Раздел 1. MODULE 1

Карьера CAREER

**ПР01. Jobs. Professional qualities.**

**ПР01. Наименования профессий. Профессиональные качества.**

***Exercise 1. Complete the sentences with jobs. Use a / an before them where necessary.***

1. Laura is \_\_\_\_\_\_\_\_\_\_\_\_. She helps people with legal problems.

2. Marco is \_\_\_\_\_\_\_\_\_\_\_. He builds offices.

3. Stella is \_\_\_\_\_\_\_\_\_\_\_. She’s good with cars.

4. I’m \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I work with money.

5. Phil is \_\_\_\_\_\_\_\_\_\_\_\_\_. He’s paintings are wonderful.

6. Gregory and Sam are \_\_\_\_\_\_\_\_\_\_\_\_\_. They give lessons at college.

7. Ronaldo and I work at Walmart – we’re \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

8. Helen is \_\_\_\_\_\_\_\_\_\_\_\_. She welcomes visitors to the company.

***Exercise 2. Complete the sentences with adjectives.***

1. Your receptionist is very \_\_\_\_\_\_. She is always ready to support her colleagues.
2. Our accountant is \_\_\_\_\_\_\_\_\_. She is never late for work.
3. This manager is quite an \_\_\_\_\_\_\_\_\_\_ person. He hopes to get a promotion soon.
4. All your employees are \_\_\_\_\_\_\_\_\_ people. It is easy to deal with them.
5. Our Sales Manager is \_\_\_\_\_\_\_\_\_\_\_. You can trust him.

***Exercise 3. Complete the information about Facebook with forms of the verb TO BE****.*

**The friendly face of Facebook**

Millions of people (1) \_\_\_\_ on Facebook every day and now it (2) \_\_\_\_ a multi-billion dollar American company. It (3) \_\_\_\_ a website for friends, but they (4) \_\_\_\_ not only American. They (5) \_\_\_\_ from all over the world. So (6) \_\_\_\_ Facebook a friendly company? Mark Zuckerberg, the company CEO, tells us more…

*Interviewer*: So where (7) \_\_\_\_ your company exactly?

*Zuckerberg*: It’s in Palo Alto, California.

*Interviewer*: You (8) \_\_\_\_ a CEO, so are you at work all the time?

*Zuckerberg*: Yes, I (9) \_\_\_\_, but my work colleagues (10) \_\_\_\_ also my friends. For example, Dustin Moskovitz, Head of Engineering, (11) \_\_\_\_ a friend from college. And Adam D’Angelo (12) \_\_\_\_ my Chief Technology Officer, we (13) \_\_\_\_ old friends from school.

**ПР02. Work duties. Job hunting.**

**ПР02. Должностные обязанности. Поиск работы.**

***Exercise 4. Сomplete the sentences with the words and phrases in the correct form.***

1. Sam \_\_\_\_\_\_\_\_\_\_\_\_ 2000$ a week.

2. I don’t like the working hours in my company, so I have to \_\_\_\_\_\_\_\_\_\_\_\_.

3. My husband \_\_\_\_\_\_\_\_\_\_\_\_\_ a big international company.

4. Stella is \_\_\_\_\_\_\_\_\_\_\_\_\_\_ of a big department.

5.\_\_\_\_\_\_\_\_\_\_\_\_\_in our office are from 8 a.m. to 5 p.m.

6. My job \_\_\_\_\_\_\_\_\_\_\_\_ organizing meetings.

7. John is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for computers in our office.

8. Jill is often late for work and I have to \_\_\_\_\_\_\_\_\_\_\_\_ her.

9. Every year our team gets a \_\_\_\_\_\_\_\_\_\_\_ for the good job.

10. My sister \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a small shop in the suburbs of the city.

11. People \_\_\_\_\_\_\_\_\_\_\_ at the age of 60 or 65 in Russia.

12. Doctors often do \_\_\_\_\_\_\_\_\_\_\_\_\_.

13. She is the best person in the department and our boss wants to \_\_\_\_\_\_\_\_\_\_ her.

14. At the end of the month we have a lot of reports to make, so we have to work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in order to meet \_\_\_\_\_\_\_\_\_\_\_\_.

15. Students in Europe often take \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to get some pocket money.

***Exercise 5. Fill in the gaps with prepositions (where necessary) in the phrases describing jobs and responsibilities.***

1. Working \_\_\_\_ a local company is quite boring. It’s hard to make a good career here.

2. Tom’s job is dealing \_\_\_\_\_\_ international projects.

3. Sue is \_\_\_\_ charge \_\_\_\_\_ meetings in our company.

4. I’m employed \_\_\_\_\_\_ Swiss Airlines.

5. My father works in an French department of Renault company and he often goes \_\_\_\_\_\_ business trips to other European countries.

