UNIT I UNIVERSITY

1. **General information about the university:**

The early history of the University began in 1859, when the Gory-Goretsky Agricultural Institute welcomed the first students of the Forestry program, who were trained for careers in agronomy and forestry with the opportunity of obtaining a PhD degree in these fields. Forestry faculties were established in 1919 at the Gory-Goretsky Agricultural Institute and in 1920 in Minsk Polytechnic Institute. At the beginning of the Great Patriotic War the Institute was evacuated to the city of Sverdlovsk. After liberation of Gomel from German fascist invaders the Institute was re-evacuated to Gomel. In August 1946 the Institute was transferred to Minsk. Real flourishing of the Technological Institute started at the end of the 80s and was brought about by intensive development of science. In 1993 the Government of the Republic of Belarus granted the Institute with the university status (Belarusian State Technological University). The University began training specialists for the careers in different sphere. The Belarusian State Technological University was granted the status of a leading higher educational institution in the fields of forestry and forest industry. The University was awarded the Honorary State Banner of the Republic of Belarus and the Honorary Diplomas of the Ministry of Education of the Republic of Belarus.

**2) Academic and Scientific Work:**

Academic and educational work at the University is carried out within the following main lines: development of new curricula; new forms of teaching process organization, including individual work of students; teaching process support with necessary resources, textbooks and teaching aids, multimedia; IT-based teaching, etc. The University uses innovative competency-based approach to teaching in accordance with up-to-date conceptual model. The University houses 10 faculties, the Institute for retraining and professional development, 53 departments, 20 affiliated departments, 5 affiliated colleges, affiliated forestry experimental station in Negoreloe. The teaching process at the University is organized in the following way. The academic year is divided into two terms. During the terms students attend lectures and carry out laboratory and practical work. At the end of each term students pass credit tests and sit exams. The course of studies lasts 4-5 years. At the end of the course of studies, students sit the State Examination and defend Diploma paper (project). The University scholars are active participants of scientific and technical programs of various scope. International cooperation is among the top priorities of the University activities, having old and well-established traditions of international networking. Internationalization is an important component of Belarusian State Technological University’s strategy, enabling academic staff and students of the university to be globally active and well prepared for future challenges.

**UNIT 2. STUDENT LIFE**

1. **Student life:**

Student life is the most exciting and challenging time for students to explore new horizons and set a course for the future. The Belarusian State Technological University gives the chance to make new friends and enjoy new hobbies or sports, to explore opportunities and gain experiences that can change your life. The student campus houses five dormitories where students can rest and study. The student organizations in campus enrich the social, cultural, and educational experiences of students. One of the conditions for harmonious development of personality is physical training, promoting a healthy lifestyle, which the University pays great attention to. Students show their organizational and creative skills in the activities of the primary organization of the Belarusian National Youth Union. The youth information group and a number of volunteer teams are working successfully at the University. Youth student leisure centre unites creative students and helps to reveal their abilities in the club of intellectual games, in artistic groups, social events, discotheques.

UNIT 3. SCIENCE AND TECHNOLOGY

**1) Science**

Modern civilization is everything that has been achieved thanks to science. We can’t but agree that science is very important and that it develops our world. But what is science? Science is systemized knowledge derived through experimentation, observation, and study. The unity of human knowledge may be artificially divided into religion, philosophy, and science. Every human being possesses two strong impulses: to create and to explore. In their work scientists use different methods, techniques and approaches. They build up theories, perform experiments, explore, carry out researches, discover and invent. That is why people have always explored, created and invented something.

**2) Inventions of the 20th Century.**

The telephone is one of the most important inventions of the 19th century. Its creator was the English scientist Alexander Graham Bell. He also organized his own company to produce telephones.

The television is a mass media that serves to give people opportunities both for entertainment and for rapid information. The idea of a machine able to broadcast both sound and vision goes back to 1875. But it wasn’t until 1926 that a Scottish engineer (John Braid) turned the idea into a practical reality. The first pictures were black and white and were not very clear.

One more important invention of our century is the computer. The first computer was invented by the English scientist Charles Babbage. Nowadays nearly everything we do in the modern world is helped and controlled by computers.

Modern mobile phone provides a lot of services, from being able to message anyone to immediate access to the internet. However, we do not know that the name of the inventor of the first cellular phone, the talented American engineer Martin Cooper.

Isaak Newton discovered the law of motion and the universal law of gravitation.

