



**ЧЕРНІГІВСЬКИЙ ЦЕНТР ПЕРЕПІДГОТОВКИ ТА ПІДВИЩЕННЯ  
КВАЛІФІКАЦІЇ ПРАЦІВНИКІВ ОРГАНІВ ДЕРЖАВНОЇ ВЛАДИ,  
ОРГАНІВ МІСЦЕВОГО САМОВРЯДУВАННЯ, ДЕРЖАВНИХ  
ПІДПРИЄМСТВ, УСТАНОВ І ОРГАНІЗАЦІЙ**

**Англійська мова:  
особливості організації  
міжнародного  
співробітництва**

**НАВЧАЛЬНО-МЕТОДИЧНИЙ ЗБІРНИК**

**ЧЕРНІГІВ  
2010**

**Англійська мова:** особливості організації міжнародного співробітництва: навч.-метод. збірник. / Черніг. центр перепідготовки та підвищення кваліфікації працівників органів держ. влади, органів місц. самоврядування, держ. п-в, установ і орг.; Упор.: Литвин С.В., Юсухно С.І. – Чернігів: ЦППК, 2010. – 39 с.

*Рекомендовано до видання навчально-методичною радою Чернігівського Центру перепідготовки та підвищення кваліфікації працівників органів державної влади, органів місцевого самоврядування, державних підприємств, установ і організацій, протокол № 1 від 4 лютого 2010 р.*

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## LIVE TO WORK OR WORK TO LIVE?

### Before you start

#### 1 Which of these statements do you agree with?

Work is the most important thing in life.

Work is just a way to get money so you can do the things you enjoy.

### Reading

#### 2 Read what three people say about their jobs. Complete the chart with notes on the good and bad things about Anna's, Tony's, and Erika's jobs.

#### Anna, 28

'I work in a factory. My working hours are 8.00 a.m. to 5.00 p.m., Monday to Friday. I have a one-hour lunch break at 12.30. The routine is the same every day. My job is very boring but the pay is quite good. My colleagues and I don't really talk to each other, but I have a lot of friends outside work. My job is just a way to earn money.'

#### Tony, 33

'I'm a computer programmer. I work a 40-hour week. We have flexible hours so I can start and finish when I want. If we are very busy then I work overtime – I get paid extra for this. There are always problems to solve. This can be difficult, but it can also be quite creative. I earn a good salary, but my job doesn't rule my life. I like to do different things in my free time.'

#### Erica, 25

I'm a doctor in a large hospital. I work very long hours - 60 or 70 hours a week - often in the evenings and at weekends. The work is really interesting but it can also be stressful. I love my job and my colleagues are also my friends. I don't have time for a social life. When I get home, I'm too tired to do anything except have dinner and watch TV.'

	good things	bad things
Anna		
Tony		
Erika		

## Vocabulary

Match the words in the quotes with their definitions (1-8).

working hours	the people you work with
lunch break	the number of hours in the week you spend doing your job
routine	the money you receive every month for the work you have done
colleagues	the things you do, usually with other people, outside work
flexible hours	the time you have for eating in the middle of the working day
overtime	the time you spend at work after your normal working hours
salary	a system where you can choose when to start and finish work
social life	the usual order and way that you regularly do things

4 Complete the sentences (1-6) with an adjective from the box.

boring ■ busy ■ difficult ■ creative ■ interesting ■ stressful

1. If we have too much work and not enough time, it can be quite \_\_\_\_\_.
2. In my job, I use my imagination and ideas a lot, so the work is \_\_\_\_\_.
3. I do the same thing every day - my job is \_\_\_\_\_.
4. There is so much to do at work that I'm always \_\_\_\_\_.
5. Sometimes my job is \_\_\_\_\_, but I would get bored if it was too easy.
6. My job is very \_\_\_\_\_ because I'm always learning new things.

5 Check the meaning of any words in this unit that you don't know in the Glossary or a dictionary. Then work in pairs to test your partner. Cover the list of key words. Say the word in your language. Your partner has to say it in English.

## Writing & Speaking

6 Think of the jobs in Exercise 2 which you would most and least like to have. Make notes and explain why. Work in pairs. Use your notes and discuss your. Compare your answers; find out how different your priorities are.

7 What jobs have you done in your life and what did you like and dislike about them? What ratio of work to leisure would be your ideal? Answer using percentages. Think of a job you would like to have in future. Write a short text about it, using the texts in Exercise 2 as models. Present it to the class.

