...;  That's true...;  I partly agree ... |
| **Asking for opinion**  What do you think about ...?;  What's your opinion ...?;  Don't you agree ...? | **Disagreeing**  I don't think so ...;  I don't agree ...;  I (don't) feel...;  That's not quite the way I see it...;  I see what you mean, but...;  Perhaps you're right, but on the other hand ....; |

*A: I think a job as a medical researcher is very rewarding.*

*B: I couldn't agree more; they do really important and useful work.*

**Ex. 2. A) Think of a job and talk about it without telling anyone what the job is. The class have to guess which job you have chosen.** **Talk about:**

* what you do
* salary
* qualities
* reasons you like/dislike it

**B) Discuss these questions.**

1. How ambitious are you?
2. Do you have a career plan? Where do you want to be in 10 years' time?
3. Which of the following would you prefer to do?
4. work for one company during your career;
5. work for several different companies;
6. work for yourself.

**Ex. 3. Paraphrase the quotations. Which do you agree with? Why? Why not? Discuss in pairs.**

‘I’d rather be a happy dustman than an unhappy millionaire.’

‘It doesn’t matter what job you do. It’s how you do it.’

**Ex. 4. A) Which of the following people could help you most in choosing a career? Why?**

|  |
| --- |
| •parents • teachers • friends • relatives |

*To me, the people who could help me most in choosing a career would be my teachers because...*

**B) Which of the following is the most important to you when deciding on a career? Rank them, then compare your list to your partner's.**

* ****long-term career prospects
* personal satisfaction
* well-paid
* opportunity to travel
* using your initiative
* chance to meet a lot of people

**C) Do you believe that obtaining a good job today is easier or more difficult than in your parents' day? Why?**

**Ex. 5.** **A)** **Look at the title of the article and read the first paragraph. What do you think the article is going to be about?**

**WHY DON'T YOU GET A PROPER JOB?**

****She wants to be a singer; you think she should go for a long-term career with **job security** and eventually **retire** with a good pension. But a new report suggests that in fact she’s the practical one. Why do parents make terrible career advisers?

Today’s 14 and 15-year-olds are ambitious. They are optimistic about their **prospects**, but their career ideas are rather vague. Although 80 % of them have no intention of following in their parents’ footsteps, 69 % still turn to their parents for advice. They look at their working future in a different way to their parents.

A job for life is not in their vocabulary; neither is a dead-end but secure job that is boring but pays the bills. Almost half the boys surveyed expected that their hobbies would lead them into the right sort of job, while most girls seemed **determined** to avoid traditionally female careers such as nursing.

In the past, this might have counted as bad news. Certainly when I was 15, my **guidance counsellors** were horrified at my plans to become a writer. I’m glad I didn’t change my plans to suit them. Even so, their faith in **rigid** career paths was **well-founded**. In those days, that was the way to get ahead.

But the world has changed. The global economy is not kind to yesterday’s diligent and **dependable** worker. The future belongs to quick-thinking people who are **resourceful**, ambitious and can take the initiative. This means that a 14-year-old who sees her working future as a kind of adventure, to be made up as she goes along, is not necessarily being unrealistic.

However, she has to have the training and guidance to help her develop the right skills for today’s market; not the rigid preparation for a workplace that disappeared twenty years ago. Many young people are very aware of the **pitfalls** of the flexible workplace; they understand that **redundancy**, downsizing and **freelancing** are all part of modern working life, but no one is telling them how they might be able to turn the new rules of the employment game to their advantage. This is what they need to know if they are to make a life for themselves.

So what is to be done? A good first step would be to change the way in which schools prepare young people for adult life. The education system is becoming less flexible and more **obsessed** with traditional skills at just the time that the employment market is going in the opposite direction.

Accurate, up-to-date information on new jobs and qualifications can help guidance counsellors to help their students. Young people need solid information on the sort of training they need **to pursue the career** of their dreams. Also, a little bit of encouragement can go a long way. If nothing else, a bit of **optimism** from an adult can serve as an antidote to the constant criticism of teenagers in the press.

What, then, can we as parents do to help them? The best thing is to forget all the advice that your parents gave you, and step into your teenager’s shoes. Once you’ve done that, it’s easier to see how important it is that they learn how to be independent, resourceful and **resilient**. Give them the courage to follow their dreams - however odd they might sound right now. In a world that offers economic security to almost no one, imagination is a terrible thing **to waste**.

B) Read the text and for questions 1–8 choose the best answer A, B, C or D.

1. **The writer feels that most parents**

**A** give their children good career advice.

**B** do not tend to be particularly ambitious.

**C** have realistic goals for their children.

**D** have very traditional views about work.

1. **What kind of employment would teenagers like to have?**

**A** A job similar to their parents.

**B** A job with economic security.

**C** A job that can also be a hobby

**D**  A job that gives them fulfillment.

1. **What does the writer believe about her guidance counsellors?**

**A** Thatlhey were in some ways right.

**B** That the advice they gave was wrong.

**C** That they should have treated her better.

**D** That they had tried to ruin her career.

1. **How does the writer think the global economy has affected the employment market?**

**A** It has made work more adventurous.

**B** Workers have to be willing to change jobs.

**C** It has made workers less dependable.

**D** Workers are unlikely to receive a pension.

1. **The writer uses the phrase 'aware of the pitfalls' to show that young people**

**A** accept that they will be made redundant.

**B** know about the problems of modern jobs.

**C** don't think they get enough training.

**D** feel that modern jobs are too flexible.

1. **What does the writer feel will happen if the education system does not change?**

**A** Young people will be discouraged from working

**B** Young people will receive more criticism in the press.

**C** Young people will be unable to fulfill their potential.

**D**  Young people will not be optimistic about their future.

1. **How can parents help their children?**

**A** By ignoring advice given by others.

**B** By becoming more independent.

**C** By trying to think the way they do.

**D** By learning to be courageous.

1. **What is the writer's attitude to the changing job market?**

**A** It is a challenge that must be faced.

**B** It has made too many people unemployed.

**C** It has had a negative effect on education.

**D** It is something that young people are afraid of.

**C) Explain the meaning of the highlighted words.**

**D) Read the text and find the adjectives which describe qualities a worker could have. Which are negative ones?**

**E) Match the words. Then, in pairs make sentences using them.**

|  |  |
| --- | --- |
| 1. pay 2. follow 3. change 4. take 5. get 6. step | 1. the initiative 2. your plans 3. ahead 4. your dreams 5. into sb's shoes 6. the bills |

**Ex. 6. In pairs, discuss the following questions.**

1. Are you sure/unsure about your career path?
2. Are you optimistic/pessimistic about your prospects? Why?
3. Do you want to be self-employed or work as an employee? Why?

**Ex. 7. Role-play: Read the first paragraph (Ex. 5). Then work in groups of three to act out a dialogue between the teenager and her parents. The teenager insists on becoming a singer, the parents are trying to make her change her mind.** **Record yourselves.**

**A) The words in the list are used to describe forms of money. Which are countable (C)? Which are uncountable (U)?**

* ***wage***
* ***salary***
* ***pay***
* ***savings***
* ***pension***
* ***interest***
* ***cash***
* ***pocket-money***

**B) Choose a word from the list above to complete the sentences below.**

1. He earns a lot of … on the money he has invested.
2. How much … does she give the children?
3. Both parents need to be … earners nowadays.
4. What I really want to know is what will be in my … packet every month.
5. Will you pay in … or by credit card?
6. Most of my monthly … goes on paying the bills.
7. In my country both men and women get their … at 60.
8. Paying for the car to be repaired has really eaten into his … .

**Ex. 8. Underline the correct word.**

1. She was tired of the nursing **occupation/work/ trade/profession** so she decided to become a writer.
2. He was forced to **sack/dismiss/fire/resign** after his speech against the government.
3. My **employee/employer/worker/trainee** is a very generous man; he gives us all a big present at Christmas.
4. The pilot is always very polite to the **crew/staff/ personnel/team** on the plane.
5. This is John Barnes, one of the **colleagues/candidates/partners/ customers** for the job in the Marketing Department.
6. I hear there's a **vacancy/post/niche/situation** in Dolan's furniture factory. Why don't you apply?
7. Yes, I get a free three-course dinner every evening! It's one of the **perks/pensions/permits/promotions** of being a waiter.

