

Раздел 1. Профессиональная коммуникация.

Module 1. Professional Communication

ПР01. Устройство на работу. Основные виды работы, их краткая характеристика на английском языке; описание обязанностей, связанных с выполнением того или иного вида работы.

ПР01. Application for a job. Jobs and their brief description in English; a description of job responsibilities.

Exercise 1. Choose the correct answer.

1. A bank teller _____ in a bank.
A manages advertising B manages the credit department C receives and pays out money D tells banking stories
2. A _____ marks errors in the first printed copy of the text.
A caretaker B controller C printer D proofreader
3. He is looking for a _____ in electrical engineering.
A job B labor C occupation D work
4. What do you do in your spare time? What is your favorite _____? – I like to read books about traveling.
A job B labor C occupation D work
5. He is a member of staff and works from nine to five in the main office. He is a _____ worker.
A freelance B full-time C part-time D temporary
6. A _____ usually has quite a few vacancies for skilled and unskilled workers.
A art gallery B large construction company C local school D small travel agency

Exercise 2. Read the job ads and match the descriptions to the position.

A Digital Marketing Manager B Sales Manager C Electronics & Systems Engineer

Advertisement 1

Looking for your next big break? Join a progressive, forward thinking company with an exciting range of products and a fantastic reputation.

Role

You will be responsible for driving sales for Plant and Tool hire services to the construction industry. You will help to grow and develop business and maintain many existing accounts with small to large companies.

Company

A market leading hire and sales company with a fantastic reputation!

To be successful, you may have:

- Previous experience in a similar industry
- A proven track record of winning new business within the plant and tool hire markets or related.
- A high level of motivation, determination and passion.
- The ability to deal with any questions or issues to meet customer's expectations.
- A high level of communicative skills both verbally and written

Benefits

A basic salary of £43,000 - £47,000

Bonus

Company Car, Fuel Card

Advertisement 2

The Opportunity

- An exciting opportunity to join our Navigation Sensors Group.
- The Team are responsible for the specification and assessment of inertial and satellite navigation equipment.
- The successful candidate will work within the inertial sensors team and apply proven understanding of electronics for the specification of inertial systems

The Role

You would get detailed understanding of rate sensors and accelerometers to allow requirements to be created.

Monitoring supplier and technology roadmaps and identifying cutting edge and future technologies for investment.

Supporting sub assembly as part of an international team.

- Undertake research and design activities as part of an international team.
- Monitoring supplier and technology roadmaps and identifying cutting edge and future technologies for investment.
- Collaborating with suppliers and researchers of Navigation Sensors and related technologies.
- Designing and conducting laboratory tests.

What's in it for you?

This role offers an opportunity to be part of a successful team working to develop new and innovative solutions to address complex customer requirements.

- You will develop expertise in navigation sensors; both conventional and cutting-edge technologies.
- Involvement in the strategic growth of a rapidly evolving team.
- You will take a key role in several multi-national research programmes.
- The work is technically challenging, innovative and rewarding.

Advertisement 3

Mobile Fun- Who are we?

We are Europe's leading eCommerce retailer offering the latest mobile devices accessories from our websites, we were established in 2000. We are based in Birmingham and currently employ around 60 staff with a great reputation and having the highest possible standards. This is a fantastic place to work with a great team.

And what would the main responsibilities be?

Accountability and responsibility for the management and ongoing development of Mobile Fun's marketing team, ensuring effective coordination of marketing campaigns and activities across all Mobile Fun channels and the strategic development of all marketing activities and reach across all Mobile Fun's website portfolios.

Self Development

You will have the opportunity to access personalised learning and development opportunities that will expand your existing knowledge and challenge you and equip you with new skills.

Now, here's what we need from you:

- *Confidence and articulation in relation to the analysis of numerical data and statistics*
- *Hands-on with marketing activities*
- *Proven experience in Online marketing*
- *Proven team management experience*
- *Degree in a relevant subject*

As a part of a growing Mobile Fun team: You will receive access to a variety of our excellent benefits which could include;

- up to 25 days holiday,
- pension scheme matched up to 6%,
- Staff discounts (up to 90%)

Please apply by submitting a cover letter and a full CV!

Job Type: Full-time

Salary: £32,500.00 to £40,000.00 /year

Exercise 3. Read the job ads in 2 once again and answer the questions.

- Which job (jobs) requires previous experience in a similar industry?
- Which job (jobs) requires excellent communication skills?
- Which job (jobs) requires conducting laboratory tests?
- Which job (jobs) offers learning and development opportunities?
- Which job (jobs) requires working in a team?
- Which job (jobs) involves dealing with advanced technologies?

ПР02. Устройство на работу. Современные требования к кандидату при поступлении на работу. Основные документы при принятии на работу.

ПР02. Application for a job. Job requirements. Employment documents.

