Language in Use Transcript

Расшифровка блока "Language in Use"

A: - (reading from phone) IT Consulting is looking for a motivated, passionate, IT Sales Professional, positive and willing to work hard to achieve their career and financial goals... Hmm, are you a Sales Manager?

Я: - I'm THE Sales Manager! Just kidding :) Why?

A: - Here's a nice job opening in an American international company.

Я: - Oh, really? Tell me more.

A: - (reading) the successful candidate has to be responsible and determined and have strong soft skills

Я: - Eh? What do you mean by 'soft skills'?

A: - Simply put, it's the ability to understand others and communicate your ideas successfully. Am I making sense?

Я: - Well, I can't really picture it.

A: - For example, be good at leadership and teamwork, or maybe be flexible and organized.

Я: - Oh, I see. And then how do you define 'hard skills'?

A: - They are tangible and specific.

Я: - Like what?

A: - Like programming, web design, typing, accounting, finance or writing.

Я: - Oh, yeah, right, got it.

- IT Consulting ищет мотивированного энтузиаста и профессионала в сфере IT продаж, позитивного и настроенного работать для достижения своих карьерных и личных финансовых целей... Хм, а ты менеджер по продажам?

- Я менеджер по продажам с большой буквы. Шучу :) А что?

- Вот хорошая вакансия в американской международной компании.

- Действительно? Расскажи подробней.

- ... успешный кандидат должен быть ответственным и целеустремленным, а также иметь сильные "социальные навыки" / "софт скилз"

- Э-э... А что значит "софт скилз"?

- Проще говоря, это способность понимать других и успешно доносить свои идеи. Я понятно объясняю?

- Ну, я не совсем могу это представить.

- Например, быть хорошим лидером и командным игроком, или быть гибким и организованным.

- А, я понял. А что тогда "хард скиллз"?

- Они реальны и конкретны.

- Какие например?

- Например, навыки компьютерного программирования, веб-дизайна, скорость набора текста, бухучет, финансы или писательские навыки.

- Ага, точно, понял.

Lesson Objectives
Цели урока

- Говорим о должностях в сфере IT

- Учим прилагательные для описания навыков в сфере IT

- Разбираем фразы для собеседования на работу

- Используем времена Past Simple и Present Perfect рассказывая о своем опыте работы

- Учимся говорить слитно

- Получаем советы для успешного прохождения собеседования

Lesson Vocabulary

Лексика урока

IT Job Titles + mind map
Должности в сфере IT + ментальная карта

Hard & Soft Skills
Профессиональные и универсальные навыки

General Vocabulary
Общие слова из урока

- Рекомендуем выучить лексику перед выполнением домашнего задания

IT Job Titles

Должности сфере IT

Типичное формирование названия должности		
1. Какой?	**2. Чего?**	**3. Кто?**
Chief - главный **Senior** - старший **Junior** - младший **Associate** - помощник	**Technology** - технологии **Database** - базы данных **Support** - техподдержки **Project** - проекта	**Officer** - служащий (*CTO* - *технический директор*) **Administrator** - администратор (*старший администратор баз данных*) **Specialist** - специалист (*младший специалист техподдержки*) **Manager** - менеджер (*помощник менеджера проекта*)
	Application - приложения **Computer** - компьютерный **Software** - ПО **System** - системный **Information** - информационный **Security** - безопасности **Data Center** - дата-центра **Data Quality** - качества данных **Web** - веб **Network** - сетевой	**Developer** - разработчик **Engineer** - инженер **Programmer** - программист **Analyst** - аналитик **Architect** - архитектор **Designer** - дизайнер **Director** - директор **Coordinator** - координатор

Information Technology (IT) Job Titles

Software/Application Developers

Design, run, and test various computer programs and applications.

- Application Developer
- Applications Engineer
- Associate Developer
- Computer Programmer
- Developer
- Java Developer
- Junior Software Engineer
- .NET Developer
- Programmer
- Programmer Analyst
- Senior Applications Engineer
- Senior Programmer
- Senior Programmer Analyst
- Senior Software Engineer
- Senior System Architect
- Senior System Designer
- Senior Systems Software Engineer
- Software Architect
- Software Developer
- Software Engineer
- Software Quality Assurance Analyst
- System Architect
- Systems Software Engineer

Information Technology Leadership

Leadership in IT draws from candidates with strong technology backgrounds and superior management skills.