**Ex. 9. In pairs, match the phrases to make complete sentences. Pay attention to the idioms and fixed phrases.**

|  |  |
| --- | --- |
| 1. I really *can't afford* 2. You shouldn't have *spent* so much 3. It really isn't *worth* 4. You must have *paid* 5. They must have *bought* 6. I bet it *cost* 7. It really was *a waste* 8. We were *overcharged* 9. She makes a *living* 10. They *made a lot of money* | 1. of time and money. 2. you an absolute fortune. 3. by selling the pictures that she paints. 4. to go out again this week. 5. using up our savings. 6. when they sold their house. 7. on your holiday. 8. it with the money they inherited. 9. for it on credit. 10. for the repairs to our car. |

**Ex. 10. Explain the phrasal verbs in bold.**

1. There's nothing in our bank account. We've **run out of** money.
2. John's been **putting** money **by** for his holiday all year; he's saved over £500!
3. I had to **take out** a loan to buy my new car. I'll pay back the money I borrowed over three years.
4. Doing this course is really **eating into** my savings! Every week I have to pay £50.
5. If you leave your job, what are we going to **live on**?
6. We're spending too much money every week! We’ll have to **cut down on** luxuries.

**Ex. 11. Fill in the blanks with the appropriate preposition. Then, make sentences related to work.**

|  |
| --- |
| ***• from • for • in • at • on • with*** |

1) to congratulate sb *…* sth;

2) to retire … a job;

3) to apply ... a position;

4) to specialise … sth;

5) to deal … sth;

6) to have experience …;

7) to be impressed … sb/sth;

8) to be interested … sth;

9) to be experienced … sth;

10) to be qualified ….noun/-ing;

11) to be suitable … ;

12) to be responsible … sth;

13) to be skilled … noun/-ing;

14) to be good … sth;

15) to fill … an application

*My colleagues congratulated me on my promotion.*

**Ex. 12. Read the text and fill in the word which fits best. Use only one word. There is one example (0).**

**I'M THE BOSS**

The idea of being your (0) *own* boss is very attractive. No more working for (1) else; no more orders; no prospect of being sacked or made redundant, and time off whenever you feel like it. These benefits are, broadly speaking, true. Working for (2) means being in charge of your own destiny. If you succeed, then the sky's the limit for your ambitions.

However, self-employment can be extremely hard work and comes without the certainty of a regular income or benefits (3) as sick leave and pension arrangements. The hours are usually (4) longer – especially with the mountain of paperwork to get through – and at times it can be a lonely, thankless task.

Taking leave, at (5) in the early stages when you are unlikely to have any staff to cover, will be impossible (6) losing money. There are (7) the financial risks. Thousands of young firms(8) started out with such promise go bankrupt every year, (9) swallowed up their owners' life savings and put(10) into years of debt. So, if you see (11) as an automatic route to an easier life, perhaps you (12) think again.

Unit 2

APPLICATION FOR WORK

Topical Vocabulary

job opportunities возможности трудоустройства,

вакансии

fill in the form заполнить форму

application form форма для принятия участия в

чем-либо, заявление, бланк

provide specific information предоставить специфическую

информацию

benefits преимущества, привилегии

responsibility ответственность

closing date of applications окончательный срок подачи

документов

unemployed / jobless безработный

attach photocopy приложить фотокопию

academic certificate диплом

hold a position занимать должность

residency страна проживания

citizenship гражданство

obtain qualification получить квалификацию

characterize характеризовать

scientifically oriented mind научный склад ума

length of service стаж работы

duty долг, обязанность

differ from others отличаться от других

be gifted быть одаренным

make a great impression on smb производить большое

впечатление на кого-либо

be hardworking быть трудолюбивым

find the right solution найти правильное решение

be highly motivated иметь высокую мотивацию

achieve a goal достичь цели

deal with people общаться

curriculum vitae ; = cv резюме, краткая биография

(сведения об образовании и

профессиональном опыте)

Ex. 1. Translate into Russian paying attention to the italicized words.

1. Have you filled in the application form you got yesterday? 2. I read all the general information about the University, its benefits and my responsibilities. 3. What is the closing date of my application? 4. Don’t forget to mention your permanent home address and telephone number. 5. What should I write in the section “Military status”? 6. Do you have any academic qualification? 7. I attached the photocopy of my academic certificate to my application form. 8. I’d like to continue my studies and conduct my research work at Oxford University.

Ex. 2. Use these words and word combinations in your own sentences.

1. to fill in the form;
2. to provide information, to provide with books;
3. to be responsible, responsibilities;
4. to attach photocopy, personal essay, documents;
5. residency, residence, to be resident of;
6. to obtain qualification, experience;
7. to characterize, character, characteristic;
8. to be gifted, a gift;
9. to compare, comparing, comparison;
10. to achieve smb’s goal, achievement;
11. to deal with people, a deal.

Ex. 3. Complete and dramatize the dialogues.

A. I have recently got an application form from the Texas University. But I have some questions about its structure. Can you explain to me what I should write in the section Academic background?

В

1. Is it enough to mention only my recent position and the company where I work now?
2. I don’t think so, because
3. I see that you haven’t filled in the section Professional background. Have you got any difficulties with it?
4. You are right. Can you help me with
5. I started to write my personal essay yesterday. If you don’t mind I’d like you to read it and give me your remarks.
6. I’ll do it with pleasure. I suppose that

Ex. 4. Choose the best reply from the list В for each question in the list A.

1. At the Employment Office

List A

1. What kind of job would you like to have?
2. Why do you want this job?
3. What examinations have you passed?
4. What other jobs have you had?
5. When can you go for an interview?
6. Have you got any questions now?

List В

1. Is there a good chance of promotion?
2. None. I’m going to leave college next month.
3. I’m good at computing.
4. Any time after next week.
5. Anything to do with computers.
6. I’ve just taken my School Certificate.
7. At the Job Interview

List A

1. Can you type?
2. Are you good at Math?
3. What languages can you speak?
4. Can you drive a car?
5. Can you get on with people?
6. When can you start work?

List В

1. I came top in my class in the last test.
2. I’m taking my driving test next week.
3. As soon as you like.
4. Yes, about fifty words a minute.
5. English and French.
6. I think so. I’ve got a lot of friends.

**Ex.** 5. Read the following letter of application.

Flat 9B, Lawn Road

Elton E8 5 LF

21 May 2009

Dear Sirs,

I am writing to apply for the post of film editor, as advertised in this morning’s Daily Sun. I was born on August 18th 1985 and I attended Elm street Primary school from 1990 to 1996, and Roger Holmes Secondary school from 1996 to 2001. 1 passed my School Certificate examination that year and got Grade В in English, French and Art and Grade С in Mathematics, Science, History and Geography.

I worked as a junior clerk at the East-West Trading Company from July 2001 to October 2002. In October 2002 I obtained a position with New Anglia Film Production as an assistant editor. I like the work a lot.

I can speak French and Spanish fairly well and can drive a car. I am able to get on with people and I enjoy hard work. My hobbies are photography, watching television and playing the guitar.

I can attend an interview at any time.

Yours faithfully,

Alison Carla Jaya (Miss)

Now complete the following form. Write the correct words or **figures in each space.**

|  |
| --- |
| Position Film editor |
| Full name Mr/Mrs/Miss (Circle) |
| Date of birth |
| Home address |
| Dates 1990-1996 School |
| Examinations passed and grades |
| *School Certificate:* *Grade В*  Grade С |
| Previous Employment  Dates Employer Position |
| Languages Driving license Yes/No |
| Interests |

**Ex. 6**. A) Here are some advertisements for jobs.

1. **Junior librarian**. No experience necessary but must like books.
2. **Sales manager** for a large computer firm.
3. **Nurse for private hospital**. Must be patient and gentle, and able to look after young children.
4. **Bus driver**. Must be able to drive a car and work at different time each day.
5. **Part-time teacher** wanted for English. 8.00 – 11.30 a. m.
6. **Good typist**. Able to type at least 50 words per minute. 5 days a week Saturday mornings. Good salary.
7. **Young person** required to work as a guide in a local castle. Must be able to remember everything and talk clearly.
8. **Postman** wanted. Must be healthy and fit. 5 p.m. to 12 noon ' daily.
9. **Waiter** for a small restaurant. Tuesdays - Fridays, evenings only.
10. **Mechanic** wanted to work in a large garage in the city center.
11. **Language laboratory** **technician**. Must have good qualification in electronics and also an interest in teaching languages.

