

UNIT

8



Professional is Looking for a Job

Preview

Answer the questions. Then talk about your answers.

- 1) In what sectors of activities – agriculture, industry, service do you work?
- 2) Which sectors do the people in your area work in?
- 3) How has this changed from generation to generation?
- 4) Do you know what CV is?
- 5) Have you ever written one?

I. READING

Read and translate the text

PROFESSIONAL IS LOOKING FOR A JOB

Interviewer: So tell us about CVs, then, Marika. What are the key things they include?

Marika: Well, you should start with brief **personal details**, of course. You know, name, age, and so on. **Marital status** is OK too, but no names of children or pets.

Interviewer: And next comes education, I suppose?

Marika: Yeah. You ought to **list** the schools and institutions you've **attended** in **chronological order**. Make sure that the dates make sense. Don't forget details of the **qualifications** you **obtained**. Remember to put your **grades** too.

Interviewer: I see. And would you advise people to include copies of their qualifications, and so on?

Marika: No, they don't need to do that, not at this stage.

Interviewer: Right. Now for the part of the CV which deals with **work experience**. Should we go through this in chronological order or start with the more recent, **current** job first?

Marika: I would definitely say begin with the present or more recent job first. Then work **backwards**. Give a brief description of each job and try to list one or two **achievements**.

Interviewer: That's hard if you're still a student, isn't it?

Marika: True, but you can still mention things like "I was secretary of the Anglo-German society" or give details of any part-time or holiday jobs.

Interviewer: One last question. What about a photograph?

Marika: Well, it can go on an **application form** or with a **covering letter**, but there's no reason why you can't put it on your CV. If I were a **job seeker**, I'd invest in a

studio photograph – one that made me look as good as possible, rather than one from a machine. And, of course, never send a picture of you on the beach or at the party – people have sent me some amazing things!

II. VOCABULARY

1. CV [si:'vi:] curriculum vitae [kə'rikjʊləm 'vi:tai]	резюме
2. personal details ['pɜ:sənl 'di:teɪlz] Personal details include name, age and address.	личные данные Личные данные включают в себя имя, возраст и адрес.
3. marital status ['mæritəl 'steɪtəs]	семейное положение
4. ought to [ɔt]	быть должным
5. to list [lɪst]	вносить в список, перечислить
6. to attend [ə'tend] You ought to list the educational institutions you've attended.	посещать Вы должны внести в список образовательные учреждения, в которых Вы обучались.
7. in chronological order [,krɒnə'lɒdʒɪkəl ,ɔ:də]	в хронологическом порядке
8. to obtain [əb'teɪn]	получать
9. qualification [ˌkwɒlɪfɪkeɪʃən] Put down the qualifications you obtained.	квалификация Укажите сведения о присвоенных квалификациях.
10. grade [greɪd] Don't forget to put your grades.	оценка Не забудьте указать свои оценки.
11. work experience [wə:k ɪks'pɪəriəns] Work experience is not given in chronological order.	опыт работы Опыт работы приводится не в хронологическом порядке.
12. current [ˌkʌrənt]	текущий
13. backwards [ˌbækwədʒ]	в обратном порядке
14. achievement [ə'tʃi:vmənt] Do you have any professional	достижение Есть ли у Вас профессиональные

achievements?	достижения?
15. application form [ˌæplɪkeɪʃən fɔ:m] A photograph can go on an application form.	заявление о приеме на работу Фотографию можно поместить на заявление о приеме на работу.
16. covering letter ['kʌvərɪŋ 'letə]	сопроводительное письмо
17. job seeker [dʒɒb 'si:kə] Job seekers must be very active.	человек, ищущий работу Люди, которые ищут работу, должны быть очень активными.

III. READING COMPREHENSION

1. Answer the questions:

1. What is the dialogue about?
2. What should you start your CV with?
3. How ought you to list the schools and institutions you have attended?
4. Do you need to include copies of your qualifications?
5. How should you put down the information about your work experience?
6. What information can you include if you are still a student?
7. What does Marika say about a photograph?

2. Read the statements and say if they are true (T) or false (F). Correct the false ones?

1. You should start your CV with brief personal details.
2. If you have got children, you must put down their names and age.
3. You ought to list the schools and institutions you've attended in chronological order.

