

Lesson 9

FREELANCE

Look at the following pictures. Guess the main idea of the lesson.



- 1 Work in teams of four. Write down at least five questions to ask a freelance during the interview. Share your questionnaire with other teams.
- 2 Listen to the tape and answer the following questions.
 1. Les Kirkham says that freelance means...
 - a. working free for the community.
 - b. working free for yourself.
 - c. working free for the family.
 - d. working free for the society.
 2. Being a freelance...
 - a. you can do whatever you want.
 - b. you can decide what to do, when to do, where you do it.
 - c. you can go wherever you want at any time.
 - d. you can meet whoever you want.
3. Les Kirkham mentions _____ as disadvantages of freelancing.
 - a. getting fixed on freelance work for all your income
 - b. believing it to be long-lasting
 - c. being out of the family
 - d. being short of resources
4. He explains that freelance work is ...
 - a. selling the skills and experience you have.
 - b. acquiring other's experience in the field.
 - c. having enough knowledge in the field.
 - d. checking the knowledge of others'.
5. Les Kirkham notes _____ as freelance priorities.
 - a. travelling to many countries
 - b. keeping interested in the field
 - c. visiting conferences and conventions
 - d. cultural exchange
- 3 Answer the questions. Use no more than three words.
 1. How long has he been working as a freelance?

 2. What is the main requirement of being a freelance?

 3. Les states that approximate freelance salary rates to be between _____



- 4 Work in pairs. Compare your answers. Decide which team's questions have been the most relevant.

Discuss the following questions.

- How and why would freelancing appear in your field of area?
- Would you choose freelancing in your future life? Why?

Give specific examples to prove your ideas.

- 5 Complete the text with appropriate phrasal verbs.

bend	breathe X(2)	go	lift	<u>push</u>	raise
stand	<u>away</u>	back	down	in	out up
X (3)					

When you have to spend a lot of time sitting at a desk, it is important to take short breaks and stretch your neck and back. You can use this exercise to help you stretch.

eg. (1) **Push** your chair **away** to the side and stand up, making sure there is some space in front of you. (2) straight, with your arms hanging loosely by your side. Breathe in deeply as you (3) your arms over your head. Pause a moment. Then (4) slowly as you swing your arms forward, letting them fall as you (5) your whole body until your hands are near your feet. Pause a moment. Then, (6) as you (7) your body very slowly, beginning with your hips, then your upper body, followed by your head and arms. Repeat the exercise at least once before you (8) to your desk again.

- 6 Using a dictionary if necessary, rewrite these sentences in a more informal style, using appropriate forms of these phrasal verbs.

cut back on	fill in	give up
go in	send back	do away with
out	go along with	go up
		take off

1. You should complete this form and return it with your payment.
You have to fill in this form and send it back with your payment _____
2. My father has abandoned his attempt to get the university to abolish tuition fees.
My dad _____
3. It was necessary to reduce our spending after we discovered that our rent was increasing.
We had to _____
4. Please observe local customs at the temple and remove your shoes before entering.
Please _____

There is International Freelancer's Academy organizations and individuals that spend significant amounts of time surveying freelancers of all types about their freelancing life, most of which include their rates, of which they package it up and publish for other freelancers.

7 Match the freelance related words and their definitions.

self-employed _____, contract _____, expenses _____, per diem _____, fee _____, venue _____, publisher _____, liaison _____, non-governmental _____, part time _____.

- the place where public event or meeting happens
- someone who makes groups to work effectively with each other
- a person which publishes books
- not related to a government work
- not working for an employer but finding work for yourself
- a legal document that states a formal agreement between bodies
- when you spend or use money
- money regularly paid to (someone) in return for services
- fixed amount of money to be given for daily expenses
- work for parts of the day or week



8 Read the passage and choose the suitable title.

- Recognition
- Self-consciousness
- Purification

When I decided to start my freelance copywriting career months ago, one of the biggest obstacles I had to overcome was my lack of experience in the field I wanted to get into.

I decided to explore the idea of freelancing when several people from the office complimented my writing one after another. My problem was that I had no idea what I wanted to do exactly. Yes, it was going to involve writing of some sorts. I discovered I had a knack for words (my boss even trusted me to write a press release about a new product we were launching.) but I had never been specifically hired and paid by others just to “write stuff.”

The biggest question running in my head was: who will pay me for a bunch of words I put together?

Luckily, I managed to push through that hump. Within a month or so, I consulted with my first client over Skype.

9 Work in pairs. Think about “might happen” cases similar freelance story in Ex 7 regarding a freelance work in your field of education. Share your cases with the whole group.

10 Look at the two letters and tell the differences.

Letter of Certificate

Dear Suhrob Sobirov,

We are writing this letter to certify the qualifications of Marjona Boboeva in regards to her post-secondary education at Jizakh institute of Polytechnic.

During the period of 2008-2012, Marjona attended classes at our institution. She studied in the areas of business management, accounting and economics. She completed the required course load in all these areas. She completed her co-op requirement in the summer of 2010, and passed all the necessary exams.

Throughout all her studies, she achieved the highest points in her class. Her hard work and dedication to studies won her the regard of all teachers and peers. She has shown herself to be an upstanding citizen, and would be a great asset to your organization.

Sincerely,

Firdavs Salimov

Letter of Certification

To whom it may concern,

This letter is to certify that Muhammad Bohijonov worked as a general accountant at SamAuto corp. for the period from November 5th, 2010 to December 12th, 2013.

