**Питання до заліку:**

1. What are the main types of business documents?
2. What is the first step in a successful search for a job?
3. What questions must you ask yourself beginning to search for a job?
4. What methods of finding a job do you know?
5. Why should you read the want ads?
6. What may the ad tell you about?
7. What suggestions will help you to use want ads effectively?
8. What is a resume (CV)?
9. What are the basic requirements for a good resume (CV)?
10. How many types of resumes (CVs) do you know? What do they differ in?
11. What type of resume (CV) is the most popular with the recruiters?
12. What information is recommended to exclude from your resume (CV)?
13. Which of special suggestions that can help you write a perfect resume (CV) do you think are the most important?
14. How do you understand the meaning of the word “the job interview”?
15. What does the employer judge during the interview?
16. What makes a good interview?
17. Which guidelines do you think are the most important? Why?
18. Can you give any other advice to a candidate?
19. What are the “Golden Rules” for writing business letters?
20. What steps in planning a business letter do you know?
21. Which steps do you think are the most important? Why?
22. What is the structure of the letter?
23. What are the opening (closing, linking) phrases in a business letters?
24. What types of business letter do you know?
25. What letters of two types are often used?
26. What is the main aim of an offer?
27. What information do the offers usually include?
28. What are the types of the quotation?
29. What phrases do usually open a free offer?
30. How do a free and a firm offers differ from each other?
31. What are the main preparations to be done before a business trip?
32. Name the common requirements for getting a visa for a business trip abroad.
33. What are the advantages of sending messages by fax?
34. What is the purpose of using the Internet in business?
35. Which main spheres/branches of using the Internet do you know?
36. What is e-mail?
37. How does a typical e-mail address look like? Give examples.
38. What does an e-mail message consist of?
39. Name abbreviations used when writing an e-mail message.
40. Have you chosen your dissertation topic?
41. Have you defined the subject of your thesis?
42. When did you start working at your thesis on this subject?
43. How long will it take you to complete the thesis?
44. Have you got any scientific publications?
45. How many published works have you got?
46. Have you decided on the structure and contents of your thesis yet?
47. How many chapters will there be in your thesis?
48. When are you supposed to submit your thesis?
49. When will you have to give in the author's abstract?
50. Have you passed any of your degree exams yet?
51. Which of the subjects (philosophy, English, speciality) do you find more difficult?
52. What mark did you get in English at your state exam?
53. Will you go on learning English on passing your exam?
54. How long have you been studying for your English exam?
55. Who helped you in your studies?
56. What foreign periodicals do you use in your work?
57. Who is your scientific supervisor?
58. What is the essence of you scientific work?
59. What part of your paper are you working now?