PURCEL (DASCAL) TIBERIU CLAUDIU

ASSIGNMENT 2

**3.2:** 1->C;2->H;3->B;4->I;5->E;6->J;7->G;8->A;9->D;10->F

**3.3.1:** 1->k; 2->f; 3->j; 4->a; 5->i; 6->b; 7->c; 8->l; 9->d; 10->e; 11->g; 12->h;

**3.3.2:**

1. The Internet is a really vast **network** of computers, all connected together.

2. Since we got **broadband**, we’ve been watching music videos online.

3. Early computer games seem quite **primitive** compared with today’s games.

4. It seems to me that **nuclear** power is far cleaner than oil.

5. These ancient tools have been **crafted** with an enormous amount of skill.

6. The next generation of games **breakthrough** will have better graphics.

7. There’s a **technique** in computing called ‘beta testing’, which means you test something to see if it works properly before it becomes official.

8. This latest **network** will mean cheaper, faster internet access for all.

9. The computer has finished analyzing all the **data** .

10. The sea is a great natural **resource** but we need the right technology to use it.

**3.3.3.** Use the word given in capitals to form a word that fits in the space.

We often think of ourselves as living in a time of 1 **continuous** (CONTINUE) technological change and development. We tend to believe that we are unique in history in dealing with a constantly 2 **evolving** (EVOLVE) world of gadgets, devices and innovations. However, the end of the nineteenth century and the start of the twentieth was also a time that saw many 3 **revolutionary** (REVOLT) changes.

People had needed to show 4 **flexibility** (FLEXIBLE) throughout the nineteenth century, as the effects of the Industrial Revolution meant constantly making 5 **adjustments** (ADJUST) to deal with changing working conditions. Towards the end of the century, though, people had to become more 6 **adaptive** (ADAPT) than ever before. The typewriter (1873), the telephone (1876) and other 7 **influential** (INFLUENCE) developments gave people the 8 **capability** (CAPABLE) to live and work in ways their grandparents could not have imagined. Over the next 30 years, little remained 9 **unaltered** (ALTER) as the camera, the cinema, the phonograph, the plane and radio all had an 10 **electrifying** (ELECTRIC) effect on people and society.

**UNIT 2**

**2.2/pp.16-17**

1->B;2->H;3->E;4->C;5->I;6->A;7->D;8->F;

**2.3/pp.17-18**

The obvious solution 1 **to** this problem is planning around the mental energy cycle 2 **by** breaking the work day into multiple segments. The traditional office setting doesn’t accommodate this because there are few available recharge activities. People can’t 3 **do** household chores, run errands, or engage in recreational activities without leaving the workplace.

Some companies have tried to make the work environment 4 **more** accommodating by offering meals, fitness centres, and special areas 5 **for** relaxation. Although these amenities are certainly an improvement, they’re expensive for employers and only partially satisfy employees.

The solution that 6 **makes** the most sense is a remote work arrangement because it reduces employer costs and allows employees to adjust their work schedule 7 **to** their mental energy cycle. When a worker becomes mentally fatigued, they can go off the clock and engage 8 **in** recharge activities that are personally productive like exercise or relaxation. When energy returns, the worker can start working again 9 **at** a high level, effectively cutting 10 **out** the low productivity period of the cycle. Employers don’t pay for unproductive time and employees get to work in a more natural pattern that adjusts to their personal lives.

Why isn’t everyone doing this already? Many workers already are, and 11 **as** commutes get worse and communications improve, the number will continue to increase. Of course there will always be a need 12 **for** office workers in businesses (like doctor’s offices and law firms) that require daily customer interaction, but for most companies it really isn’t necessary.

There is also the argument that people need to collaborate 13 **in** person. This is steadily becoming less essential. Most office communications are already done through email 14 **or** instant messenger. Face to face meetings are certainly necessary, but for the vast majority of lower and mid level employees meetings are the exception and could be conducted via phone/video conference or condensed into one or two days 15 **a** week.