Exercise 4. Complete the sentences using the following words: *advertisement, applicant, to advertise, to apply for, requirement, position, to require, experience, to provide, curriculum vitae (CV) / resume, application, to assist, reference, referee*

1. This company is looking for a person for theof a Sales Manager who will a Managing Director.
2. They placed an in the local newspaper two days ago.
3. Their main are experience and communicative skills. They also that an applicant should be self-disciplined.
4. should have a 3 years'
5. You must have two from your previous work and give names of your
6. Candidates should their and send to the address given in the newspaper where the company its products.

Exercise 5. Read Josh Reed's covering letter and complete it with the words and phrases from the box: *abilities experience am keen position knowledge skills*

Josh Reed
75 Berry St
Summerville QLD 4536
T: (07) 8222 1111
E: j.reed@email.com

Rachel Forrester

HR Manager

Brighton Mining

Green Plains NSW 2008

February 3, 2016

Dear Ms Forrester

Re: Mechanical Engineer Position

I am writing to apply for the _____ of Mechanical Engineer as recently advertised on SEEK.com.au.

I am a highly motivated Mechanical Engineer with a Bachelor of Engineering (Mechanical Major) and three years of practical on-site mining _____. I am very interested in joining the engineering team at Brighton Mining given your reputation for world-leading innovation in open cut and underground mining.

In my current position as a mechanical engineer at Newcrest Mining I have developed key project management _____ and the ability to improve communication with the broader project team.

I have a thorough _____ of the processes of open cut and underground mining. I possess excellent interpersonal and communication skills and my multitasking _____ are advanced.

Given my on-site experience I am accustomed to operating in a FIFO environment and working hard to keep projects running on time and within budget. I _____ to employ my skills and enthusiasm as an integral part of your team and I look forward to being able to discuss this position with you further.

Yours sincerely,
Josh Reed

Exercise 6. Read Carmen Frazier's CV and answer the questions.

1. What are the main parts of this CV?

2. What have you learned about Frazier's education?

3. What are her professional abilities?

4. Does Frazier speak any foreign languages?

5. Do you think she is a good candidate for the company Case Consultants? Why/ why not?

PERSONAL INFORMATION

Carmen Frazier

Date of Birth: May 6, 1979

Citizenship: American

PROFILE

- Extensive knowledge in Building Engineering
- Strong technical skills in AutoCad applications
- MS Windows, Mac OS, Archicad, CorelDraw, Sage
- Experienced working in large scale industries

EDUCATION

M.S. in Structural Engineering, 2006, Drexel University, Philadelphia, PA

B.S. in Civil Engineering, 2002, Drexel University, Philadelphia, PA

EMPLOYMENT HISTORY

Chief, Civil Engineer, 2007 - Present

RESPONSIBILITIES:

- Provided cost-effective solutions to recurring construction problems.
- Monitored the status of government projects and ensured compliance with civil engineering standards.

SKILLS

Adept with engineering tools and techniques

Extensive experience in residential, commercial and industrial projects

Certificate in AutoCAD

Exercise 7 Fill the gaps below with the correct present tense (Present Simple or Present Continuous)

Work

- a. What _____ (you work on) at the moment?
- b. What company/ division/ department/ section/ team _____ (you work) for?
- c. What _____ (you do)?

- d. What _____ (your company/ division/ department/ section/ team do)?
- e. What kind of company _____ (you work) for?
- f. Who _____ (you work) for?

English at work

- a. _____ (you in the middle of write) anything in English now?
- b. _____ (you ever make) English phone calls?
- c. _____ (you find) it difficult to write in English?
- d. _____ (you have problems) with teleconferences in English?
- e. _____ (you normally use) automatic translation?
- f. _____ (you often write) in English?
- g. How many English emails _____ (probably wait) for you right now?
- h. What _____ (you find difficult) difficult about English language meetings?
- i. As we speak, _____ (you think) in English?

English outside work

- a. _____ (you usually watch) movies with English subtitles, with Japanese subtitles or with no subtitles?
- b. How often _____ (you socialise) with English speakers?

Language learning

- a. _____ (you take) any other English classes now?
- b. _____ (you study) on the train on the way home in the evening?
- c. _____ (you listen) to anything in English?
- d. _____ (you listen) to NHK English radio in the morning?
- e. How _____ (you learn) vocabulary?
- f. How much English study _____ (you typically do)?
- g. _____ (your English improve)?
- h. What new English language apps _____ (you use)?

Exercise 8 Fill the gaps in the questions about your company and job (Present Simple and Continuous)

Your job

“What’s your job?”

“I _____ ¹(work) in the marketing department of a large insurance company.”

“How’s work?”

“Pretty busy. I _____ ²(get) ready to move to our New York office.”

“What _____ ³(you do)?”

“I’m an accountant.”

“What _____ ⁴(you do) here?”

“I’m giving a presentation on our new product range.”

“What exactly _____ ⁵(you do)?”

“I negotiate deals with new suppliers.”

“What _____ ⁶(you work on)?”

“I’m hiring staff for a new branch in Kobe.”

“How’s your project going?”

“Not very well. We _____ ⁷(still work) on the initial plan.”

“Do you often go abroad on business?”

“No, very rarely, unfortunately. I mainly _____ ⁸(travel) around Japan.”