**B) Read the following descriptions of people. Which job should each person apply for?**

1. ****Nada Hudson is keen on history and also likes talking to people. She is going to leave school next month, but she doesn’t want an office job.
2. Mrs. Jones has taught English but she doesn’t work now. She looks after her children every day but she is free in the mornings.
3. Sharon Handly is a teacher but she wants to go into business. She can talk well and she wants to sell scientific equipment.
4. Elsa de Maria wants to look after sick people. She also likes young children.
5. Tina Green has always liked cars and has studied car engines.
6. Alan Lee likes cars, especially driving. He is a very good driver.
7. Ken Johari likes exercise and wants an outdoor job. He wants to work during the mornings only.
8. Victor Naom likes working with electrical equipment. He is very interested in tape recorders and-he speaks four languages.
9. Lu Jeffry loves reading and collecting books. She is a quiet person.
10. Mrs. Gonzales works as a secretary and likes her work. However, she wants to work in a different office.
11. Kahn Hassan is a university student and wants to earn some extra money in the evenings. He doesn’t mind what he does.

Ex. 7. Read these two advertisements and fill in the chart below.

MANAGING DIRECTOR

Required to build a new Computer Bureau as a separate limited company under the umbrella of an established service organization, which is seeking to extend the range of service already offered to its clients.

The appointee will choose his/her own staff, and will be given the greatest possible freedom to create a highly profitable and dynamic company.

Candidates must have:

A professional background in a computer programming and systems.

A minimum of three years’ experience in a bureau environment.

The ability to motivate and manage professional staff.

The ability to communicate clearly with non-technical people.

An understanding of planning, budgeting and scheduling.

Additional, less essential assets include:

Experience of direct marketing.

The appointee will receive:

A negotiable salary, in the range 35, 00 - 40, 000, plus:

A profit-sharing bonus on a basis to be discussed.

**Interested parties should write, with full c.v. to:**

**Orion Services Ltd,**

**164 Deansgate,**

**Manchester, M60 2RR**

ASSISTANT PRODUCT MANAGER

Prudential Assurance markets a variety of personal financial products including: pensions, investments, motor and household insurance plans to millions of customers throughout the UK.

Our Marketing Division provides key product support services to the largest sales force in Europe. We now have an opportunity for a proven marketer to help us further increase our penetration into the motor and household markets in other European countries.

Reporting to the Product Manager you’ll apply the best marketing techniques to both our current and new products. Your chief responsibilities will include researching existing and potential markets and products, analyzing sales performance and competitors activity, and keeping abreast of the latest consumer attitudes and legal developments in this highly competitive market.

You’ll need a creative approach, excellent communication skills and the ability to clearly and concisely translate occasionally complex technical information into easily understandable English.

We offer an attractive starting salary of around 13, 000 plus comprehensive financial sector benefits including low interest mortgage and non-contributory pension scheme.

Please, write with career details to:

Prudential Assurance Company Ltd,

142 Holbom Bars,

London EC IN 2NH

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company | Post | Responsibilities | Requirements | Benefits |
| Orion Services |  | 1.  2.  3. | 1.  2.  3.  4.  5. | 1.  2. |
| РАС |  | 1.  2.  3.  4. | 1.  2.  3. | 1.  2.  3. |

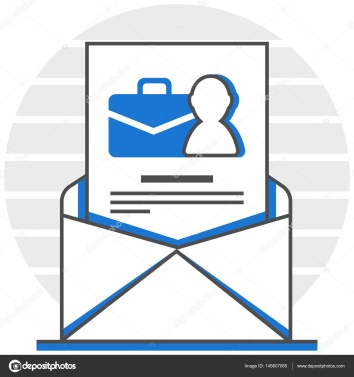
**Ex. 8. Discuss the following questions with a partner.**

1. Have you ever had a part-time or a full-time job?

1. What was it?
2. Was it well-paid?
3. Did it need any qualifications/ training?
4. Did you have a prior experience in this type of work?
5. What hours did you have to work?
6. What qualities did your part-time job require?

**Choose:** adaptable, persuasive, patient, outgoing, polite, hardworking, helpful, accurate, caring, sympathetic.

1. Did you get a salary or wage? What’s the difference?
2. How did you find your job?
3. Have you ever written letters of application?

**Ex. 9. A) Now read this letter of application and say why Paolo’s applying for the job advertised in a sport magazine.**

|  |
| --- |
| **Keen on sport?** Busy health club requires outgoing person for part-time work (including late hours). June to September. Good command of English. Must be adaptable.  **Please write to:** The Manager, Sundance Health Club, Chichester, Sussex, PO@JE including a recent photograph. |

Rua de Gloria 10

3000 Coimbra, Portugal

15 April 2009

The Manager,

Sundance Health Club, Chichester, Sussex,

PO@JE

Dear Sir/Madam,

I’m writing in reply to your advertisement in “Health and Fitness Magazine "for general part-time work in your health club.

I am a 20-year old Portuguese student and I come from Coimbra in the north of Portugal. At present I am still studying at college but I’m taking my final exams in May. I have studied English for six years but I want to spend some time in England in order to improve my spoken English.

1 am interested in sport and fitness and at home I go to a sport center three times a week. I am also с member of the college swimming team. I get on with people very well and 1 like making new friends. I don V mind doing any sort of work including cleaning, washing up and helping in the gym.

I am prepared to work any hours but ideally I would like to work in the afternoons and evenings so that 1 can attend English classes in the mornings. 1 have friends who live in Chichester, so accommodation is not a problem. My term ends on 28?h May, so / would be able to start on 1st June.

I look forward to hearing from you.

Yours faithfully, Paolo Freitas.

B) Find the sentences in Paolo’s letter, which match these parts of the advertisement:

keen on sport;

outgoing;

part-time work;

June to September;

good command of English;

must be adaptable.

Ex. 10. Give the information about your friend or relation.

Example: My brother is a student and has a part-time job as a programmer. He lives and works in Minsk. He is currently working on a

…………………………………………………………………………………………

Ex. 11. Work in groups. Three adverts are suggested. Discuss in groups what qualifications, prior experience and qualities are required.



Efficient shorthand typist secretary needed for small friendly company. Apply to office managers, Ann Harper Ltd, 6 Newport Road, Boston RSI 4X.

Teacher required for private Language school. Teaching experience unnecessary. Apply: The Director of Studies, Instant Language Ltd. 279 Canal Street**,** Ruston.

 Manager for small newsagents. Applicants must have experience of running a small shop. Good knowledge of accounting desirable. Age 25‑40. Apply in writing to: Personal Manager, Chambers Wren, Chambers House, High Street**,** Barbury BA 61 OS.

Ex. 12. Find an advert and write your own letter of application. Here is one possible plan.

1. A clear statement regarding the job you are seeking.
2. A description of your training (education and experience). Show how your education and experience fit the job requirements.
3. A brief summary of why you are applying.
4. A special request for an interview.

If you want to get a job remember the following.

1. Remember that first impressions are important.
2. Write clearly and neatly on good paper.
3. Check for spelling mistakes. Use a dictionary if you are not sure of a word.
4. Describe yourself, your qualifications and your experience clearly.
5. Address the letter and the envelope clearly.

Dear Mr Smith,

**Ex. 13. Fill in the gaps with the words:**

|  |
| --- |
| **1) work 2) job 3) employment 4) occupation** |

1. I don’t like my … It’s not well-paid. What is more, it’s exhausting and boring.
2. I go to … every day, including Saturday.
3. You must write your name, age and … on the application form.
4. Have you finished your … for today?
5. All high school graduates must be provided with equal career and … opportunities.
6. Your … is badly done. Come to me after you redo it.
7. I haven’t been able to find a … for the last three months.
8. If you can’t find a job, apply to the state … office.
9. She is a tour guide by ... .
10. My present … doesn’t satisfy me financially, so I’m going to quit.

**Ex. 14. Fill in the gaps (1-7) in the letter with the phrases (a-g).**

a) As you can see from my CV

b) I am willing to

c) I believe that

d) I look forward to

e) I do not have

f) I am writing in response to

g) Please do not hesitate to

Dear Mr Smith,

1\_\_\_\_\_\_\_\_\_\_ your advertisement for crew members in The Times. I would like to apply for the post, and enclose a copy of my CV for your attention.