While at our company, his responsibilities were to design and implement pricing controls in relation to our line of mathematical measuring devices.

Through our working relationship, I appreciated his professional attitude and loyalty. Leaving his position was a great loss for our corporation.

I know that he will do a great job wherever you put him in your organization.

Sincerely,

Mirzo Abdurahimov

A letter of certificate is used when any information needs to be certified by a third party. For example, a businessman may issue a letter of certificate to someone to prove that the person in question is employed, or a university may write a letter of certificate certifying your academic credentials.

11 Review the Letter of Certificate template (Handout 1 Teacher's book).

12 Fill in the letter template imagining the possible job position in your area of study.



(To whom it may concern)

This is to certify that _____ was working at _____
(employee's title) (employee's name) (organization name)
_____ from _____ to _____
(position) (joining date) (last working date)

During this period, he showed high quality skills in the following fields:

- _____
- _____
- _____
- _____
- _____
- _____

We wish _____ all the best in his/her future.
(him/her)

Sincerely,

_____ (name)
_____ (position)
_____ (organization stamp)

Review 3



- 1 (R3) You will hear five people talking about the difficulties they faced when they gave up full-time jobs to become freelance consultants. Predict which of the following topics are likely to hear about? Choose five only.

1. Successful Freelance Must be Reciprocal
2. Most Important Freelance Skills
3. Being Freelance Makes you Feel Independence
4. Financial Statements of Office Work
5. How to Come Up with Technical Problems.
6. Advantages and Disadvantages of being Freelance
7. Backwards of an Office Work
8. Success in Using Related Books in this Field.

- 2 Listen to the tape and identify the 5 words used in the context.

associate, reward, adjust, sustain, account,
available, outweigh, promotion, encounter,
expertise.

- 3 Listen again and fill in the gaps.

1. Having to manage my own diary for the first time in 25 years came as something of a _____
2. If you're not _____, you can end up saying yes to everything that comes your way.
3. You don't feel isolated from other professionals in your field; there are plenty of electronic _____ for being in an office
4. I think the hardest thing for me was the _____ I had to make in my mind
5. It's very frustrating having to _____ these things on your own. It takes so much time

- 4 Read the text and decide which of these titles best suit the text.

1. Rules of being convinced
2. Workplace where you can convince your colleagues
3. Tips to convince people with evidences.



The ability make others believe what you believe is important for success in many fields. There is often a fine line between convincing somebody your views are valid and annoying them. In this article we'll look at some of the techniques you can use if you want to convince another individual to believe what you believe.

Steps

Do the homework. Make sure you understand your own viewpoint. If you are going to try to convince somebody that the Eiffel Tower is taller than the Statue of Liberty, find out the facts first, don't make assumptions.

Learn the field. For certain areas you will need to know more than just the facts, as some subjects are subjective. For example, if you wanted to convince somebody that the Statue of Liberty was prettier than the Eiffel Tower you will need to know enough about architecture and aesthetics to argue about that subject, as well as the facts, like how tall they are. If you are selling something, like a car, you will need to know all there is to know about the car you are selling. Likewise, you will need to know all about the other cars that are in competition with your vehicle.

Engage the person politely. Maintain eye contact where possible, but don't be annoying about it.

Establish mutual respect. You will never convince anybody of anything if they believe you do not respect them, so show the person you respect them and be good enough to gain their respect.

Gain trust. To convince people of most things you will need their trust. They don't have to trust you as a person, but they do need to trust that what you are saying makes sense, that you know your "stuff". The best way to do this is to do your homework and fieldwork, that way you know a lot about the subject.

Listen carefully to what your debate partner has to say. Respond thoughtfully to their point of view. When you can, back up what you say with real

facts. Lying will only convince somebody until they find out about the lie, then you will never be able to convince them of anything again.

Be willing to be convinced. Sometimes accepting one point from the other person and showing that you can change your mind when you are wrong will help them to be the same, and change their mind about the subject you care about.

Practice active listening. Active listening helps you control a conversation and keeps it on track. Active listening techniques include:

Non-verbal feedback. Nodding your head as the other talks etc.

Paraphrase what the other person has said to make sure you understand it.

Make sure you understand the other person's objections and respond to them in an intelligent manner. Keep vigilant about your belief, but always respectful of the beliefs of others. Explain why your belief is important to you.

Understand the other person's motivations. If you know what another person wants, you are more likely to be able to give it to them. Paraphrase your beliefs in a way that the other person is better able to understand.

Follow up. Ask questions to make sure the other person understands their new views completely.

Tips

To hold the eye of a crowd select individuals in the crowd and hold their eyes on-and-off through your presentation.

Always be friendly and respectful even if the other person does not change their mind.

Beliefs fade. You may think you have changed somebody's mind but find that in a day or two, perhaps a week, they are right back to where they were before. Buy and read some books on sales technique.

(Adapted from <http://karmicmantra.com/mind-power/how-to-convince-people-effectively/>)

5 Find the words in the text with the similar meaning .

1. opinion _____
2. disagree _____
3. express _____
4. obtain _____
5. quality _____
6. discuss _____
7. careful _____
8. fully _____
9. alter _____
10. bleach _____

6 Decide if the statements true (T) or false (F) .

1. In some areas you needn't to know more than just the facts, as some subjects are subjective _____
2. Keep eye contact where necessary , but don't worry about it much. _____
3. You must show respect if you are going to convince the people around you _____
4. It is not always possible to understand objections and respond to them in an intelligent manner. _____
5. Be positive and kind even if the other person does not change their mind. _____