- Chief Information Officer (CIO)
- Chief Technology Officer (CTO)
- Director of Technology
- IT Director
- IT Manager
- Management Information Systems Director
- Technical Operations Officer

Information Security Specialists

Help defend an organization's computer network and computer systems.

- Information Security
- Security Specialist
- Senior Security Specialist

Database Administrators

Help store and organize data or companies and/or customers

- Data Center Support Specialist
- Data Quality Manager
- Database Administrator
- Senior Database Administrator

Information Technology Analysts

Are responsible for designing and implementing organizational technology for businesses

- Application Support Analyst
- Senior System Analyst
- Systems Analyst
- Systems Designer

Cloud Computing Engineers

Define, design, build, and maintain systems and solutions leveraging systems and infrastructure managed by cloud providers

- Cloud Architect
- Cloud Consultant
- Cloud Product and Project Manager
- Cloud Services Developer
- Cloud Software and Network Engineer
- Cloud System Administrator
- Cloud System Engineer

Web Developers

Design, create, and modify websites.

- Front End Developer
- Back End Developer
- UI (User Interface) / UX (User experience) Designer
- Senior Web Administrator
- Senior Web Developer
- Web Administrator
- Web Developer
- Webmaster

Computer Network Specialists

Define, design, build, and maintain a variety of data communication networks and systems

- Computer and Information Research Scientist
- Computer and Information Systems Manager
- Computer Network Architect
- Computer Systems Analyst
- Computer Systems Manager
- IT Analyst
- IT Coordinator
- Network Administrator
- Network Architect
- Network and Computer Systems Administrator
- Network Engineer
- Network Systems Administrator
- Senior Network Architect
- Senior Network Engineer
- Senior Network System Administrator
- Telecommunications Specialist

Computer Support Specialists

Help computer users and organizations

- Customer Support Administrator
- Customer Support Specialist
- Desktop Support Manager
- Desktop Support Specialist
- Help Desk Specialist
- Help Desk Technician
- IT Support Manager
- IT Support Specialist
- IT Systems Administrator
- Senior Support Specialist
- Senior System Administrator
- Support Specialist
- Systems Administrator
- Technical Specialist
- Technical Support Engineer
- Technical Support Specialist

IT Job Skills

Навыки в сфере IT

Для каждой должности требуются определенные навыки. В вакансиях и резюме их обычно разделяют на **hard skills** и **soft skills**.

Hard skills - профессиональные навыки, которым можно научить и которые можно измерить. Для обучения hard skills необходимо усвоить знания и инструкции, качество обучения можно проверить с помощью экзамена.
Примеры hard skills: набор текста на компьютере, знание языков программирования, знание иностранного языка, использование компьютерных программ.

Soft skills - универсальные компетенции, которые не поддаются количественному измерению. Иногда их называют личными качествами, потому что они зависят от характера человека и приобретаются с личным опытом.
Примеры soft skills: такие социальные, интеллектуальные и волевые компетенции, как коммуникабельность, умение работать в команде, креативность, пунктуальность, уравновешенность.

Ознакомьтесь с перечнем hard skills и soft skills ниже. Также изучите лексику в соответствующем модуле на Quizlet.

Hard & Soft Skills

Профессиональные навыки и универсальные компетенции

Hard Skills	Soft Skills
Профессиональные навыки	универсальные компетенции

Documents:
Certificate
Diploma

Tech Hard Skills:
Data mining
Analytics
HTML
Data analysis
SaaS in cloud
Coding
AI
Machine learning

Big Data Engineering:
Python
JavaScript
Java
Apache Hadoop
Apache Spark
Computer science
Data visualization

Sales & Marketing:
SEO/SEM marketing
Marketing
Social media
Outreach
Inside sales
Outbound calling
Strategy
Forecasting
CRM

Management & Finance:
Planning
Analytics
Auditing
Cash flow management
Risk Analysis
Mathematics
Bookkeeping

Strong communication
Leadership
Adaptability
Problem-solver
Listening
Team-oriented
Team player
Strong work ethic
Decision maker
Strategic thinker
Clear thinker
Logical thinker
Skilled Collaborator
Time management
Self-motivated
Multitasker
Conflict resolution
Responsible
Flexible
Organized
Work well under pressure
Competitive

Entrepreneurial
Integrity
Hands-on
Innovation
Consistent
Creative
Energetic
Enthusiastic
Driven
Attention to details
Persuasive
Diplomatic
Punctual

Useful Phrases for Job Interview

Полезные фразы для собеседования на работу

1. Sentences to Introduce Yourself

- Good morning/afternoon. My name is _____ and I want to thank you for this opportunity.
- Hello! My name is _____ and it's a pleasure for me to be here.
- Good morning/afternoon. I'm _____ and I want to thank you for taking me into consideration for this position.
- Hello! My name is _____ and I'm glad you called me because I really want to work for this company.
- Hi! My name is _____ and I'm here because I think I have the profile you're looking for.