2\_\_\_\_\_\_\_\_\_\_ my personal qualities and experience make me an excellent candidate for this post. 3\_\_\_\_\_\_\_\_\_\_ , I have three years’ experience of working on charity projects in developing countries. On these projects, I worked with people from different backgrounds, both independently and as part of a team. I learned to carry out my responsibilities but also to look after the needs of others in the team. 4\_\_\_\_\_\_\_\_\_\_ very much sailing experience, but 5\_\_\_\_\_\_\_\_\_\_ learn. I am highly motivated, hard-working and very well organized. These are all qualities which enabled me to succeed in my charity work. I am sure they will make me a key member of your crew. I hope you will consider my application. 6\_\_\_\_\_\_\_\_\_\_ contact me if you need more information.

7\_\_\_\_\_\_\_\_\_\_ hearing from you.

Yours sincerely,

*Helen King*

Helen King

Unit 3

RESUME PREPARATION

Topical Vocabulary

candidate кандидат

applicant кандидат, претендент

application заявление, заявка

resume резюме

to go after position претендовать на должность

recent position последняя должность

career objective цель карьеры

recruitment agency бюро по трудоустройству

experienced опытный

have experience in some field иметь опыт в какой-либо области

be hired by smb. быть нанятым кем-либо

employ нанимать

employee работник, служащий

employer наниматель, работодатель

recruiter наниматель

job jumper тот, кто меняет работу каждые 6–10

месяцев

present oneself in a resume представить сведения о себе в резюме

job objective цель

tailor to a particular position претендовать на какую-либо

должность

post, appointment, position должность

review a resume просмотреть резюме

present job работа в настоящее время

previous job предыдущая работа

job description описание работы

demonstrate abilities продемонстрировать способности

accomplishments положительные качества, достижения

problem-solving skills способности к разрешению проблем

management skills способности к управлению

critical thinking критическое мышление

initiative инициативный

list chronologically перечислить в хронологическом

порядке

seek a position искать место, устраиваться на работу

first-time job seekers впервые устраивающиеся на работу

relevant соответствующий

educational history сведения об образовании

work background профессиональная квалификация

wrap up additional information содержать дополнительную

информацию

personal data личные сведения

marital status семейное положение

reference рекомендация

cover letter (letter of inquiry) письмо, посылаемое нанимателю с

целью выяснения требований

к конкретной должности

personal statement личное заявление

be an asset for the company быть приобретением для компании

**Ex. 1. Translate the sentences into Russian paying attention to the translation of the italicized words.**

1. The candidates have arrived in time for the interview. 2. You should send your application form by fax. 3. Have you written a new resume yet?

4. What career objective have you got? 5. Do you go after the position of a bookkeeper? 6. Our Personal Manager will see you tomorrow. 7. How can you prove being a qualified engineer? 8. This job provided him applicable experience in the sphere of computers. 9. This secretary was hired by Human Resource Manager. 10. This company is the biggest employer at the food market. 11. Are you a job jumper? 12. He’ll review your resume the day after tomorrow.

**Ex. 2. Compound the sentences with the following words and word combinations.**

Job (previous, present), job description, job jumper.

To focus on (accomplishments, achievements, lacks).

To solve a problem, problem-solving skills.

To seek (a position, assistance), a job seeker.

To support candidacy for a particular position.

To refer, good references.

**Resume Preparation**

All significant achievements in life are attained through knowledge, determination and hard work. If your goal is to secure a new job then you must be willing to dedicate all of your efforts to achieving that goal.

It is unfortunate that many job seekers fail to have a resume or forward substandard ones to potential employers.

Resumes do not have to be fancy or elaborate, but they must be truthful, organized and presentable. The following clues will help you write a good, basic resume:

Type your resume with a clean, simple type style.

Your name and all your subheadings should be in bold type.

Use proper spelling, grammar, and verb tense throughout.

Keep your resume in a past tense format and use verbs that grab the reader’s attention when describing employment history.

Make sure all the information is accurate and complete.

Use black ink on white paper.

Try to keep your resume to one or two pages in length.

It is recommended to accompany every resume with a cover letter. Always give clean copies of your resume to prospective employers.

Take your time when composing your resume. Be prepared to write and rewrite it several times before you are satisfied. Remember you are representing yourself to a potential employer on paper only. Your credentials have to look good to help you get the first interview.

Heading Information

The first page of your resume must begin with who you are, where you live, and how you can be contacted. This information is most often centered at the top of the page. It is advisable to type your name in bold print.

YOUR FULL NAME INCLUDING MIDDLE INITIAL

STREET FOLLOWED BY APARTMENT

IF YOU HAVE ONE

CITY, AND INDEX CODE, TELEPHONE NUMBER(S)

INCLUDING AREA CODE(S)

Ex. 3. Complete the following as you want it to appear at the top of your resume.

Your full name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Apt. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Index code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ex. 4. Write a one or two sentence statement of what position in a company you would like to attain. It can also include a goal you feel you could accomplish on behalf of the employer. Some examples are:

A position in the transportation division of a manufacturer, assuming all the responsibility for the division.

Accountant Representative acting as liaison between the manufacturer and its customer base in such a way as to increase sales.

List your objectives.

Education

List your most recent degree or educational status first, followed chronologically in reverse order with other academic accomplishments. If you have a PhD or Master’s degree, it is not necessary to list back to your high school graduation. If you have a Bachelor’s or associates degree, then it is recommended to list your school graduation. This is also the section in the resume where you can list training seminars or brief post graduate course work undertaken that enhances your abilities for the job you are applying. The following examples are offered:

Lake Erie College, Painesville, Ohio

1998 В. C. education Cum Laude

Newbury High School, Newbury, Ohio

1994 Graduated College Preparatory

-----------------------------------------------------------

Bayside High School, Greenville, North Carolina

2009 Graduated General Studies

Mountainview High School, Port St. John, Virginia

2006 Graduated Vo-Ed, Cosmetology

**List the following:**

High School

Full name of school

Location: City Region

Date of graduation

Post High School (If you attended more than one institution, list chronologically)

Full name of college or university

Location: City Region

Date of graduation Degree(s)

Honors

Post High School

Full name of trade or technical school

Location : City Region\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of graduation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[] Certificate; [] License in\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

or seminar in the field of

sponsored by

Employment

Although it is important to be accurate with all entries of your resume, nowhere it is more critical than under the Employment section. Make certain that there are no unexplained time gaps between employers. Make sure employment dates, titles responsibilities, and accomplishments are precise.

Complete the following to assist you in drafting this section of your resume. Begin with your current or most recent employer and list chronologically in reverse order a sufficient number of entries to support your career experience.

**Company’s complete name**

**City Region**

**Dates of employment from (month) \_\_\_\_\_\_\_\_\_\_(year)**

**to (month)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(year)**

**Company’s major product or service**

**Description of duties**

**Accomplishments** (major achievements over and above your daily routine)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Personal**

This section of your resume contains a brief summary of you with respect to your birthplace, birth date (optional), health status (optional), marital status, military history and hobbies. Some examples would be:

Born May, 1985 in Cleveland, Ohio. Excellent health. Married with two children, ages 4 and 7.I enjoy reading and travel.

In addition to, or in place of the above examples, you may choose to write a brief passage of your immediate contributions to the company you are applying.

For example: *I* enjoy a progressive work environment...

one where I can apply my skills immediately ...

available for any shift.

**Ex. 5. What would you want your personal section to include?**

**Date of birth Birth Place**

**Marital Status**

**Military history**

**Hobbies**

**Number of children**

**Ages**

**Ex. 6. Now write out your personal statement. Write it several times until you are satisfied with its content and appearance.**

**Ex. 7. What would you say if you took part in these dialogues?**

A. Is it necessary to type my resume?

B. I consider that

A. I think you’d better write about your spouse and children in the resume. Do you agree with me?

B. I don’t think so, because

A. Is it obligatory to mention my educational history? Why?

B. I suppose that

A. I started with my personal data then passed to my experience. Is it right?

B. It’s not right, you’d better

A. Did you list chronologically all your previous positions?

B. No, because …………

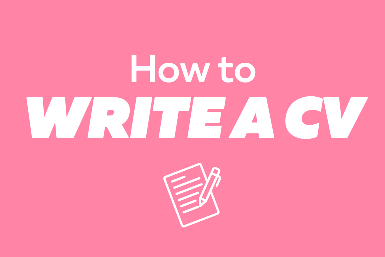
A. I think you should mention

**Curriculum Vitae**

Curriculum Vitae (CV) differs from the resume only in volume (up to 6-8 pages) and it is destined for the candidates to higher posts or for work abroad. Most CVs are laid out in a similar way, giving information in a certain order. Writing your CV you may follow the following plan:

1. Name, address, phone/fax number.
2. Particular position, company (job objective).
3. Experience (achievement skills).
4. Education + additional courses, specific company training programs, language courses.
5. Personal data.