Michel Faraday made the machine which was the father of all the great machines that make electricity today. Also Faraday was the creator of the electric motor, which changed the face of the earth.

Thomas Edison invent light bulb and the way of sending electricity to distant places. He is also famous for early microphone, record player and equipment for the cinema, telegraph and telephone.

Mikhail Lomonosov made a lot of achievements in astronomy and mineralogy;

Dmitry Mendeleev who created the periodic table of elements;

Ivan Pavlov who studied conditioned reflexes in animals;

Konstantin Tsiolkovsky who created the theory of space flight;

Sergei Korolyov who designed the intercontinental missile, Sputnik satellite, and Vostok spacecraft;

Igor Kurchatov who made a lot of inventions in nuclear physics;

Andrei Sakharov who invented the hydrogen bomb.

**UNIT 4. FAMOUS INVENTORS AND DISCOVERIES**

1. **Modern technologies.**

Technology is an important part of our lives. We use computers and other electric equipment at work and at home. However, some people believe we rely too much on machines. Technological advances are changing our lives very rapidly. Nowadays we can't do without gadgets. Technology facilitates our lives and saves our time. However, many people say that technology makes us lazier and weaker. The Internet has revolutionized the way people live and work. However, there are still a lot of people who think that the Internet has too many disadvantages. Internet-addiction is a topical problem nowadays. Artificial intelligence performs quite a lot of jobs nowadays. Computers and robots are very helpful. Computers can perform a lot of functions: they can control cars and planes, give us the news or compose music. Many factory jobs are per-formed by industrial robots nowadays. Scientists have always dreamed of reproducing exact copies of animals and even human beings. To sum up, people should continue to develop technology, but they must do it wisely. Otherwise, we may regret in the future.

**2) Inventors-women.**

Many of things which make our lives easier today were invented by women. Let’s take the dishwasher for example. This was invented by a woman called Josephine Cochrane.

Mary Anderson, who in solved one of the biggest problems of driving. She invents windscreen wipers.

A fantastic invention that definitely improved the lives of millions of people was disposable nappies. They were invented by a woman called Marion Donovan.

Betty Nesmith Graham was inventing Tipp-Ex.

Stephanie Kwolek invented kevlar, a special material which was very light but incredibly strong, much stronger than metal.

UNIT 5. THE WORLD OF IT. IT IN BELARUS

**1) Tech Industry.**

There are many reasons you should work in the tech industry. Not only it is one of the most active and evolving fields on the planet, it offers a high-quality income and shows strong growth. First of all, technology, at least right now, is the pinnacle of research, development, and creative thought in the country, if not the world. Technology also involves meaningful work. There is also a large variety of work available. Technology is integral in nearly every industry in the country, including agriculture, transportation, journalism, entertainment, real estate, and manufacturing. How can you be certain if one of the many promising jobs in tech is right for you? You should enjoy problem solving. A desire to learn is also vital, especially if you want to land one of the best paying tech jobs in the industry.

Silicon Valley in California is one of the nationally-famous hubs for technology development and innovation. So how can you find your job out of all technology careers? Like most careers, it starts with education and learning. If you have an education, training, or experience in information technology, you may be able to enjoy the independence and earning potential of self-employment.

**2) The most in-demand tech jobs.**

As companies scramble to adapt to a tight IT job market, they’re doing whatever they can to attract top tech talent. There are many professions in tech industries. Among them I should mention

**Security professional**

Data, information, systems, network, and cloud security professionals are in demand. These IT professionals ensure that enterprise IT initiatives remain safe from potential threats inside and outside the organization. They’re also tasked with keeping on top of industry compliance regulations and future security trends, and ensuring the business’s hardware, software, and networks remain secure.

Skills and experience to look for:

• Ability to communicate and implement security policies and procedures

• Managing security audits, threats, and vulnerabilities

• Experience with security systems and documenting failures and other incidents

• Knowledge of compliance laws and regulations for the industry

**Programmer analyst**

A programmer analyst is responsible for designing, coding, and testing new programs along with providing detailed documentation of the process using flowcharts and diagrams. Programmer analysts also handle debugging and troubleshooting information systems and application programs.

Skills and experience to look for:

• Bachelor’s degree in CS, IT, or relevant field

• Experience in programming

• Knowledge of programming languages such as Java, Java Script, C, C++, and .NET

• Communication and interpersonal skills to work with departments and vendors

**Software developer**

Software developers are responsible for designing, developing, installing, testing, and maintaining software systems. The job requires coding, designing, and building applications, websites, or mobile apps, working with multiple programming languages such as C#, C++, HTML, Java, Microsoft .NET, and SQL Server.

