




Exercício 1: Leia o que alguns estudantes da área da Computação esperam de suas carreira no futuro e relacione suas falas às funções/cargos abaixo:

- 1) Web designer: _____
- 2) Computer programmer: _____
- 3) Database administrator: _____
- 4) E-commerce manager: _____

Exercício 2: Escreva as iniciais E, K, M ou P respondendo as perguntas abaixo de acordo com o que foi falado por cada um dos estudantes.

Which student...

- 1) Wants to work at home?
- 2) Wants a secure job?
- 3) Doesn't want to study in college?
- 4) Wants to choose when to work?
- 5) Wants to manage people?
- 6) Likes working with data?
- 7) Wants to be rich and successful?
- 8) Uses a coding system for web pages?

Elissa 	<p>I'm interested in writing software. My friends say I'm a techno-nerd because I prefer working with computers to people. Money is important but I'd rather do a job I enjoy. I want to take a distance-learning course so I can study at home.</p>
Katie 	<p>I like shopping and I think the future of business is on the Internet. I'm good with computers but I also like working with people. I'd like to manage my own online company. This will give me a lot of responsibility. E-commerce comes with risks, but the rewards are high when you succeed.</p>
Martin 	<p>Many people like Web design, but I think data management gives more job security. There is so much information on the Internet, and companies need people who know how to store, manage and retrieve data. I want to get my degree and work for a good company.</p>
Peter 	<p>I'm using JavaScript to make my website more interactive. After college, I'd like to try telecommuting. This is working at home, using e-mail to communicate with clients. I want freedom, flexibility and long holidays, which you don't get by working in an office.</p>

Exercício 2: Veja a lista abaixo e liste por ordem de importância (de 1 a 10) os pontos que seriam mais relevantes para você na escolha de um emprego:

a high salary ■ flexible working hours
■ responsibility ■ interest or enjoyment
■ a nice office ■ telecommuting
■ long holidays ■ working with people
■ security ■ excitement/risk
■ good benefits, e.g. a company car, gym membership

Exercício 3: Complete as lacunas com os cargos que se encontram no box abaixo:

software engineer	computer security specialist	blog administrator	help desk technician
DTP operator	hardware engineer	network administrator	webmaster

- 1 A _____ designs and develops IT devices.
- 2 A _____ writes computer programs.
- 3 A _____ edits and deletes posts made by contributors to a blog.
- 4 A _____ uses page layout software to prepare electronic files for publication.
- 5 A _____ manages the hardware and software that comprise a network.
- 6 A _____ designs and maintains websites.
- 7 A _____ works with companies to build secure computer systems.
- 8 A _____ helps end-users with their computer problems in person, by email or over the phone.

Exercício 4: Leia os anúncios de emprego abaixo e diga para qual das duas oportunidades você possivelmente se candidataria.

DIGITUM-UK

SENIOR PROGRAMMER required by DIGITUM-UK, a leading supplier of business systems to the insurance industry.

You will be able to work on the full range of software development activities – analysis, design, coding, testing, debugging and implementation. At least two years' experience of COBOL or C++ is necessary.

As we are active in Europe, fluency in French, Italian or another European language is desirable.

Don't miss this opportunity to learn new skills and develop your career.

Send your CV to CHRIS SCOTT, PERSONNEL MANAGER, DIGITUM-UK, 75 PARKSHILL STREET, LONDON SW14 3DE

You can visit our website at www.digitum-uk.com

DTP operator
required for a leading financial magazine.

We are looking for a bright, competent QuarkXPress operator with at least three years' experience in design and layout. Skills in Photoshop, Freehand or Illustrator an advantage.

Ability to work in a team and to tight deadlines is vital.

Please apply in writing, with CV and samples of your work, to Tom Parker, Production Manager, Financial Monthly, Stockton Street, London EC1A 4WW
Or apply online:


Apply now

Exercício 5: Veja o perfil do profissional abaixo. Para qual das duas vagas ele estaria mais apto. Justifique.

Charles Graham 22 years old

Professional summary

I graduated in 2004 with A levels in English, Art and Maths, and went on to do a course in graphic design and page layout at Highland Art School. Since 2006 I've been a graphic designer for PromoPrint, a company specializing in publishing catalogues and promotional material, and have used Adobe InDesign and other DTP software.



Exercício 6: Marque abaixo as habilidades que são necessárias a cada uma das oportunidades anteriormente anunciadas.

	Senior programmer	DTP operator
1 logical reasoning	<input type="checkbox"/>	<input type="checkbox"/>
2 patience and tenacity	<input type="checkbox"/>	<input type="checkbox"/>
3 being good with figures	<input type="checkbox"/>	<input type="checkbox"/>
4 imagination	<input type="checkbox"/>	<input type="checkbox"/>
5 self-discipline	<input type="checkbox"/>	<input type="checkbox"/>
6 accuracy	<input type="checkbox"/>	<input type="checkbox"/>
7 leadership skills	<input type="checkbox"/>	<input type="checkbox"/>
8 efficiency	<input type="checkbox"/>	<input type="checkbox"/>
9 creativity	<input type="checkbox"/>	<input type="checkbox"/>
10 drawing skills	<input type="checkbox"/>	<input type="checkbox"/>

Exercício 7: Complete a carta de candidatura a uma oportunidade abaixo com as palavras em negrito do "HELP BOX":

Dear Mr Scott,

I am writing to apply for the position of Senior Programmer, which was advertised on 28th March in *The Times*.

