

JOB AND CAREER

Тематический список слов:

decision – решение

choice – выбор

utmost care – предельная осторожность

pros and cons – за и против

influence – влияние

give a good piece of advice – дать хороший совет

employer – работодатель

proper qualification – подходящая квалификация

fast paced world – быстро меняющийся мир

satisfy – удовлетворять

provide – обеспечивать

wise – мудрый

salary - зарплата

train staff – обучать персонал

climb the career ladder – подниматься по карьерной лестнице

Income – доход

One of the most difficult decisions in our life is choosing what to do for a living when we grow up. Finishing school means starting independent lives and choosing one of the roads: a technical school or a university. Starting our life with a right profession is very important because the future of young people depends on this choice. That is why they must choose it with utmost care analyzing all pros and cons. Besides our friends and

older relatives can influence our choice or just give a good piece of advice.

It isn't easy to find a good job. You could be a very pleasant personality but still the employers won't give you the position of your dream if you don't have proper qualifications for that kind of job. So it's essential to analyze what education and what skills are required for your job. To be good at computers and to have a good command of English is absolutely necessary for modern jobs.

In our modern fast paced world there are plenty of new interesting and socially important professions. The future profession must not be boring for you. It should suit your interests and your features of character. You might choose working indoors or outdoors, dealing with people or just with papers. In other words you should enjoy the work you do. It should also satisfy your career plans and professional ambitions. It should provide us with a chance of professional growth and personal development.

I am sure that all of us want to earn as much money as possible. However many young people are wise enough to follow a definite career and earn quite a low salary at the beginning. They realize that they have good prospects in a company that trains its staff and soon they can climb the career ladder. At the same time there are young people who would rather prefer taking any kind of

work because they just need an income. Even so we must admit that any temporary jobs help us gain much useful experience and we can learn a lot.

1. Найдите в тексте эквиваленты следующих слов и выражений.

Трудное решение, начало независимой жизни, зависит от выбора, предельная осторожность, найти хорошую работу, работодатель, должность вашей мечты, подходящая квалификация, навыки, быстроменяющийся мир, достаточно, подходить вашим интересам, иметь дело с людьми, карьерные планы, профессиональный рост, личностное развитие, я уверен, достаточно мудрый, следовать определенной карьере, персонал, доход, полезный опыт.

2. Вставьте подходящие по смыслу слова.

Satisfy, fast paced, earn, employer, suit, salary, deal with, useful experience, proper qualifications, advice, depends on

1. Our future the right choice of the profession.
2. Our relatives can give us some
3. An is a person who gives you a job.
4. To have a good position in the company you should have
5. We live in the modernworld.

6. Your job should your interests and your futures of character.
7. Some jobs people and some just with papers.
8. Your job should your career plans and ambitions.
9. Most people want to a lot of money.
10. A lot of people work for a low
11. Any temporary job can give us

3. Дополните словосочетания глаголами из текста и составьте предложения с ними.

1. _____ independent life
2. _____ on the choice
3. _____ a good piece of advice
4. _____ a good job
5. _____ proper qualifications
6. _____ our interests and our features of character
7. _____ with people or with papers
8. _____ your career plans
9. _____ money
10. _____ a definite career
11. _____ staff
12. _____ the career ladder
13. _____ experience
14. _____ good prospects in a company

4. Верны ли следующие утверждения?

1. Choosing a profession is one of the most difficult decisions in our life.
2. It's easy to find a good job.
3. You should analyze what education and skills are required for your job.
4. To be good at physics and Chinese is necessary for modern job.
5. There is lack of interesting and socially important professions in our world.
6. Your future profession should suit your interests and your features of character.
7. Many young people are not wise enough to earn a low salary at the beginning.
8. Any temporary job can give us useful experience.

5. *Ответьте на следующие вопросы.*

1. What is one of the most difficult decisions in our life?
2. Why is starting our life with a right profession very important?
3. Who can influence our choice and give a good advice?
4. Is it easy to find a good job?
5. What should you do to get the position of your dream?
6. What skills are necessary for modern job?
7. What qualities should your future profession have?
8. What should it satisfy?
9. What should it provide?

10. Why do many young people earn a low salary at the beginning?
11. What do any temporary jobs help us?

6. *Расскажите о Ваших профессиональных и карьерных планах.*

Communication

7. *Прочтите и переведите диалог. Выпишите из него все слова, связанные с карьерой*

- Good afternoon, Miss Tumanova. I was glad to hear that you have sent your CV for a position of a teacher at our language school.
- Yes, I would be happy to work here.
- That's great, but I'd like to hear a bit more about you. First of all, could you say a few words about your education?
- Well, I left school in 2016 and then I studied at Lipetsk State Pedagogical University for the next five years. In 2021 I graduated from the Institute of Philology with high honors. There I studied Russian and English. At university I also attended some additional classes to get a qualification as an interpreter. Besides, I did a one-year training course to improve my computer skills.
- Well, it sounds great. And have you got any working experience?