**Ex. 8. Mr. Green found separate parts of a good CV’s scheme. Help him to put the parts in the right order.**

****Position, company.

Job objective.

Name additional courses.

Experience.

Address.

Phone/fax number.

Education.

Personal data.

**Notes on Curricula vitae (GB) or Resume (US)**

**Name**: e.g. Robert Louis Stevenson; or Stevenson, Robert Louis; or STEVENSON, Robert Louis.

**Date of birth**: write the month, e.g. 11 January 1980, because 11/1 = 11 January (GB) and 1 November (US).

**Nationality**: always begin with a capital letter: French, German, Japanese, etc. You can also add **Marital status**: Single or Married.

**Objective**: e.g. A job in international marketing; a traineeship in trading; Marketing assistant; Account manager; Financial analyst.

**Work experience**: give dates (months or years) and name of employer(s). Put the most recent first. Be specific about your duties if they have any relevance to a business career, e.g.:

Summer 2002, Office Assistant, Book Antiqua Ltd, Lucida, New Jersey.

The job involved file maintenance, data entry, word processing, proof­reading, customer service, and other clerical and administrative tasks.

Education: list this in reverse order, e.g. 2001-2 Master's Degree in International Management, Bigtown University, Bigtown (expected date of completion July 2002)

1998–2001 Degree in Business Administration, majoring in Finance/Marketing, etc. (sometimes called a Bachelor's Degree)

An English translation of your institution might be Faculty or School of Business Administration and Economics.

Between 14 and 18 or 19 years old you probably attended what is translated as a High School or a Secondary School, where you probably obtained the equivalent of a High School Certificate. Your primary education is probably not important.

Computer skills: e.g. working knowledge of Microsoft Office, Word, Excel, PowerPoint, and internet software.

Languages: e.g. French (mother tongue), good knowledge of German and English, elementary knowledge of Spanish. Or: Fluent in Spanish and English, some knowledge of French and Italian.

Hobbies and interests: e.g. underwater skiing, synchronized sewing, deep-sea football, long-distance cooking, cross-country swimming ... It is preferable to list hobbies that demonstrate qualities that are relevant to the job you are seeking.

Ex. 9. Read the sections of a CV (a-h) and match them with the headings (1-8).

Personal statement ?

Personal details ?

Work experience ?

Languages ?

Interests ?

Other information ?

Referees ?

Education and qualifications ?

|  |
| --- |
| **a** Czech (mother tongue), English (fluent), Spanish (good) |

|  |
| --- |
| **b** Theo Johnson, Head of Postgraduate Studies, London Business School; Sarah Lewis, Marketing Director, International Enterprises |

|  |
| --- |
| с 1998–99 London Business School - Postgraduate Diploma in International Marketing 1994-98 University of Economics, Prague - graduated in Business Studies |

d I am a hard-working and enthusiastic sales and marketing graduate, who is looking for a challenging position with an international company.

|  |
| --- |
| e Travel, swimming, running, reading, cinema, classical music |

|  |
| --- |
| f Name Frantisek Svoboda  Address 220 Belsize Gardens, London SW2 2RT  Telephone 070 2268 2331  E-mail [fransvob@yahoo.com](mailto:fransvob@yahoo.com)  Nationality Czech  Date of birth 17th April 1976 |

|  |
| --- |
| **g** I spent a year travelling in the United States and Latin America between my postgraduate studies and my current job. I also worked for two summers at a summer camp for children in the US. I ran the London Marathon in 2000 and 2001. |

|  |
| --- |
| **h** 2000-date Marketing executive, JB Market Consulting, London 1999–2000 Marketing trainee. International Enterprises, London |

Ex. 10. Work in pairs. Look at these 'rules' for writing a CV. Which ones do you agree with? Why?

1. make sure your CV is well-organized.
2. Include a lot of detail – a good CV is long.
3. List your education and work experience in reverse order – start with your most recent job.
4. Include additional information that you think could help your application, e.g. travel experience or voluntary work.
5. Don’t send a covering letter – no one reads it.

Ex. 11. Work in pairs. Look at the job advertisement. Discuss what qualifications and experience applicants need for this job. Do you think Frantisek Svoboda has the right qualifications and experience to apply for the job?

INTERNATIONAL MARKETING MANAGER

Lopez Garcia is a Spanish-owned investment company currently looking for a marketing professional to join our London office. The successful applicant will be responsible for: marketing our services to clients in the UK; helping to develop the company's marketing plan; traveling to Spain and Mexico for meetings with clients; managing a team of ten people.

You need to have a marketing qualification and at least three years' experience. You must be enthusiastic, hardworking and flexible. Ability to speak Spanish is essential.

Apply in writing, with CV, to:

Jaime Aranda, Human Resources Manager, [jha@st.romero.es](mailto:jha@st.romero.es)

Ex. 12. Imagine that your friend has decided to write down a resume because he/she is seeking a new job. Give him/her advice how to write it clearly.

Ex. 13. You are working at the Human Resources Office and you deal with applicants’ resumes. You know well how to write a good resume. Explain how to do it to an applicant for a position “Sales Manager” at a Food Company.

Covering letters

All СVs should be accompanied by a covering letter. This should tell the employer which job you are applying for and a few words drawing attention to silent parts of your CV, saying why you are interested in the job, and why you think you would be suitable for the job. Your covering letter is a very important part of the application, and so it will require a great deal of thought.

Planning a covering letter



Read the advertisement carefully. Find out as much as you can about the company advertising the job by telephoning or asking around. Put yourself in the shoes of the advertiser, and try to get an all-round picture of the person they are looking for.

All job advertisements are worded to attract a certain type of person. Apart from telling you what qualifications you need to have, the advertiser will use words that describe the kind of personality they wish to employ.

The following is the example of the covering letter to the advertisement.

Retail Manager

Privately-owned accessories retailer requires self-starter to open and run small town center boutique. Working initially with one assistant, you will be responsible for buying, display and re-orders and bookkeeping. Managerial experience essential, with five years in retailing, preferably in accessories. CV and indication of salary requirements to: Jean Baird, Pretty Lady Ltd, 46 Beech Grove, Siltwell SLS 8UJ.

Dear Ms. Baird

*Retail Manager*

1 am interested in the applying for the position of Retail Manager advertised in yesterday's Evening Post.

As you will see from my СV, which is enclosed, I have been working in retail for nine years, but most of the time in ladies’ fashion. My current position is Assistant Manager at a store that includes a range of accessories, for which I am solely responsible. While I have not held the position of Manager, I have stepped in as an Acting Manager on a number of occasions. My previous jobs have all involved bookkeeping, dealing with wholesalers and window dressing.

Opening a new shop is an exciting prospect that requires hard work, and I would welcome the opportunity to build on my past experience to make the venture a success.

1 would be glad to meet you to discuss the position at your convenience. I would be grateful, however, if for the time being you would contact me at home rather than at work. I look forward to hearing from you.

Yours sincerely

Susan Moore (Miss)

**Look at the different elements of a cover letter**

|  |  |
| --- | --- |
| **Return Address**  This is your personal letterhead. Put your contact information here. | Michele Peters  45 Agate Road  London NW6 OAH  Tel: 208 847 9746  Fax: 208 774 8094  E-mail: [mpeters@londonmail.com](mailto:mpeters@londonmail.com) |
| **Date** | March 1, 20\_\_ |
| **Inside Address**  Write a cover letter to a specific person, if possible | Maria Sanchez Human Resource Specialist NetLives Ltd. 632 Garrison Road Cambridge CB4 1 HB |
| **Salutation**  Use a colon after the name | Dear Ms. Sanchez: |
| **Opening**  Tell (1) that you are applying for a job and (2) the source of your information. | I read about a job opening for an administrative assistant on the NetLives Web site. |
| **Focus**  Tell why are you suited for the job. | I am a recent graduate of EMP Secretarial School, and I was in the top of my class. I am looking for a challenging work environment like that at NetLives. |
| **Action**  Tell what you plan to do | I will call you next Monday to discuss my enclosed resume. |
| **Closing**  Be positive | I look forward to meeting with you soon. |
| **Complimentary Close** | Sincerely yours, |
| **Signature**  Sign your name. | Michel Peters |
| **Typed name** | Michel Peters |
| **Enclosure**  Add this if you are sending something with a letter. | Enclosure |

**! Useful Language**

I read about job opening for

I will call you .