## 2 MOTIVATION AT WORK

### Before you start

**1 Work in pairs. Make a list of things that are important when choosing a job, e.g. earning a lot of money, working for a big company, helping other people.**

**2 Why do people choose these jobs?**

auditor      banker      personnel manager      engineer

### Reading

**3 Read about the importance of motivation at work.**

Most people work because they need to earn a salary, but money is not the only motivation or reason why people work. People get job satisfaction from different factors, such as social interaction with colleagues.

Status, that is your professional position, and achievement, doing something well, can be important. Some companies really value their employees and see them as the company's main asset. Managing people well can lead to better results and higher productivity for the company.

**4 Look at the results of the survey below.**

### Vocabulary

- \*inspirational:      *motivating*
- \*respected:      *people think well of the company*
- \*job security:      *no worry about losing your job*

Factors which are important for people at work	% of responders
enjoy my job	72 %
like the people I work with	70 %
have enough money to afford the things I enjoy	64 %
receive training	63 %
find the work stimulating	57 %
have an inspirational* boss	41 %

have a good social life	40 %
have the opportunity to take professional qualifications	39 %
work for a respected* company	35 %
have a position of responsibility	30 %
be passionate about the industry I work in	30 %
have job security*	30 %
be in control of what I do	27 %
have a lot of freedom at work	21 %
work for a well-known company	18 %
not have to work overtime or at weekends	17 %
have a job that will take me abroad	16 %
have an excellent salary	15 %
have other people think what I do sounds good	11 %

**5 Read about the quotes from two people talking about their jobs. Which one is motivated by:**

- a) helping other people?                      b) earning a lot of money?

**Marie, accountant**

I work in the finance department of a large company. There are a lot of benefits. For example, if the company makes a profit, all the employees get a bonus. There's also a profit share, but that's only for managers. I have a company car and I also travel abroad quite a lot always business class and on expenses, of course. We also get a pension and private health insurance. The company pays for its staff to go on training courses to develop their professional skills. And we get free membership of the local gym. There are also rewards: it's hard work, but I get a lot of satisfaction from it. People recognize it if you do a good job, so there are good prospects for promotion.

**Tom, physiotherapist**

I work for the health service. There are a lot of rewards: the main one is the job satisfaction. I get a real sense of achievement when someone says 'thank you.' You know you're doing a worthwhile job. If you work hard, there are opportunities for promotion. I like the responsibility of making a difference to people's lives. There are some benefits. We don't get bonuses or anything like that, but there's a very good pension. The health service pays for us to go on training courses, and people with children get help with paying for childcare. If I visit patients at home, I get a travel allowance, but it's not very much.

**6 Look at this list of things that motivate people and tick the things Marie and Tom mention.**

Things that motivate people	Marie	Tom
pension		
training		
profit share		
expenses		
company car		
business class travel		
private health insurance		
bonus		
travel allowance		
subsidized childcare		
job satisfaction		
promotion		
responsibility		
gym membership		
doing something worthwhile		

**7 Which things in the list in Exercise 4 are benefits (extra things you get from your employer)? Which ones are rewards (things that make you feel good about the job)?**

### Vocabulary

**8 Check the meaning of any words in this unit that you don't know in the Glossary or a dictionary. Then work in pairs to test your partner.**

**Cover the list of key words. Say the word in your language. Your partner has to say it in English.**

### Writing & Speaking

**9 Think about a desirable job you would like to have after graduating from the university and imagine that you get it. Write a short text describing its rewards and benefits. Use the texts in the unit to help you. Present it to the class.**

**10 Choose six factors from the list in Exercise 4 and 6 which are important for you. Work in pairs. Compare your ideas with a partner and motivate your choice.**

## 3 WORK: DUTIES, CONDITIONS AND PAY

### Before you start

**1 If you have to take a decision concerning a new job, what questions would you like to ask your new employer?**

### Reading

#### 2 What do you do?

People may ask you about your job. They can ask and you can answer in different ways:

What do you do?                    **I'm** (+ job) e.g. a banker / an engineer / a teacher / a builder

What's your job?                **I work in** (+ place or general area) e.g. a bank / marketing

What do you do for a living?   **I work for** (+ name of company) e.g. Union Bank.

*Note:* 'Work' is usually an uncountable noun, so you cannot say 'a work'. If you want use the indefinite article you must say 'a job', e.g. She hasn't got a job at the moment.

#### 3 What does that involve? (= What do you do in your job?)

When people ask you to explain your work/job, they may want to know your main **responsibilities** (= your duties / what you have to do), or something about your **daily routine** (= what you do every day/week). They can ask like this: What does that (i.e. your job) involve?

#### *Main responsibilities*

I'm **in charge of** (= **responsible for**) all deliveries out of the factory.

I have to **deal with** any complaints (= take all necessary action if there are complaints).

