**Exercise 1: Choosing Important Factors for Getting a Job**

Here are the seven most important factors for getting a job, in my opinion:

1. **Experience**
2. **Qualifications**
3. **Personality**
4. **References**
5. **Family background**
6. **Intelligence**
7. **Contacts and connections**

Additional factors that could be important:

* **Skills**: Specific abilities related to the job.
* **Work ethic**: Dedication and reliability in the workplace.

**Exercise 2: Predicted Advice from the Article**

**1) What do you want work to do for you?**  
The article will likely encourage self-reflection, asking you to think about your life goals, personal motivations, and what you truly want to gain from your job, beyond just salary.

**2) Secondly, what do you have to offer?**  
The article will suggest analyzing your strengths and weaknesses, perhaps by seeking feedback from others and evaluating past achievements and setbacks.

**3) Where can you find the ideal job?**  
It will mention using traditional methods such as job ads and recruitment agencies, but also suggest looking for opportunities in emerging trends or industry changes.

**4) What is involved in the application process?**  
The article will probably advise on preparing a CV, writing a cover letter, researching the job/company, and preparing for an interview. It will also stress how each step is an opportunity to demonstrate your value to employers.

Let me know if you'd like me to go over any other exercises!

**Exercise 4: Explanation of Expressions**

1. **Do something worthwhile** – Engage in an activity that has value, meaning, or a positive impact.
2. **Put your lifestyle preferences under the microscope** – Analyze your personal habits, choices, and priorities in great detail.
3. **Know your product inside out** – Have a deep and thorough understanding of what you are offering (in this case, yourself as a job candidate).
4. **Set about addressing your weaknesses immediately** – Take action to improve or overcome personal weaknesses as soon as possible.
5. **Look at the bigger picture** – Consider the broader context or long-term consequences of a situation.
6. **Seize the opportunity** – Take advantage of a chance or possibility without hesitation.
7. **Tailor your CV** – Adjust and customize your resume to match a specific job or employer’s requirements.
8. **First and foremost** – Most importantly; before anything else.

**Exercise 5: Discussion Questions**

**1. What do you enjoy doing most with your time?**

* I enjoy learning new skills, meeting new people, and working on creative projects. What about you?

**2. What achievements have you had?**

* One of my biggest achievements was completing a challenging project under a tight deadline. What is an achievement you’re proud of?

**3. What strengths do you have that make you a great candidate for a job?**

* I am a good communicator, highly organized, and always eager to learn. What do you think are your best qualities?

**4. How do you approach improving your weaknesses?**

* I try to identify them first, then look for ways to develop the necessary skills or change bad habits. How do you work on your weaknesses?

**5. What strategies do you use to find job opportunities?**

* I use online job boards, networking, and company websites, but I also keep an eye on industry trends. How do you usually look for job openings?

**PART 2**

**1.Here are the meanings of these phrases:**

1. **Job Satisfaction**: This refers to the feeling of fulfillment or contentment you get from your work. It’s about enjoying what you do, feeling valued, and being motivated by the tasks, environment, and relationships you have at work. Job satisfaction can be influenced by factors like personal growth opportunities, the nature of the work, work-life balance, and recognition from colleagues and superiors.
2. **Job Security**: This refers to the assurance that your job is stable and that you are unlikely to lose it. Job security can be impacted by factors like the health of the industry you're working in, the financial stability of your company, and the availability of alternative job opportunities. A job with high security means you don't have to worry frequently about being laid off or unemployed.

**2.Here’s how you could agree or disagree with these statements:**

1. **Every job has interesting and boring aspects.**
   * My opinion: I think that every job has a combination of tasks that can be both enjoyable and mundane. Even the most exciting careers have repetitive or less engaging parts.
   * Response: Yes, you're right. Even jobs that seem perfect on paper can have routine tasks that are less thrilling.
2. **I don’t care what I do if I get paid enough.**
   * My opinion: I don’t agree with this. While salary is important, I think it's essential to enjoy the work and feel satisfied, not just focus on the money.
   * Response: Yes, but I think some people might feel that financial stability is more important than the nature of the job itself, especially in certain life situations.
3. **There are some jobs I would never do even if I was desperate for money.**
   * My opinion: I agree. There are some jobs that I think I would not be comfortable with, no matter the financial need, because they might go against my values or interests.
   * Response: I agree completely. It's important to consider your values and long-term mental well-being when it comes to choosing work, not just the immediate need for money.
4. **Job satisfaction is good, but job security is better.**
   * My opinion: I partly agree. Job security is important, but job satisfaction contributes more to long-term happiness. If you're not happy in your job, security won't matter much in the end.
   * Response: Yes, you're right to an extent. Job security is crucial for stability, but if you're not satisfied with what you're doing, it can lead to burnout or dissatisfaction, even with job security.

3. In **Russia**, as in many other regions, job security and job satisfaction can vary depending on the specific industry and the personal preferences of individuals. Here's how I would answer this question:

1. **Job security in Russia**:
   * Among the jobs listed, **doctor** would likely offer the greatest job security. Healthcare professionals, especially doctors, are always in demand due to the essential nature of their work. Even though healthcare can face challenges, such as government budget cuts or hospital management issues, people will always need medical care, providing long-term security.
   * **Manager** roles might also offer job security, especially in larger, well-established organizations or government positions. However, these positions can be subject to organizational changes or economic downturns, which could impact security.
2. **Job satisfaction in Russia**:
   * **Teacher** could provide the greatest job satisfaction, particularly for those passionate about education and working with students. The sense of helping shape the future and positively influencing young minds can lead to high job satisfaction.
   * **Website designer** could also bring high job satisfaction, especially for those interested in technology and creativity. The work can be fulfilling as it allows individuals to create and innovate, and there are also many opportunities for freelancing or working remotely, which can increase job satisfaction.