I look forward to meeting you.

**The body of a cover letter generally has four parts.**

|  |  |  |
| --- | --- | --- |
| **Part** | **Content** | **Example** |
| **Opening** | Tell (1) that you are applying for a job and (2) the source of your information. | I read about a job opening for an administrative assistant on the NetLives Web site. |
| **Focus** | Tell why you are suited for the job. | I am a recent graduate of EMP Secretarial School, and I was in the top of my class. I am looking for a challenging work environment like that at NetLives. |
| Action | Tell what you plan to do. | I will call you next Monday to discuss my enclosed resume. |
| Closing | Be positive. | I look forward to meeting with you soon. |

**Ex. 14. Look through the newspapers and find some job advertisements. Choose the one which you would like most of all and write a covering letter to it.**

References

A reference is a letter or oral communication describing or confirming a person’s character. References are normally written by a person who knows the subject well: a teacher, employer or personal friend. It is normally requested by a potential employer, and written in response to this request, with the particular job prospect in mind.

***Permission to cite a referee***

Dear Mrs. Jones

As you know, I’ll be leaving school this summer after completing my GCSEs. I am now looking for a job in engineering and will soon be making a number of enquiries and applications.

As my class teacher, I would be grateful if you would agree to act as my referee should I need one. Please let me know if you would have time to do this.

Yours sincerely

Writing **a** reference

Only agree to writing a reference for someone if you know that you can say something good about him or her. It is better to turn someone down than to agree and then have to fabricate your comments or say something detrimental. If you wish to decline giving a reference, there are plenty of excuses you can use. Probably the best is that you do not know the subject well enough. The following letter is a refusal in response to a request for permission to name a person as a referee.

Dear Andrew

Thank you for your letter asking me to act as your referee. I am afraid to say: “I must decline”. We have not met for a number of years now. And I feel I do not know you well enough to be able to speak authoritatively on your behalf.

I am sorry not to be able to help. Good luck with your job hunt.

Yours sincerely.

If you have agreed to write a reference, the prospective employer should contact you giving enough information for you to be able to say something relevant. Consider the following points:

1. How well do you know the candidate?
2. Do you have experience of the candidate’s work or personal life?
3. Is the candidate trustworthy?
4. Is the candidate hardworking?
5. Is the candidate enthusiastic? Dedicated? Serious?
6. How well does the candidate work with a team?
7. Is the candidate a loner?
8. Is the candidate ambitious? Loyal?

**Ex. 15. Read the following reference letter and note the qualities that the employer mentions as being important. Does the candidate have them?**

Dear Mr. Biggins

James Lo*ng*

Thank *you* for *your letter of the 19th* March, requesting a reference for James *Long.*

I have known James for about *10* years, *since* he joined Buckby Local *History Society. We* have *both been on the Committee for* a number of years and James has acted *as* the *society’s secretary and chairman.*

James is a natural leader and organizer. He *inspires enthusiasm even* among *the most* lethargic of our members, and *never* lets *any* obstacle *stand* in his way. He *listens to the opinions and* desires of others and compromises when necessary.

He has *shown* himself *to be* loyal and *trustworthy* both as a personal friend and as valuable member of the society. It is a pleasure to work alongside him.

I believe he would be *an* effective *addition to your team.*

Yours sincerely.

**Testimonials**

A testimonial is similar to a reference. The difference is that it is written in the form of an open letter. Rather than being addressed to a particular enquirer, it is passed to the subject for future use. Because testimonials are not written for special occasions, the comments in them must be more general than for a reference.

1. No inside address should be given.
2. Use the words “To whom it may concern” and give subject’s name as the title.
3. Explain your relationship to the subject. If you have been an employer, give the subject’s job title.
4. Describe in general terms the subject’s character and attitude to work.

*To whom it may concern*

*Angela Cartwright*

*Ms Cartwright worked for me for six months in 2008 as a researcher and personal assistant. During that time she dealt efficiently with my general correspondence, telephone calls and other paper work, she also proved herself to be a resourceful and hardworking researcher.*

*She works well on her own initiative. She is thoughtful and pays due attention to details. She was punctual and frequently worked late when we had a deadline to meet. I regret that I have moved to a new neighborhood.*

*I would recommend Ms Cartwright as an outstanding researcher and I feel sure that she would be an asset for her future employers.*

*Adrian Bisset*

*Journalist*

Ex. 16. Your friend wants to get a job as a secretary (receptionist, manager, economist). Write a reference or testimonials to a potential employer.

Ex. 17. A) Scan the article below quickly and answer these questions.

1. What percentage of employers research candidates online?
2. Which social-networking sites are mentioned?
3. Who do Peter Cullen and Farhan Yasin work for?

Jobseekers have been warned that their Facebook profile could damage their employment prospects, after a study found that seven in ten employers now research candidates online.

According to new figures released by Microsoft, checks on Facebook and Twitter are now as important in the job-selection process as a CV or interview.

The survey, which questioned human-resource managers at the top 100 companies in the UK, the US, Germany and France found that 70 per cent admitted to rejecting a candidate because of their online behaviour.

But HR bosses also said that a strong image online could actually help job hunters to land their dream job. Peter Cullen, of Microsoft. said: “Your online reputation is not something to be scared of, it's something to be proactively managed. These days it's essential that web users cultivate the kind of online reputation that they would want an employer to see.”

Facebook *faux pas\** include drunken photographs, bad language and messages complaining about work.

Farhan Yasin. of online recruitment network Careerbuilder.co.uk. said: “Social networking is a great way to make connections with job opportunities and promote your personal brand across the Internet. People really need to make sure they are using this resource to their advantage, by conveying a professional image.”

But Mr Yasin cautioned job seekers to be aware of their online image even after landing the perfect job, after their own research found that 28 per cent of employers had fired staff for content found on their social-networking profile. He added, "A huge number of employers have taken action against staff for writing negative comments about the company or another employee on their social-networking page.”

*by Andy Bloxham*

*adapted from the Telegraph*

*\*faux pas [ˌfəu'pɑː] – неудачный шаг, необдуманное решение, бестактность*

B) Read the article again and choose the best headline (a, b or c).

1. Complaining about your job could lose you your job
2. Facebook profile ‘could damage job prospects'
3. Ambition is key to a successful career

C) According to the article, how can social-networking sites make or break your career? In pairs, write a short list of things you should not do on your social-networking pages. You can include your own ideas.

D) Should staff be allowed to use social-networking sites during the working day? Discuss.

Unit 4

BUSINESS INTERVIEWS

Topical Vocabulary

get an interview проходить интервью

present a list of references предоставить список отзывов

regular duties обычные обязанности

colleague коллега

be an asset for the company быть приобретением для компании

give a good representation хорошо представить

appoint the date назначить дату

handle контролировать, справляться

salary заработная плата

labour law трудовое законодательство

joint venture совместное предприятие

stock-holding company акционерное общество

enterprise предприятие

managing director управляющий

chief executive руководитель

be in overall control полностью контролировать

personnel department отдел кадров

computer literacy компьютерная грамотность

sales representative представитель no реализации

tax specialist специалист по налогам

estate agent агент по недвижимости

advertising agent агент по рекламе

personal assistant личные помощник

chief accountant главный бухгалтер

cash accountant бухгалтер по работе с наличностью

public relation specialist специалист по связям с

общественностью

business information analyst аналитик бизнес-информации

Ex. 1. Translate the following sentences into Russian.

1. My friend has got an interview tomorrow that’s why he is so nervous. 2. Did you present a list of references to the interviewer? 3. He was confident and they didn’t hesitate to take him for this position. 4. The interviewer was impressed by his experience in this field. 5. Did you understand all the questions during the interview? 6. What date was appointed for the interview? 7. The interviewer told me that Mr. Green was an asset for any company. 8. Our company is a big enterprise with a complicated structure. 9. The Managing Director runs this firm successfully. 10. Mr. Williams, the Chairman of the Board of Directors, is in overall control of our bank. 11. There are eight departments at our stock-holding company. 12. Who leads your company and supervises everyday activities?

Ex. 2. Compound the sentences with following words and word combinations.

To get an interview, to interview smb., an interviewer.

To refer, references, a list of references.

To be confident, confidence.