I **run** the coffee bar and restaurant in the museum (= I am in control of it / I manage it)

*Note:* We often use **responsible for** / **in charge of** for part of something, e.g. a department some of the workers; and **run** for control of all of something, e.g. a company or a shop.

#### *Daily duties/routines*

I have to **go to / attend** a lot of **meetings**.

I **visit/see/meet clients** (= people I do business with or for).

I **advise clients** (= give them help and my opinion).

It involves **doing** quite a lot of **paperwork** (a general word we use for routine work that involves paper e.g. writing letters, filling in forms, etc.).

*Note* the **-ing** form after **involve**.

#### 4 Pay

Most workers are **paid** (= receive money) every month and this **pay** goes directly into their bank account. It is called a **salary**. We can express the same idea using the verb **to earn**:

My **salary** is \$60,000 a year. (= I **earn** \$60,000 a year.)

With many jobs you **get** (= receive) **holiday pay** and **sick pay** (when you are ill).

If you want to ask about holidays, you can say:

How **much holiday** do you get? or How **many weeks' holiday** do you get?

The total amount of money you receive in a year is called your **income**. This could be your salary from one job, or the salary from two different jobs you have. And on this income you have to **pay part to the government** - called **income tax**.

#### 5 Working hours

For many people in Britain, these are 8.30-9.00 a.m. to 5.00-5.30 p.m. Consequently people often talk about a **nine-to-five job** (= regular working hours).

Some people have **flexi-time** (= they can start an hour or so earlier or finish later); and some have to **do shift work** (= working at different times, e.g. days one week and nights the next week).

Some people also **work overtime** (= work extra hours).

Some people are paid to **do/work overtime**, others are not paid.

#### Vocabulary

**6 Look at these verbs connected to work (1 – 10). Mark the two words in each group (a, b, c,) that can go with them.**

to recruit	a. staff	b. employees	c. information
to earn	a. a living	b. an income	c. a salary
to get	a. skills	b. a training course	c. promotion
to send	a. a resume	b. a CV	c. a replacement
to interview	a. a department	b. a candidate	c. an applicant
to require	a. qualifications	b. experience	c. flexi-time

to do	a. overtime	b. shift work	c. responsibilities
to pay	a. income tax	b. recruitment	c. for overtime work
to go to	a. a training course	b. meetings	c. the government
to run	a. clients	b. a shop	c. a company

**7 Match the types of work with the definitions.**

full-time	work from home using a computer
part-time	work that needs special training
flexi-time	start and finish work at convenient times
job-share	work shorter hours or fewer days each week
contract work	sometimes work at night and sometimes work in the day
tele-working	divide a job between two or more people when each of them covers the same job for complementary parts of the day or week
shift work	go to a place of work five full days a week
skilled work	work for a company for a fixed time stipulated by the written agreement

**8 Write an advantage and a disadvantage for each of these types of work.**

<b>Type of work</b>	<b>Adantage</b>	<b>Disadvantage</b>
part-time	<i>have more free time</i>	<i>earn less money</i>
job-share		
contract work		
tele-work		
shift work		

**9 Check the meaning of any words in this unit that you don't know in the Glossary or a dictionary. Then work in pairs to test your partner. Cover the list of key words. Say the word in your language. Your partner has to say it in English.**

### Writing

**10 Starting with the words you are given rewrite each of these sentences using the key vocabulary. The basic meaning must stay the same.**

*Example:* I'm a banker.  
I work in banking.

1. What do you do?  
What's.....
2. I earn \$50,000 dollars.  
My .....
3. I get £20,000 from my teaching job and another £10,000 from writing.  
My total .....
4. I am a chemist.  
I work for .....
5. In my job I have to look after and maintain all the computers in the building.  
My job involves .....
6. I'm responsible for one of the smaller departments.  
I'm in .....

**11 This is part of a conversation with a teacher about her job. Write the missing questions.**

A: .....  
B: I usually start at nine and finish at four.

A: .....  
B: Yes a bit. On certain courses I work until five o'clock, and then I get paid extra.

A: .....  
B: Twelve weeks. That's one of the good things about being a teacher.

A: .....  
B: No we don't, I'm afraid. That's one of the disadvantages of being a teacher. But I suppose money isn't everything.

## Speaking

### 12 Answer these general knowledge questions about work in writing.

1. What are normal working hours for most office jobs in your country?
2. Can you name three jobs that get very high salaries in your country?
3. When you start paying income tax in your country, what is the minimum amount you have to pay?
4. What jobs often involve shift work? (Give at least two examples.)
5. Is flexi-time job common in your or your country?

### 13 Discuss with your partner the answers to the above given general knowledge questions about work. Do you agree with his answers?