Another common objection is that employees will abuse remote work arrangements by slacking off. I’m inclined to believe that most adults value their employment enough that this isn’t a problem. In cases where supervision is required, web cams and other technology can 16 **be** used to monitor a worker. I suspect the real reason remote work arrangements are still the exception is inertia. Companies are used to doing business in the office and are reluctant to change. There is also the presence of office politics. If one person is given a remote arrangement, jealous employees will complain. Doesn’t it make sense to give everyone what they want and save a boat load of cash on office space?

I may only be a kid in his 20′s, but I can tell when something just makes sense. I perceive an increasing number of people are noticing the same phenomena. Forty years from now we’ll be telling our grandchildren about the olden days when everyone’s mommy and daddy went to work in an office.

**2.4.2/pp.18-19**

Although a certain percentage of graduates will still be 1 **unemployed** (EMPLOY) six months after leaving university, the majority will have found 2 **employment** (EMPLOY) by then. Many of these will even have been offered a job while at university, as a result of visiting a job fair. Job fairs are held at many universities each year. Companies come along to advertise jobs, which are usually in 3 **management** (MANAGE), and the career structures and benefit packages that go with them. Job fairs are an 4 **effective** (EFFECT) way for undergraduates to find out what kind of job they might be interested in. If you go to a job fair, dress 5 **professionally** (PROFESSION). Don’t wear jeans and a T-shirt. Wear a suit! You don’t want to look 6 **irresponsible** (RESPONSIBLE) when you have your first 7 **meeting** (MEET) with your potential 8 **employer** (EMPLOY). If you’re interested in a job on offer, you may have to fill out an 9 **application** (APPLY) form, so it’s 10 **helpful** (HELP) to take along relevant information with you. You’ll also need proof of all your 11 **qualifications** (QUALIFY), so don’t forget to take photocopies of all your certificates with you.

**3.2/pp.19-20**

1.By investing in new issues of a company’s stock, shareholders provide the funds for a company to begin new or expanded operations. However, most stock sales do not involve new issues of stock. Instead, when someone 1 **who** owns stock decides to sell some or all of their shares, that stock is typically traded on one of the national 2 **stock** exchanges, which are specialised markets for buying and selling stocks. In those transactions, the person who sells the stock – not the corporation whose stock is traded – receives the funds from the sale.

2.An existing corporation that wants to secure funds to expand its operations has three options: It can issue new shares of stock, using the process described earlier. That option will reduce the share of the business that current stockholders 3 **own**, so a majority of the current stockholders have to approve the issue of new shares of stock. New issues are often approved because if the expansion proves to be profitable, the current stockholders are likely to benefit 4 **from** higher stock prices and increased dividends. Dividends are corporate profits that some companies periodically pay out to shareholders.

3.The second way for a corporation to secure funds is by borrowing money from banks, from other financial institutions, or from individuals. To do this the corporation often issues bonds, which are legal obligations to repay the amount of money borrowed, plus interest, 5 **in** a designated time. If a corporation goes out of business, it is legally required to pay 6 **out** any bonds it has issued before any money is returned to stockholders. That means that stocks are riskier investments than bonds. On the other hand, all a bondholder will ever receive is the amount of money specified in the bond. Stockholders can enjoy much larger returns, if the corporation is profitable.

4.The final way for a corporation to pay for new investments is by reinvesting some of the profits it has earned. After paying taxes, profits are 7 **also** paid out to stockholders as dividends or held as retained earnings to use in running and expanding the business. Those retained earnings come 8 **from** the profits that belong to the stockholders, so reinvesting some of those profits increases the value of what the stockholders own and have risked in the business, which is known as stockholders’ equity. On the other hand, if the corporation incurs losses, the value of what the stockholders own in the business goes down, so stockholders’ equity decreases.