2. Emphasizing Your Strengths

- I think I'm the right choice for this job because I know how to _____.
- My _____ and my _____ will allow me to do this easily.
- I'm very good at _____ and that's why I think I'll be able to handle this position.
- I'd love to work here because I _____.
- I think my _____, my _____ and my _____ make me perfect for this job.
- I can say my top 3 skills are: _____, _____ and _____.

3. Thanking the Interviewer at the End

- Thank you very much for your time. I'll be waiting for your call!
- I want you to know that I'm very thankful for this.
- Before I leave I want to thank you for the opportunity. I hope we see each other again soon!
- I want to thank you before I leave. I hope I have the profile you're looking for.
- It was a pleasure meeting you and then again I want to thank you for having me here!
- I want to thank you one last time and I'll be expecting your call!

4. Phrases to leave an excellent and professional memory

- I love the idea of working here because I enjoy _____.
- You can expect nothing but proficiency and excellent results if you hire me.
- This is what I always wanted to do and I know I can do it very well.

Irregular Verbs

Неправильные глаголы

Infinitive		Past Simple		Past Participle		Перевод
arise	[ə'raiz]	**arose**	[ə'rəuz]	**arisen**	[ə'riz(ə)n]	возникать, появляться
awake	[ə'weik]	**awoke**	[ə'wəuk]	**awoken**	[ə'wəukən]	будить, просыпаться
be	[bi:]	**was, were**	[wɒz], [wɜ:]	**been**	[bi:n]	быть
bear	[bɛə]	**bore**	[bɔ:]	**born**	[bɔ:n]	рождать, приносить
beat	[bi:t]	**beat**	[bi:t]	**beaten**	['bi:tn]	бить
become	[bɪ'kʌm]	**became**	[bɪ'keɪm]	**become**	[bɪ'kʌm]	становиться
begin	[bɪ'gɪn]	**began**	[bɪ'gæn]	**begun**	[bɪ'gʌn]	начинать(ся)
bend	[bend]	**bent**	[bent]	**bent**	[bent]	гнуть, сгибать
bind	[baɪnd]	**bound**	[baʊnd]	**bound**	[baʊnd]	связывать
bite	[baɪt]	**bit**	[bɪt]	**bitten**	['bɪtn]	кусать(ся)
bleed	[bli:d]	**bled**	[bled]	**bled**	[bled]	кровоточить
blow	[blou]	**blew**	[blu:]	**blown**	[bloun]	дуть

Past Simple vs Present Perfect

Сравнение прошедшего простого и настоящего совершенного времен

	Past Simple	Present Perfect
Formula	**Subject + Verb 2**	**Subject + have / has + Verb 3**
Affirmative Утверждения	I **was** responsible for marketing. I **worked** at IT Consulting.	I **have been** at the training in the USA. I **have completed** five large projects.
Negative Отрицания	I **was not** responsible for that. I **didn't work** for that company.	I **haven't been** to the USA. I **haven't completed** my current project yet.
Questions Вопросы	**Were** you responsible for SMM? **Did** you **work** for IT Consulting?	**Have** you **been** at any conference since 2018? **Have** you already **completed** your current project?
Short answers Краткие ответы	Yes, I **was**. No, I **wasn't**. Yes, I **did**. No, I **didn't**.	Yes, I **have**. No, I **haven't**.

How to succeed at job interview

Как успешно пройти собеседование

Before the interview:

Перед собеседованием:

1. **Do your research** - Проведите исследование

2. **Prepare stories to tell** - Подготовьте несколько историй

3. **Gather your questions** - Соберите вопросы

4. **Dress for success** - Приоденьтесь для успеха

5. **Bring what you need** - Принесите с собой все, что нужно

6. **Respect the schedule** - Уважайте график

Fun Time :)

Немного юмора :)

When my boss asked me who is the stupid one, me or him? I told him everyone knows he doesn't hire stupid people.

stupid - глупый
hire - нанимать

Teamwork is important; it helps to put the blame on someone else.

put the blame on - переложить вину на
someone else - кто-то другой