6. Jack is responsible \_\_\_\_ translating papers coming from Germany.

7. Susie is a very responsible person. She always meets \_\_\_\_\_\_ deadlines.

8. My brother is good \_\_\_\_ repairing computers.

9. She’s always late \_\_\_\_\_\_ the meetings.

***Exercise 6. Make the sentences in Present Simple (positive, negative or question).***

1. (we / not / work late) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. (he / know how to develop this project?) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. (why / I / have to do this job?) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. (she / not / work at the weekends) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. (you / love studying languages?) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. (we / not / get a high salary) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. (you / understand the question?) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. (she / not / want to go to the company party) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Exercise 7. Read the profile of Jeffrey Immelt and put the verbs in brackets in the correct form in Present Simple.***

**Meet Jeffrey Immelt**

Jeffrey Immelt is Chairman and CEO of General Electric Co. GE (1)\_\_\_\_\_ (to be) a 128-year-old company in Connecticut, USA. It (2)\_\_\_\_\_ (to operate) in more than 100 countries and (3)\_\_\_\_\_ (to employ) more than 320,000 people worldwide. Immelt (4)\_\_\_\_\_ (to be) 51 and is a very rich man. He is married, and his wife's name is Andrea. They (5)\_\_\_\_\_ (to have) one daughter. Her name is Sarah, she is 20 years old. 'My wife and my daughter (6)\_\_\_\_\_ (to be) great,'

Immelt says. 'It's a pity we're not together more often.' He is away on business more than 50% of his time, and he (7)\_\_\_\_\_ (to try) to meet customers about a week a month. 'Life is never boring,' he says. 'No two days are the same.'

He usually (8)\_\_\_\_\_ (to get up) at 5.30 in the morning and (9)\_\_\_\_\_ (to work out) for about an hour. 'Exercise is important, but my real hobby is golf,' he says. 'I'm not great at golf, but I enjoy it. And I like to read, especially when I'm on the move.' He (10)\_\_\_\_\_ (to like) biographies, business books and fiction, and (11)\_\_\_\_\_ (to read) about 50 books a year. He also (12)\_\_\_\_\_ (to prefer) 1970s rock music.

**ПР03. CV rules.**

**ПР03. Правила написания резюме.**

***Exercise 8. Complete the sentences using the following words.***

*applicants requirement curriculum vitae references position*

1. This company is looking for a person for the …..........of a Sales Manager.
2. Their main …........ are experience and communicative skills.
3. ….. should have a 3 years’ experience.
4. You must have two ….. from your previous work.
5. Candidates should provide their …....... and send it to the address given in the newspaper.

***Exercise 9. Put the following headings in the correct place in the CV.***

*work experience, key skills, interests, education, references, profile*

**CURRICILUM VITAE**

Name: Vadim Kufenko

Date of birth: 8 May 1986

Nationality: Russian

Address: 58 Suvorovsky pr., apt. 52

St. Petersburg 191015, Russia

Telephone: +7-812-264-6922

E-mail: [v\_kufenko@online.ru](mailto:v_kufenko@online.ru)

1….......................

An enthusiastic professional with excellent analytical abilities in the field of science. Creative and able to work on his own initiative. Strong management skills. A good team player with good interpersonal skills.

2..........................

**September 2007 – July 2008**

MA degree in Economics specializing in Finance and Credit

St. Petersburg State University of Economics and Finance

**September 2003 – June 2007**

BA degree in Economics

St. Petersburg State University of Economics and Finance

**1998-1999**

Southwest Junior High School, Lawrence, Kansas, USA

**1993-2003**

School #157, St, Petersburg

3..........................

December 2008 – present

Financial Analyst at the Bank of Foreign Trade, St. Petersburg.

Responsibilities: daily financial analysis, preparing financial statements, data processing

4............................

Fluent in French and English

Computer skills: Microsoft Word, Excel, Linux systems

5..............................

Cycling, reading, mountaineering

6.............................

Professional and personal references available on request

**ПР04. Job interview strategies.**

**ПР04. Стратегии поведения на собеседовании.**

***Exercise 10. Read the following job interview. Notice Vadim Kufenko’s main strengths and skills.***

A *Have you got any questions to me?*

B *What are your three main strengths*?

C *What will be the major efforts in the next few years?*

D *When do you want me to start?*

E *How long were you in your last job with?*

F *What responsibilities will I have*?

G *Are you a leader by natur*e?

TST Systems is looking for candidates for an opening position of a Commercial Director. Mr Kufenko has come for the interview.

* Good morning, sir.
* Good morning. Come in. Mr Kufenko, isn’t it? Please take a seat. While I’m finishing these letters, fill in the application form, please...OK let’s start. Tell me, please, (1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the Bank of Foreign Trade?
* Four years. I’m only leaving because the firm is moving to another town.
* What do you know about our company? (2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*?*
* I know that it is a very promising company, so I’d like you to inform me (3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*?*
* We plan to expand our activity on French-speaking countries. We need a team of creative persons to make our company competitive in the world market.
* (4)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*?*
* Well, first of all, to be responsible for our contacts with French partners. You will have to travel very much.
* Yes, I see.
* So (5)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*?*
* I think, they are reliability, loyality and energy.
* OK, (6)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*?*
* Yes, I think so. I get on with people very well.
* All right. Now Mr Kufenko, I’m quite prepared to offer you a job with us. You have excellent references from your previous job. (7)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, sir?
* In a week, if possible.
* Yes, certainly. Thank you very much. Good-bye.
* Good-bye.