Overall, job satisfaction is often more personal and depends on what a person values, while job security might lean more on the practicality and demand of the occupation.

Part 3

**1. Put the sections of a letter of enquiry in the correct order:**

* **G**: Addresses
* **E**: Date
* **D**: Opening greeting
* **A**: Reason for writing
* **C**: Questions asking for specific information
* **F**: Request for extra information
* **B**: Closing: request for a quick answer
* **H**: Closing: greeting and signature

**4. Letter**

**Your Address**  
Djona Rida 29  
Astrakhan  
Russia

**Date**: 30 November 2024

**Mrs. Turner**  
Mentmore Hotel  
Castle Lane  
St. Ives  
Cornwall

Dear Mrs. Turner,

I am writing to enquire about the position for a student to help out at your hotel, as advertised. I am a student currently studying [Your Major/Field] at [Your University] and I am interested in applying for the summer position.

Could you kindly clarify the specific duties involved? In particular, I would like to know more about the responsibilities related to reception work and serving food. Additionally, I would appreciate more details about the working hours, accommodation, and whether meals are provided during the work period.

I would also like to inquire about the process for applying for this position. Are there any specific qualifications or documents required for this job?

I look forward to your response and would be grateful for any additional information you can provide.

Thank you for your time and consideration.

Yours sincerely,  
Anastasia Burdonova

**CHECK YOUR KNOWLEDGE OF VOCABULARY**

1. **Curriculum Vitae (CV)** – A written summary of a person’s education, qualifications, and experience, typically used when applying for a job.
2. **Request** – A formal or polite asking for something.
3. **Signature** – A person’s name written in their own handwriting, often used to confirm or authorize documents.
4. **Achievements and Successes** – Notable accomplishments or goals reached successfully, demonstrating abilities or skills.
5. **Enquiry** – A formal request for information or an investigation.
6. **Appearance** – The way someone or something looks.
7. **Apply for a Job** – To formally request a position by submitting an application or expressing interest in a role.
8. **Available upon Request** – Something that can be provided if asked for, often referring to documents or additional information.
9. **Background** – A person’s past experiences, qualifications, or history that may be relevant to a job or situation.
10. **Be Advertised** – When a job or opportunity is publicly announced or promoted.
11. **Be Desperate for Money** – To be in urgent need of money, often willing to take any job.
12. **Be Interested in Something** – To have curiosity or a desire to learn about or engage in something.
13. **Challenging Project** – A task or assignment that requires significant effort, skill, or problem-solving.
14. **Contacts and Connections** – People you know or network with who may help in professional opportunities or provide advice.
15. **Covering Letter** – A letter sent with a CV or resume, typically explaining why you are suitable for a position or addressing your application.
16. **Education** – The system of teaching and learning, including schools, colleges, and universities.
17. **Experience** – The knowledge or skills gained from participating in particular activities, especially work-related tasks.
18. **Failures and Disappointments** – Instances when things did not go as planned or hoped, often considered learning experiences.
19. **First and Foremost** – Most importantly or primarily.
20. **Get Paid Enough** – To receive sufficient financial compensation for work or effort.
21. **Give Advice** – To offer suggestions or recommendations to help someone make a decision.
22. **Handwriting** – The style or manner in which someone writes by hand.
23. **Identify Your Strength and Weakness** – To recognize and assess your abilities (strengths) and areas for improvement (weaknesses).
24. **Inspire Someone** – To motivate or encourage someone to take action or feel positive about something.
25. **Intelligence** – The ability to learn, understand, and think logically.
26. **Job Satisfaction** – The contentment or happiness one feels with their job.
27. **Job Security** – The stability and assurance that a person will not lose their job.
28. **Marital Status** – A person’s relationship status, such as single, married, divorced, etc.
29. **Motivate Someone** – To encourage someone to take action or achieve something.
30. **Potential Employer** – A person or company that may hire you or is considering you for a job.
31. **Put Yourself and Your Lifestyle Preferences under the Microscope** – To carefully examine your own desires, values, and habits to understand them better.
32. **Qualifications** – The skills, experience, and education a person has that make them suitable for a particular job or task.
33. **References** – People who can vouch for your skills, character, or experience, often listed in job applications.
34. **Salary** – The amount of money a person is paid for their work, usually on a regular basis (e.g., monthly).
35. **Seize the Opportunity** – To take advantage of a chance or favorable situation.
36. **Sickness Record** – A history of a person’s health or absenteeism due to illness.
37. **Spot Opportunities** – To notice or identify chances for growth, work, or success.
38. **That’s Not the Point** – A phrase used when someone is deviating from the main subject or misunderstanding the issue.
39. **Up to a Point** – To some extent, but not entirely or fully.
40. **Work Experience** – The knowledge and skills gained from previous jobs or internships, especially in relation to future employment.

These definitions should help clarify the meanings of these terms and phrases commonly used in job-related contexts.