Skills and experience to look for:

• Knowledge of multiple programming languages

• Analytical and technical skills

• Strong communication skills

• Bachelor’s degree in computer science

• Two-year associate degree with certifications, bootcamps, and prior work experience

**3) IT in Belarus.**

In the past several years Belarus has earned the reputation of the leading “IT country” in the Eastern European region. Three companies with Belarusian roots entered the top-100 of the largest world companies in this sphere: EPAM Systems, IBA Group and Intetics Co. Today Belarusian companies working within the High-Tech Park, differ by the progressive management and the effectiveness of marketing decisions. Significant amounts of money can be profitably invested in the projects of the IT-sphere of Belarus. Major foreign investors in the Belarusian IT-sphere are companies from USA, Great Britain, Israel, Germany and Russia. The residents of HTP are exempt from taxes, duties and other mandatory payments to the republican budget. Information and communication technologies are also in the priority areas, which will attract investments. The number of companies in Belarus, producing intelligent products which are in demand around the world, is growing rapidly. The massively multiplayer online game World of Tanks, developed by the Belarusian studio Wargaming.net. The main advantages of Belarusian programmers are: the company allocates the capacity to think and act not by the book, but to find nontrivial solutions.

**4) Dynamics of the development of IT-sphere in Belarus.**

The history of information technology in Belarus goes back decades. Belarus, the HTP and its resident companies rank high on the global and regional rankings assessing the IT achievements. Software from Belarus often makes headlines in the IT world. Belarus is one of the world’s major exporters of IT services per capita. Belarusian IT companies sell mostly internationally. Six HTP resident companies were included in the list of the best outsourcing service providers. Belarusian companies provide IT services to the world’s biggest corporations and organizations. Mobile applications developed by resident companies of the Belarusian Hi-Tech Park are used by more than a billion people in more than 190 countries of the world. Belarus has set out to develop the IT industry and to promote digital transformation of the economy. IT specialists are trained in 21 universities across the country.

**UNIT 6. RESEARCHING THE MARKET**

**1) The 6 Stages of Your Job Application:**

I will explain the most important stages your application will be going through in the HR department. This way, you’ll be even better prepared in the competition for your dream job.

1. Receiving your application documents. Email applications should not be too big and documents should not be sent individually or in a confusing jumble.

2. Pre-selection. Pre-selection means filtering out the candidates that do not fulfil the basic criteria.

3. Document evaluation. Your CV and your cover letter are analyzed before and after a job interview and should complement each other. The CV should be clearly laid out and not be too lengthy. Your cover letter should conform to the usual layout criteria. You should reveal a little of your personality in your cover letter.

4. The short list. Your documents might only be read by the people who make the final decision if you make it onto the short list. Only a few will make it onto the short list and be invited for interview.

5. Assessment, job interview or telephone interview. The next round will involve a personality test, telephone interview, online assessment or a face-to-face job interview. You can take it for granted that all the other candidates are just as well qualified as you are.

6. After the job interview. After the job interview, you should make a note of the most important issues and then relax.

**2) Research the Job Market. Looking for a Job.**

Before starting your job search, make sure you have fully assessed your skills and experiences, ensuring they are a good fit for your target role. Researching the job market will give you a good idea on which job roles are suitable to you and what industry sectors you should be aiming for. This will help you decide which industry you should be investing your time in. The information you gain from your research may give you a competitive edge, an opportunity to address any shortfalls and potentially save you a lot of time. By taking the time to research the job market it can also help you tailor your CV and application forms, ensuring they are a good match for the role you are applying to. Having strong knowledge of the industry and position will also help you stand out from the crowd and show you have done your homework. Career coaches can help you get the job that you want by helping you locate the target roles, produce a winning CV and perform well at interview.

**UNIT 7. RESEARCHING YOURSELF**

**1) Understanding Your Strengths and Weaknesses.**

Assessing your strengths and weaknesses as an early career researcher could be key to your longer-term development. Ask yourself questions like: What areas are you most inspired by or interested in? What scares you? And, finally, ask yourself why and look at possible ways of changing your perceptions of a competency. Trying to come at things from a different angle is often refreshing and valuable. It’s vital not to attach too much negativity to your weaknesses. Through some self-awareness, you should be able to start acknowledging how some of your weaknesses can also be deemed a positive thing. Equally, if you are a passionate and spontaneous person, this could be both a positive and negative character trait depending on the context. By being aware of our weaknesses and by repositioning them we may begin to see that they should not be always seen in a negative light.