4. You must not put your grades.
5. You should begin with the present or more recent job first and then work backwards.
6. If you are still a student you shouldn't write anything.
7. Employers don't take photographs seriously, so don't waste money on them.

3. Complete the sentences:

1. You should start with brief details.
2. Marital is OK too, but no names of children or pets.
3. Don't forget details of the you obtained.
4. Should we start with the more recent, job first?
5. Give a brief description of each job and try to list one or two.....
6. It can go on an application or with a letter.
7. If I were a job, I'd invest in a studio photograph.
8. Never send a picture of you on the or at the party.

IV. ANALYZE

1. Match the words with their Russian equivalents:

1. personal details	a. хронологический порядок
2. marital status	b. опыт работы
3. chronological order	c. квалификации
4. qualifications	d. достижения
5. work experience	e. заявление о приеме на работу
6. achievements	f. сопроводительное письмо
7. application form	g. личные данные
8. covering letter	h. семейное положение

2. Match the following English words with their definitions:

1. marital status	a. happening or existing now
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2. grades	b. to get, to receive
3. current	c. arranged in the order in which the events happened
4. achievement	d. something accomplished successfully
5. to obtain	e. to put down
6. chronological	f. the condition of being married or unmarried
7. to list	g. in a reverse manner or order
8. backwards	h. marks, points

3. Give the English equivalents:

1. составить список школ и институтов.
2. сведения о присвоенных квалификациях
3. начать с наиболее поздней по времени работы
4. работайте в обратном направлении
5. краткое описание
6. сведения о работе во время каникул
7. не пожалеть денег на профессиональную фотографию
8. потрясающие вещи

V. TRANSLATE

1. Для того чтобы найти работу, необходимо составить и разослать резюме.
.....
2. Личные данные включают в себя имя, возраст, адрес и некоторые другие данные.
.....
3. Информация об образовании должна быть представлена в хронологическом порядке.
.....
4. Предоставляя данные о предыдущем трудоустройстве, необходимо указать характер выполняемой работы.

.....
5. Если Вы студент, можно указать сведения о внеучебной активности – участии в волонтерской деятельности, например.
.....

6. Постарайтесь сообщить как можно больше сведений о своей профессиональной деятельности.
.....

7. На фотографии, как правило, обращается некоторое внимание, поэтому выберите самую удачную.
.....

8. Работодатели говорят: «Мы Вас не знаем», поэтому не стесняйтесь делиться информацией о себе, иначе упустите шанс получить работу.
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VI. SPEAKING

1. Study the CV:

Curriculum Vitae

Toni Carter

Personal details:

Full name: Toni (Antonella) Carter

Date of birth: 14/02/78

Permanent address: 88 Whitecross Road

St Albans

Herts WD3 8KY

Tel. / Fax: (01923) 0845841

Mobile: 0789 765782



Personal email: CarterToni@gratisserve.co.uk

Marital status: Single

Educational history:

I am currently following a part-time MBA programme in International Business at Randolph Business School

1997-2000 University of South Nottingham:

BSc Business Studies

1994-1996 Dr Chalmer's Sixth Form College:

'A' levels in Italian (A), Mathematics (A), Biology (B).

Skills:

Word-processing. Excel. Power Point. Clean driving licence.

Languages: Bilingual English / Italian

Employment history:

September 2002-present

Farinelli Fashions: Marketing Executive with responsibility for customer services. I regularly visit sales outlets in the south of England and our suppliers' factories in Malta and Morocco.

January 2001- September 2002

Kilt Corner: Shop Assistant, then Deputy Manager.

August-December 2000

La Sorpresa Italian Restaurant: part-time waitress.

Hobbies and interests:

Soccer: At university I was captain of the women's soccer team.

Playing the cello. Member of SN Chamber orchestra.

In my gap year I travelled round Australia and south-east Asia. I developed a much broader awareness of other cultures and ways of life.

Referees:

Catriona Flinn

Manager, Kilt Corner

16 Gorton Street

London W8

Professor K. Pradesh

Randolf Business School

32 City Road

London EC1B 7HG

2. Compose your own CV