- Yes, sure. While being a student, I used to spend every summer at the camp working with children. What's more, when I was in my third year I started to work as a secretary at the Foreign Languages Department. I did it for three years and then I was offered to work at school as an English teacher. I still work there.

- That's really interesting. But aren't you happy with your present job, Miss Tumanova? Why are you going to leave it?

- Well, I'm really pleased to work with children. I love teaching them and making them more interested in languages. Unfortunately, the work schedule isn't always convenient for me. I often have to work overtime because other English teachers are often on a sick leave. I would like to work steady hours. Besides, I had to move to another flat and now the school where I work is too far from my place. Every day I spend two hours going to work and back home.

- I see. Are you fluent in any other foreign languages apart from English?

- Oh, I am keen on learning languages. At school I used to learn not only English, but French and I still read books and articles in French.

- Very good. Can you tell me about your strongest points then?

- Well... I learn quite quickly. I am really friendly and patient and I enjoy communicating with people.

- Do you have any hobbies?

- Yes, I love reading and I collect rare books. Though I am not fond of sport, I attend some aerobics classes to keep fit.

- Are you married?

- No, I'm not.

- Would you agree to move to another city?

- I haven't thought about that. I would rather stay in Lipetsk.

- OK, Miss Tumanova, thank you very much. I was delighted to talk to you and we shall inform you about the result of our interview in a few days. Good-bye.

8. Выберите советы, которые могут помочь найти работу, и исправьте советы, которые кажутся неверными. Какой совет можно признать лучшим и почему?

It's important that your CV contains information about your private life.

For a job interview you should wear casual clothes.

Don't sit down before the interviewer asks you to do so.

During the interview you shouldn't smoke.

Make sure you arrive an hour earlier.

The night before an interview you shouldn't sleep at all.

If an interviewer offers you a cup of coffee, refuse flatly.

Eat some garlic before the interview.

9. *Работайте в группах по 4 человека. Разыграйте диалог на тему “Job interview” (один из вас будет играть роль работодателя, а трое – роли кандидатов на работу). Пусть работодатель выберет того, кого принял бы на работу, и объяснит свой выбор.*

Writing

Curriculum Vitae and Covering Letter

10. **Прочтите резюме. Из каких частей оно состоит? Дополните его подзаголовками из списка:**

*Additional information Career history / Professional experience References Interests Computer skills
Education Languages Personal information*

CURRICULUM VITAE

1

Name:	Jane Taylor
Telephone:	home: 0090 322 65789324 mobile: 0090 347 9428290
E-mail:	jtaylor@gmail.com
Date of birth:	16 th October 1988
Nationality:	English
Marital status:	Single

2

2020 – present Junior doctor at Children
Rehabilitation Centre, University Hospital,
Manchester

I work with children who need rehabilitation after an
operation. In my free time, I also work as a
physiotherapist for a football team.

3

2000 – 2005 Degree in physiotherapy, University of
Rome

1997 – 2000 High School, Venice

4

English (fluent). I have been studying English at a
private language school for four years.

Italian (native speaker)

5

Windows XP

6

Full driving license

7

Tennis, Modern English literature, travelling.

8

DR J Morgan

Benson

University of Bath

BS57LA

Hospital, Manchester

Nicholas

Head Doctor

University

MS4 3PQ

11. Прочтите письмо, которое прилагается к резюме Джейн, и выберите из двух фраз более официальную.

Manchester
United Kingdom
30th April

Summer Camping Company
PO Box 2378

Dear Sir / Madam,

I am writing / I'm writing to apply for a job in one of your summer camps, which I saw advertised somewhere recently / in the April addition of the magazine *Holiday Jobs*.

I am a qualified physiotherapist and *I've been working / I have been working* at a Children Rehabilitation Centre in Rome since June 2006. I believe that my academic training in physiotherapy would be valuable in this job. *I have a good level of English / my English is great*.

I am a good team member and I am quick to learn new skills. *I've been all over the place / have travelled widely*, and enjoy meeting new people.

I enclose / I'm sending you my CV as requested.

I very much hope that you will consider me for this post, and *want to hear from you soon / I look forward to hearing from you*.

Yours faithfully / Best wishes,

Jane Taylor.

12. ***В Батский университет требуются ассистенты профессора. Напишите свое резюме и письмо к нему.***