**2) How to Highlight Your Top Skills and Stand out from the Crowd**

You’ve just found the perfect job, now it’s time to create the ultimate resume but how do you know what skills to include? There are three tips on how to highlight your top skills.

Step 1. Compile a list of all your hard and soft skills. To identify your hard skills, start by thinking about which skills you have learned through your studies, certification programs, or previous job experiences. Soft skills compliment your hard skills and are usually a combination of social skills, and emotional/social intelligence that guides you through your work and social environment. Soft skills are just as important, if not more than hard skills.

Hard Skills. 1. Data Analysis; 2. Copywriting; 3. Foreign Languages; 4. Accounting; 6. Mathematics; 7. Graphic Design; 8. Planning / Event Planning; 9. SEO / SEM Marketing; 10. Bookkeeping.

Soft Skills. 1. Communication (social, good written and oral); 2. Teamwork (cooperative, supportive); 3. Interpersonal Skills (empathetic, patient, passionate); 4. Adaptability (self-starter, open-minded); 5. Positive (optimistic, confident); 6. Integrity (honest, ethical, trustworthy); (lateral thinking, persuasive); 8. Responsibility (reliable, self-disciplined); 9. Leadership versatile, collaborative); 10. Creativity (innovative, insightful).

Step 2. Determine which skills are needed for the job. Once you’ve compiled a list of ALL your hard and soft skills, analyze the specific job ad you applying for and pull out the key skills they are seeking. Using these keywords on your resume will help you get noticed.

Step 3. Take these skills and sprinkle throughout your resume. Now that you have your skill set and those keywords you found from the job ad, think of ways to promote how those skills have been developed or used in your previous jobs.

**UNIT 8. PREPARING A CV**

**1) How to write a resume.**

A resume consists of several key components, and to write a good resume you need to cover all these aspects. The main items that are required on a resume include your name, contact details (address, telephone and optionally email), your objective, education, previous work experience and references. You may also include other additional information that may be relevant to the job you are applying for such as special interests, computer knowledge, and if you are multilingual, you may write down the languages that you speak.

**Name and contact details.** It is important to put your real name on your resume, and not a nickname. This is to show that you are serious about the position you are applying for.

**Objective.** The objective should be a simple sentence or two that is directly related to what work you wish to gain and your qualifications or accomplishments.

**Education.** This is often one of the most important areas when writing a resume. It is important to list all the education you have achieved. If you have a degree, be sure to include the type of degree you achieved, your majors, the institution attended, graduation date and years attended.

**Work Experience.** Work experience is also another very highly important category when writing a resume. It shows employers if you have had relevant past experience to the job you are applying for. You should describe the work you done. You should list any forms of volunteer work or internships.

**Additional Information.** This is the area in which you can list anything else that may be relevant, or put you ahead of other applicants.

**References.** It is almost essential to include a reference list when writing a resume. References are most often people you have previously worked for, or if you haven't had a job before you could list teachers or family friends.

**2) Identifying Skills and Upskilling.**

**Help identifying your skills.** Employers will look for two different types of skills. 1. Soft skills (also called transferable skills are the type you pick up through life experience, like communication). 2. Hard skills (necessary skills for specific jobs and they are gained through work, learning or training). To help you identify your current skills, you could:

• think about your current situation – what job or experiences have you had and what skills did they include;

• talk to people who know you well personally – an outsider's perspective can help identify what skills you have;

• write down a list of strengths and areas you’d like to improve.

**How to improve your skill set.** Improving your skills set can help you develop your CV and may help you decide on what career path you want to take in the future. You may find skill areas you need to improve and find new training opportunities to update your qualifications.

**Set realistic goals.** You should be realistic when setting yourself goals and deciding your next steps. You should focus on a job or qualification, which is available and accessible to you and your skill level. You can gain new skills by: doing some work experience; taking part in courses and training opportunities; volunteering. Taking a course does not have to be a full-time commitment.

**Be flexible with your career plan.** Develop your plan with a long-term aim and short-term goals so you can break up your time. You should bear in mind that you’re volunteering and work experience opportunities may not always be the exact role you want to undertake.

**Update your CV with new skills.** The benefits of taking volunteering and training opportunities are that they can: fill a gap on your CV; prove to an employer you are keen to learn and develop new skills; show educational providers that you want to learn more; help you develop skills that are relevant to your job choice and make your CV stand out.