Regular duties, duty free, to be on duty.

To execute, chief executive.

To compete, competitive price, competitor, competition.

**Ex. 3. What would you say if you took part in these dialogues?**

**Dramatize them.**

A.: Well, Mrs. Bradley, I see you’ve already had quite a lot of experience in the food industry. Could you dwell on your regular duties at your recent job?

B.: Yes, I can tell you that ……………………………………………….

A.: You mentioned earlier that you liked the people you had worked with. What features do you appreciate in your colleagues?

B.: I think that ……………………………………………………………

A.: It seems to me you had a pleasant place to work. I am surprised you are going to leave.

В.: You are quite right, but ………………………………………………

A.: You mentioned you had attended special language courses. How do

you think it will help you in your future work?

B.: I suppose that ……………………………………...…………………

**Ex. 4. Read this interview and find the answers to the following questions:**

1. What education does Miss Hunt have?
2. What subjects did she enjoy most at school?
3. Can she speak any foreign languages?
4. What is she doing at present?
5. Why does she want to leave her previous place of work?

**Interviewer:** Good morning, Miss Hunt.

**Miss Hunt:** Good morning.

**Interviewer:** You’d like to join our team, I gather.

**Miss Hunt:** Yes, I would.

**Interviewer:** That’s very good. I’d like to know a little bit about you. Perhaps you could tell me about your education.

**Miss Hunt:** Well, I left school at eighteen. For the first two years I went to an engineering firm. And after that I did a one-year full­time PA (=Personal Assistant) course and went back to the firm. I was PA to the export director. I stayed there for two years and then moved on to my present company. I’ve been with them for three years now, first working with the Managing Director and now I am with the sales manager.

**Interviewer:** That’s very interesting. Well, I’d like to know, what was the course you enjoyed most at school?

**Miss Hunt:** Foreign languages I liked best. We did French and German.

**Interviewer:** And are you quite fluent in those now or...?

**Miss Hunt:** Yes, a bit rusty now, but... Obviously the more travel I can do the more I can use languages and I’d like to learn another language. I’d like to add Italian as well.

**Interviewer:** Very good. That might be very useful. Now tell me about

the work you are doing at present.

Miss Hunt: Well, our company is a marketing and public relations company and we do consultancy work for companies operating in the UK and European markets. Our clients come from all over the world. We deal with some of them by post, but most of them come to our offices at least once during a project. I assist the sales director by arranging their visits, setting up meetings and presentations and I deal with her correspondence.

Interviewer: It sounds as if you are very happy there, Miss Hunt. I’m curious why you’d like to leave them and join our company.

Miss Hunt: Well, I know the reputation of your company. And I feel that I would have more scope and opportunity in your company and the work will be more challenging for me. I might be able possibly to travel and use my languages because at the moment most of my work is rather routine secretarial work and I like the idea of more challenges in my life.

**Ex.** 5. Read the passage. Choose the options so that the passage makes sense as a whole.

1. A job interview is like a game because … .
2. there are several players.
3. it is governed by rules.
4. However, the rules of the interview game, which are unwritten … .
5. can have very important consequences.
6. are never made clear to participants.
7. Often, interviewers and candidates ... .
8. follow the rules selectively.
9. don’t know that these rules are operating.
10. Furthermore, they may not fully comprehend ... .
11. the effects the rules may have in the interview.
12. why the rules are being changed.
13. In this situation, job interviews are likely to be ... .
14. long and boring.
15. unfair and unreliable.
16. Some awareness of the unwritten rules which are operating will enable candidates to ... .
17. relate their answers to the job on offer.
18. gain some measure of control over the situation.
19. It is a situation, after all, which
20. will always tend to be an unequal encounter.
21. only occurs rarely in real life.

**Ex. 6. Using gerunds make sentences telling how you feel about the job activities listed below.**

To be an economist

To be a broker

To analyze computer systems

To program computers

To work as an accountant

To work as a manager

To count other people’s money

1. would be very boring.
2. would appeal to me.
3. would satisfy my career goals.
4. sounds fascinating.
5. would enable me to earn a good living.
6. is of great (of no) interest to me.
7. sounds monotonous.
8. and are work activities I could never consider for myself.
9. and are the most interesting items on the list.

**Ex. 7. Make up sentences describing how you feel about the various features of a job. Follow a pattern:**

Avoid – work alone – I would avoid working alone.

|  |  |
| --- | --- |
| **Verbs** | **Job features** |
| can’t stand  detest  dislike  enjoy  mind  resent  resist  be capable of  have to get used to | work closely with colleagues  make decisions  do paper work  administrate  follow orders  do creative work  have a high stress job  work in a large office  deal with people |

**Ex. 8. Match the words and their definitions:**

1. to work nine-to-five a) not to work while looking after a baby

2. to be dismissed b) not to work because of a disease

3. to apply for a job c) to be fired

4. to be promoted d) to write an application form to be

accepted for some position

5. to be on / take maternity e) to get a higher position up the ladder leave

6. to be on / take sick leave f) to work regular hours

7. to be a workaholic g) to be mad about one’s work

8. employment agency h) ability to operate on a PC

9. appointment i) process of looking lor a job

10. applicant j) a person who is applying for a job and

hands in his application form

11. free command k) a meeting at a pointed time

12. computer skills 1) organization helping you with looking

for a job

13. job hunting m) ability to do something freely and

well

**Ex. 9. Read the text about how to prepare for a job interview. In each line 1–6 there is one wrong word. For each line, underline the wrong word in the text and write the correct word in the space provided.**

|  |  |
| --- | --- |
| Before you go for a job interview, make sure that you do your homework. Find out as much as you could about the company, about its history, about what it does, how many people it employ, and so on. During the interview, try to keeping to the point. Give complete answers but do not talk for longer then necessary. Finally, remember that you can ask the interviewer question. This will show that you are really interested for the opportunity. | 1 …can  2 …  3 …  4 …  5 …  6 … |

**Ex. 10. Read and translate the text. Be ready to do exercises after it.**

**JOB-HUNTING**

In our opinion job-hunting itself isn’t a problem although it’s rather unpleasant to have no income. The challenge is to find a well-paid place consistent with your ambitions.

First and foremost you should keep in mind that you can’t do without a good educational background. An education gives you a better opportunity to find the right job for you. The second demand made of a candidate is at least several years’ experience. First of all, such an experience in your work for other companies may create your self-assurance and make your knowledge in the sphere you specialize in deeper and more stable.

Upon arrival at the appointment (even better in advance) you should produce your letters of recommendations and references. Such letters will prove your professional validity. Being interviewed by your possible employer it’s you who should raise the question of the salary and terms. Conditions of your further work will depend on the impression you make and the terms you establish. Never ask for a monthly salary smaller that you consider suitable. Nobody will make it higher if already settled. Adequate working conditions are of the greatest importance. Being employed full-time typically means an eight-hour work day and forty-hour work week. This should comfortably allow you to demonstrate your abilities to the fullest. Even if you claim a non-skilled position, a supportive environment is preferable. You should think over your terms very thoroughly. While studying your terms and rights you may miss or misunderstand something important. That’s why it is essential to talk about it with your interviewer in advance. You should also clearly define what compensation will be afforded, if any, when you leave the company; if you’ll have any fringe benefits or bonuses having a part-time employment.

If your position implies business with foreign partners you’re supposed to master foreign languages and have business trips. In this case there arises the question of reimbursement of traveling expenses such as round trip, adequate living conditions, etc.

It’s quite natural that there are customary terms, which demand no discussion with the employer such as annual paid leave (vacation), free medical service, fines or other punishments for shirking the work and neglecting your duties, insurance against accidents at work, etc.

Mind all this if you are eager to get and hold the position and be easy in dealing with people.

Ex. 11. Complete the sentences by adding the suitable phrases, words or expressions.

1. It’s rather unpleasant to have no .
2. On coming to the interview you should produce .
3. One of the demands for candidates is several years’ .
4. You should think over your very thoroughly.
5. You’d better clear up what ... you’ll get in case of the .

6. ……….. conditions don’t ever demand any discussion with the

prospective employer.

1. One can’t do without a good .
2. Be sure to have against accidents at work.
3. The problem is to find a well ... place with your ambitions.
4. If your position implies with foreign partners

you’re supposed to foreign languages,

Ex. 12. Translate into English in writing.