I graduated in May 2002 and did a work placement with British Gas as part of my degree. Before taking my present job I worked for a year with NCR. I stayed in this job (1) _____ March 2004.

(2) _____ the last three years I have been working as a software engineer for Intelligent Software. I have designed four programs in COBOL for commercial use, and (3) _____ January I have been writing programs in C for use in large retail chains. These have been very successful and we have won several new contracts in the UK and Europe on the strength of my team's success.

Two years (4) _____ I spent three months in Spain testing our programs and also made several visits to Italy, so I have a basic knowledge of Spanish and Italian. I now feel ready for more responsibility and more challenging work, and would welcome the opportunity to learn about a new industry.

I enclose my curriculum vitae. I will be available for an interview at any time.

I look forward to hearing from you.

Yours sincerely,

Sarah Brown

Sarah Brown

HELP box

for, since, ago, until

- We use **for** to refer to a period of time.
*I've lived in Liverpool **for** five years.*
- We use **since** to refer to a point in time.
*I've been unemployed **since** May 2005.*
- We use **ago** with the past simple to say when something happened. We put **ago** after the time period.
*I got married five years **ago**.*
- We use **until** to mean *up to a certain time*.
*I stayed at high school **until** I was 18.*

Exercício 8: Agora responda às perguntas abaixo:

- 1 Which job is Sarah Brown applying for?
- 2 Where did she see the advertisement?
- 3 How long has she been working as a software engineer?
- 4 What type of programs has she written?
- 5 When did she spend three months in Spain?

Exercício 9: Estude o anúncio abaixo e indique se as afirmações abaixo são falsas ou verdadeiras.

The successful applicant:

1 will develop new systems him/herself	5 must know VB
2 must have at least five years' work experience	6 must know SQL
3 must have worked in a company	7 will work alone.
4 must be a good communicator	

Systems Manager

Working closely with in-house users, you will be responsible for commissioning new systems and for maintaining and enhancing existing systems for a major retail company. You will be part of the management team.

- You will have a minimum of five years' experience in software development in a business environment.
- You should have a good knowledge of VB and Access and have experience of Novell networks. Experience with Oracle and SQL would also be an advantage.
- Good communication skills are essential and the ability to work as part of a team.

To find out more, email your CV to: steve.bell@pathfinder.com.uk

Exercício 9: Veja o anúncio de emprego publicado pela eJupiter para o qual María Quintana enviou o currículo que se encontra na próxima página.

Vacancies at eJupiter.co.uk

Webmaster

We are seeking a Webmaster for eJupiter.co.uk, a company dedicated to e-commerce.

The successful candidate will manage our website. You will be responsible for making sure the web server runs properly, monitoring the traffic through the site, and designing and updating our web pages.

Experience of using HTML and Java is essential. Experience of Adobe PDF and Photoshop is an advantage. The successful candidate will also have knowledge of web editors – MS FrontPage or equivalent.

Send your CV and a covering letter to James Taylor, eJupiter Computers, 37 Oak Street, London SW10 6XY

Curriculum vitae

Personal information

Name: María Quintana

Address: Avda Séneca, 5, Madrid 28040

Telephone: 00 34 91 5435201

Email: mquintana0782@telefonica.net

Date of birth: 28/07/82

Education and Training

- | | |
|-----------|---|
| 2006 | Online diploma in web-based technology for business, www.elearnbusiness.com |
| 2005 | Course in web design at the Cybernetics College, London: HTML, Java and Macromedia Dreamweaver |
| 2004 | Course in computer hardware and networking at the Cybernetics College, London |
| 1999–2004 | Degree in Computer Science and Engineering, University of Madrid |

Work experience

- | | |
|--------------------------|--|
| January 2006 – present | Part-time Webmaster at www.keo.es ; responsible for updating the site and using Adobe Flash to create animations |
| May 2005 – December 2006 | IT consultant at Media Market, specializing in e-commerce and IT strategies |

IT skills

Knowledge of multiple computer platforms (Windows, Mac and Linux); strong database skills (including the popular open source MySQL database); complete understanding of graphics formats and Cascading Style Sheets.

Personal skills

Social and organizational skills
Good communication skills

Languages

Spanish mother tongue; English (Cambridge CAE); Arabic (fluent)

Hobbies and Interests

Web surfing, listening to music and travelling

References

Miguel Santana, Manager, keo.es
Sam Jakes, Lecturer, Cybernetics College

Exercício 9: Baseado no CV de María Quintana, escreva seu próprio currículo em inglês.