**UNIT 9. A JOB INTERVIEW**

**1) A Job Interview.**

A job interview is an interview consisting of a conversation between a job applicant and a representative of an employer which is conducted to assess whether the applicant should be hired. Interviews vary in the extent to which the questions are structured.

A job interview typically precedes the hiring decision. Next, after this screening, a small number of candidates for interviews is selected.

Employers conduct different types of job interviews, such as behavioral interviews, case interviews, group interviews, phone and video interviews, second interviews, and even interviews held during a meal.

The behavior interview show how a person will act in the new job.

Interviews that include the interviewer giving applicants a business scenario and asking them to manage the situation are called case interviews.

Employers may hold group interviews because they’re often more efficient than one-on-one interviews.

As an applicant passed the first interview and just got an email or call to schedule a second interview. This interview will be more detailed and may be several hours long.

One of the reasons employers take job candidates out to lunch or dinner is to evaluate their social skills and to see if they can handle themselves gracefully under pressure.

**2) Types of Job Interview:**

Employers conduct different types of job interviews, such as behavioral interviews, case interviews, group interviews, phone and video interviews, online interviews, second interviews, and even interviews held during a meal.

**Video Interview.** Perhaps you’ve applied for a remote job or you’re interviewing for a position in another state (or country). Software programs such as Skype, Zoom, and FaceTime making video calling easy and video interviews are becoming more common.

**Exit Interview.** An exit interview is a meeting between an employee who has resigned or been terminated and the company’s Human Resources department. Companies conduct these types of interviews, so they can learn more about the work environment and get job feedback.

**Off-Site Interview.** Employers sometimes schedule job interviews in a public place, like a coffee shop or restaurant.

**On the Spot Interview**. Sometimes you’ll be expected to do an on-the-spot interview. You may turn in your application and be asked to do an interview right away.

**Panel Job Interview**. A panel job interview takes place when you’re interviewed by a panel of interviewers.

**Final Interview.** The final interview is the last step in the interview process and the last interview you find out whether or not you’ll get a job offer.

**Group Interview.** Employers may hold group interviews because they’re often more efficient than one-on-one interviews. There are two types of group interviews: one involves an applicant being interviewed by a group (or panel) of interviewers; the other involves one interviewer and a group of applicants.

**Informal Interview.** Hiring managers may begin the screening process with a relaxed, informal conversation instead of a formal interview.

**Informational Interview.** An informational interview is used to collect information about a job, career field, industry or company.

**Mock Interview**. A mock interview provides you with an opportunity to practice for an interview and receive feedback.

**Competency Based Interview.** Interviews, that require you to give examples of specific skills. The interviewer will ask questions that will help them determine if you have the knowledge and skills required for the specific job.

**Phone Interview.** It’s good to be ready and prepared to ask phone interview questions to ask the interviewer as well.

**Restaurant Interview.** One of the reasons employers take job candidates out to lunch or dinner is to evaluate their social skills and to see if they can handle themselves gracefully under pressure.

**3) Tips for before the interview:**

In the days before your job interview, set aside time to do the following:

1. Start by researching the company and your interviewers. Understanding key information about the company you’re interviewing with can help you go into your interview with confidence.

2. Practice your answers to common interview questions. Prepare your answer to the common question.

3. Reread the job description. Think about examples from your past and current work that align with these requirements.

4. Use the STAR method in answering questions.

5. Recruit a friend to practice answering questions. Actually, practicing your answers out loud is an incredibly effective way to prepare.

6. Prepare a list of references. Having a reference list prepared ahead of time can help you quickly complete this step to move forward in the hiring process.

7. Be prepared with examples of your work. During the interview, you will likely be asked about specific work you’ve completed in relation to the position.

8. Prepare smart questions for your interviewers.

9. Plan your interview attire the night before.

10. Bring copies of your resume, a notebook and pen.

11. Plan your schedule so that you can arrive 10–15 minutes early.

12. Make a great first impression. Don’t forget the little things.

13. Treat everyone you encounter with respect.

14. Practice good manners and body language.

15. Win them over with your authenticity and positivity.

16. Respond truthfully to the questions asked.

17. Tie your answers back to your skills and accomplishments.

18. Keep your answers concise and focused.

19. Do not speak negatively about your previous employers.

20. Ask about next steps.

21. Send a personalized thank you letter after the interview.