**3.4.1/pp. 20-21**

1 **Workers** (WORK) at Shepparton Carpets Ltd voted today to continue with their industrial action. Union leader Elaine Watkins issued a statement saying: “Although we do not envisage an all-out strike at this stage, everyone at the plant will continue to refuse to work 2 **overtime** (TIME) until this dispute is settled. We urge (3) **management** (MANAGE) to reconsider their proposals.” The industrial action, which began three weeks ago, has affected 4 **production** (PRODUCE) at the factory. Joe Turner, Managing Director of Shepparton Carpets, has, however, refused to bow to union demands. “If Shepparton Carpets wants to survive, it has to become more 5 **complete** (COMPETE),” he said. “It is my responsibility as an 6 **employer** (EMPLOY) of over 500 7 **employes** (EMPLOY) to ensure this company continues to make a profit. 8 **Periodically** (PERIOD), we have to make changes to improve efficiency. If we don’t, we’ll be all out of a job. It may not be pleasant, but it is essential. Some of the working practices at the factory are, frankly, 9 **ancient** (ANTIQUE) and totally 10 **inapplicable** (APPLY) to the modern world. I just wish the unions would work with me on this, rather than fighting me every step of the way.”

**UNIT 3**

**1.2/pp.23-24**

The aim of the HRM Function is 1**to make** the recruitment process design as simple as possible. The HR Recruiters should not forget about this main goal during the design phase of the recruitment process development.

The recruitment process is simple on the high level, but it contains a lot of interaction 2 **with**  different participants in the recruitment process. The HRM Function, the line manager and candidates need to receive and share a lot of information and their interaction is usually the main issue during the recruitment process.

The main steps of the recruitment process are:

1. Job Design

2. Opening Job Position

3. Collecting CVs

4. Preselection of CVs

5. Job Interviews

6. Job Offer

The job design is the most important part of the recruitment process. The job design is a phase about design of the job profile 3 **in** a clear agreement between the line manager and the HRM Function. The Job Design is 4 **both** the agreement about the profile of the ideal job candidate and the agreement about the skills and competencies, which are essential. The information gathered can be used during other steps of the recruitment process to 5**bring** it up.

The Opening of the Job Position is generally the job of the HR Recruiter. Skilled and experienced HR Recruiters should decide 6 **on** the right mix of the recruitment sources to find the best candidates for the job position. This is another key step in the recruitment process.

The next step is collecting CVs and preselecting them. This step in the recruitment process is very important today 7 **since** many organisations waste a lot of time in this step. Today, the organisation cannot wait with the preselection of the CVs. Generally, this should be the last step done purely by the HRM Function.

The job interviews are the main step in the recruitment process, which should be clearly designed and agreed 8 **on by** HRM and the line management. The job interview should discover the job candidate who 9 **meets** the requirements and fits best the corporate culture and the department.

The job offer is the 10 **final** step of the recruitment process, which is done by the HRM Function; it finalises all the other steps and the winner of the job interviews gets the offer from the organisation to join.

**3.2/p.29**

Job interview Advice

Before your interview, find 1 **out** everything you can about the company (read their annual report which can be obtained 2 **by** telephoning them). Re-read your application, thinking through your own career and the questions they might ask you. You should try to anticipate the general questions which they will ask and also prepare some questions to ask them.

To do well at the interview you will need to convince the interviewer you are technically qualified to do the job. You will 3 **really** need to show that you are sufficiently motivated to get the job 4 **as** well and that you will fit in with the company’s organisational structure and the team in which you will work.

You should dress smartly for the interview and should leave home earlier 5 **if** you need to on the day of the interview – you may be delayed by traffic or 6 **some** other reasons. Be courteous to all employees of the company. At the interview itself you must be positive about yourself and your abilities – but do not waffle.

When you are being interviewed it is very important that you give out the right signals. You should always look attentive – so do not slouch in your chair. Never lie to anyone in an interview, your 7 **body** language and tone of voice or the words you use will probably give you 8 **away** – classic body language giveaways include scratching your nose and not looking directly at the other person when you are speaking to them.

If you have a moustache you may want to consider shaving it off – people with moustaches can be perceived as being aggressive. You can always grow it again once you have got the job.