1. Чтобы не «провалиться» на собеседовании, взвесьте свои шансы до того, как Вы придете на встречу.
2. Как правило, рекламные объявления в прессе не поясняют требования, предъявляемые к кандидатам.
3. Если Вы не можете прийти на встречу вовремя, Вам лучше оповестить об этом консультанта заранее.
4. Свободное владение одним или несколькими иностранными языками является необходимым условием только при устройстве на работу, связанную с партнерством с иностранными фирмами.
5. Вы вряд ли сможете получить представление о рынке вакансий, если не обратитесь в бюро по трудоустройству.
6. Самый лучший способ успеть везде вовремя – расписать рабочий день по часам.
7. Вы можете хвалить себя от имени своих бывших работодателей, но Ваши слова не примут во внимание без письменных рекомендаций.
8. Если Вы не уверены, что придете на собеседование вовремя, Вам решать – отменять встречу или опаздывать.

Ex. 13. Motivation at Worк.

Work in pairs. Make a list of things that are important when choosing a job, e.g. earning a lot of money, working for a big company, helping other people. You have one minute.

Choose five rewards or benefits from the list. Number them in order of importance to you. Explain your order to another student. Interview your partner about his preferences. Find out about the benefits and rewards he will hope to get from his job. Tell the class.

|  |  |  |
| --- | --- | --- |
|  | You | Your partner |
| pension |  |  |
| training |  |  |
| profit share |  |  |
| expenses |  |  |
| company car |  |  |
| business class travel |  |  |
| private health insurance |  |  |
| bonus |  |  |
| travel allowance |  |  |
| subsidized childcare |  |  |
| job satisfaction |  |  |
| promotion |  |  |
| responsibility |  |  |
| gym membership |  |  |
| doing something worthwhile |  |  |

Ex. 14. You must remember that the language, format, and style in internal (interoffice) correspondence is much more informal that the language used for the external correspondence.

Can you name the difference?

For example, salutations are not often used in e-mails, especially within a company. Sometimes subjects are dropped from the sentences. This would never happen in correspondence addressed to a stranger or to a client.

1. Skim the form and make assumptions about the context.

What is the sender writing about?

How do you think the sender feels?

How would you handle the situation / correspondence?

1. Read the correspondence to complete the form.

From: Maria Sanchez [msanchez@netlives.com](mailto:msanchez@netlives.com)

To: "Grace Chen" [echen@netlives.com](mailto:echen@netlives.com)

Subject: Applicants for Administrative Assistant

Date: Fri, Mar 3, 20\_\_ 8:45:03

Thanks for sending out the acknowledgment e-mails yesterday to the ten applicants for the administrative assistant position. Please read their resumes and decide whether to interview the applicants or reject them. Then send them the appropriate e-mail.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |  |
| y | y | n | y | y | y | ? | y | y | n | Has a high school degree or equivalent. |
| y\* | n | ? | n | y | y | ? | n | y | ? | Has scheduling and ordering experience. |
| y | y\* | n | n | y | ? | y | y | y | y\* | Is familiar with word processing programs. |
| y | ? | n | ? | y | n | n | y | y\* | n | Has at least two years of experience as an administrative  assistant. |
| y\* | y | ? | ? | y | n | y | y | ? | y | Is organized and detail- oriented. |
|  |  |  |  |  |  |  |  |  |  | Interview (I) or Reject (R) |

**APPLICANT EVALUATION CHART. Applicants Requirement.**

у = applicant has the skill

y\* = applicant has the skill and is a very good candidate

n = applicant doesn't have the skill

? = resume doesn't say if applicant has the skill

**Look at the different elements of e-mails replying to a job applicants.**

Reply 1: Acknowledging Receipt of an Application.

|  |  |
| --- | --- |
| **Heading**  Is supplied automatically by the e-mail program. | From: Grace Chen  To: "Michel Peters"  Subject: NetLives Administrative  Assistant Position  Date: Thu, Mar 2, 20­\_\_ 10:51:18 |
| **Opening**  Tell you received the application. | We received your application for the position of administrative assistant on March 1. |
| **Action**  Explain the process. | At this time, wc arc reviewing the resumes. We will contact all applicants that we would like to interview by March 10. |
| **Closing**  Thank the applicant for her interest. | We appreciate your interest in NetLives. |

! Useful language

We received your application\_\_\_\_\_\_\_\_.

We are reviewing .

We will contact .

We appreciate your interest in \_\_\_\_\_\_\_\_.

**Reply 2: Requesting an Interview**

|  |  |
| --- | --- |
| **Heading**  Is supplied automatically by the e-mail program. | From: Grace Chen  To: "Michel Peters"  Subject: NetLives Administrative  Assistant Position  Date: Tue, Mar 7,20\_\_ 11:51:18 |
| **Opening**  Invite the applicant for the interview. | After reviewing your resume, we are pleased to invite you for an interview for the position of administrative assistant. |
| **Action**  Explain what will happen. | Your interview is scheduled for Monday, March 13th at 10:00 A.M. Please come to the Human Resource Department of our main office. If that is not convenient, please contact me immediately to reschedule. |
| **Closing**  Be enthusiastic. | We look forward to meeting you at NetLives. |

**! Useful Language**

We are pleased to invite you for an interview\_\_\_\_\_\_\_.

Your interview is scheduled for .

Please come to .

We look forward to meeting you

**Reply 3: Rejecting an Applicant**

|  |  |
| --- | --- |
| **Heading**  Is supplied automatically by the e-mail program. | From: Grace Chen  To: "Bob Hopkins"  Subject: NetLives Administrative  Assistant Position  Date: Tue, Mar 7, 20\_\_ 12:26:35 |
| **Opening**  Tell you received the application. | Thank you for sending us your resume for the position of administrative assistant |
| **Action**  Explain why the applicant is rejected. | Unfortunately, your qualifications do not match our needs at this time. We will keep your resume on file. If a position that matches your qualifications becomes available in the future, we will contact you. |
| **Closing**  Be polite and positive. | We wish you every success in your career. |

! Useful Language

Thank you for sending \_\_\_\_\_\_.

Unfortunately, your qualifications do not match our needs.

We will keep your resume on file.

We wish you every success in your career.

Ex. 15. Write three e-mail letters: “Acknowledging Receipt of an Application”, “Requesting an Interview”, “ Rejecting an Applicant”.

Ex. 16. Role Play «Applying for a Job».

You have been learning how to apply for a job at the lessons. Today is an exciting day for you because you are welcome to International Network Agency for a job. You are applicants and you are expected to do the best to be hired. One of you is a Human Resources Director. She/he is in charge of applying people for a job. Follow her/his instructions to get a job.

1. Divide into 4 groups.
2. Read the advertisement from the newspaper, which was given by International Network Agency. Choose the position you will apply for (each group is to choose one of the positions from the advertisement). Fill in the job description with your group mates. Give some more details asked, but try to be true.

|  |
| --- |
| October 6th, 2010.  Receptionist, Interpreter, Research Assistant, Marketing Executive wanted.  Must be able to read, write and speak English.  Send resume to Mrs.(name), Human Resources Director. International Network Agency, 16 North Road, Berkeley, California 95204. |

1. Exchange your job descriptions with another group. Write a letter of application to apply for the position offered you by another group.
2. Enclose your resume.
3. Change your application letters and resumes with the group that is going to apply you. Look through them carefully and be ready to pass and take an interview: introduce yourself – making small talk is necessary when you are introduced.

Procedure:

1. Work in groups. Take it in turns to be the Interviewer, the Candidate and the Observer. Allow enough time for each of you to have a turn at being the Applicant. Think of the questions related to the job chosen before.

Interviewer. Ask the Applicant some questions. Avoid asking Yes/No questions. Perhaps try to give him or her a hard time by asking supplementary questions like this: «Why do you think that? In what way exactly? Can you give me an example of that?»

Applicant. Do your best to answer the questions and try to keep cool!

Observer. As you listen to the Interviewer, make notes on these points: what impression each person gives; if they are nervous, how this affects their performance; if there are many Yes/No questions; what question the Applicant answers well/badly; what advice you would give them for their next real interview.

1. After playing your roles, discuss your impression, advice something and change your roles. The employers announce which person they would like to hire and why. The applicants tell everybody about their emotions while passing an interview.
2. From each group choose the best person to pass Human Resouces Director’s interview. Explain why you are eager to work for International Network Agency.
3. Give three reasons why they should hire you for a job.

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АНГЛИЙСКИЙ ЯЗЫК

IN SEARCH OF EMPLOYMENT

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