### 14 Explain your job (your main responsibilities and duties, daily routine and pay) to the class in English.

## 4 THE CAREER LADDER

### Before you start

#### 1 Getting a job

When Paul left school he **applied for** (wrote an official request for) a job in the accounts department of a local engineering company. They gave him a job as a **trainee** (= a very junior person in a company). He didn't earn very much but they gave him a lot of **training**. (= organised help and advice with learning the job), and sent him on training courses.

*Note:* **Training** is an uncountable noun, so you cannot say 'a training'. You can only talk about **training** (in general), or a **training course** (if you want to refer to just one).

Here you can use the verbs **do** or **go on**:

I **did** / **went on** several training courses last year.

#### 2 Moving up

Paul worked hard at the company and his **prospects** (= future possibilities in the job) looked good. After his first year he got a good **pay rise** (= more money), and after two years he was **promoted** (= given a higher position with more money and responsibility).

After six years he was **in charge of** (= **responsible for** / the boss of) the accounts department with five other **employees** (= workers in the company) **under him** (= under his responsibility/authority).

### 3 Leaving the company

By the time Paul was 30, however, he decided he wanted a **fresh challenge** (= a new exciting-situation). He was keen to work abroad, so he **resigned** from his company (= officially told the company he was leaving his job; you can also say 'he **quitted** the company') and started looking for a new job with a bigger company.

After a couple of months he managed to find a job with an international company which **involved** (= included) a lot of foreign travel. He was very excited about the new job and at first he really enjoyed the traveling, but ...

### 4 Hard times

After about six months, Paul started to dislike the constant moving around, and after a year he hated it; he hated living in hotels, and he never really made any friends in the new company. Unfortunately his work was not satisfactory either and finally he was **sacked** (= told to **leave the company / dismissed / given the sack**) a year later.

After that, Paul found things much more difficult. He was **unemployed** (= **out of work / without a job**) for over a year. He had to sell his car and move out of his new house. Things were looking bad and in the end Paul had to **accept a part-time job** (= working only some of the day or some of the week) on a fruit and vegetable stall in a market.

### 5 Happier times

To his surprise, Paul loved the market. He made lots of friends and enjoyed working out in the open air. After two years, he **took over** (= took control of) the stall. Two years later he opened a second stall, and after ten years he had fifteen stalls. Last year Paul **retired** (= stopped working completely) at the age of 55, a very rich man.

### Vocabulary

**6 Complete the stages of a career with the imperative forms of the verbs in the box. Then put the stages in order.**

take	apply	go	accept	get	write
------	-------	----	--------	-----	-------

1. \_\_\_\_\_ promotion
2. \_\_\_\_\_ a CV
3. \_\_\_\_\_ a job offer
4. \_\_\_\_\_ early retirement
5. \_\_\_\_\_ for an interview
6. \_\_\_\_\_ for a job

**7 Match phrases 1 - 10 with a - j.**

- |   |   |
|---|---|
| apply   | job which will end on a specific day                                  |
| starting salary                               | training or exams needed for a job                                    |
| curriculum vitae (CV)<br>(BrE) / resume (AmE) | working less than the normal working week                             |
| permanent job                                 | to ask questions to find out if someone is right for<br>a job         |
| interview                                     | a job which you can expect to do for a long time                      |
| temporary job                                 | the amount of money you are paid when you start<br>working            |
| qualifications                                | knowledge you get from doing a job for a long<br>time                 |
| working conditions                            | situation in which you work   |
| experience                                    | to ask for a job in writing   |
| part-time job                                 | a short history of your education and where you<br>have worked so far |

**8 Complete this word-building table. Use a dictionary to help you.**

Verb	General noun	Personal noun(s)
		applicant
employ		
	recruitment	
train		
	travel	
promote		-
	transfer	-
resign		-
	retirement	-
	dismissal	-

**9 Check the meaning of any words in this unit that you don't know in the Glossary or a dictionary. Then work in pairs to test your partner. Cover the list of key words. Say the word in your language. Your partner has to say it in English.**

**10 Find a single word synonym for each of these words / phrases.**

- given the sack = .....
- out of work = .....
- left the company = .....
- was given a better position in the company = .....
- future possibilities in a job = .....

6. stopped working for ever = .....
7. workers in a company = .....

**11 Complete these sentences with a suitable word or phrase.**

1. I don't want a full-time job. I'd prefer to work.....
2. She'd like to go on another training.....
3. I'm bored in my job. I need a fresh.....
4. He works on a stall in the.....
5. At the end of this year we should get a good pay.....
6. She's got more than a hundred workers under.....
7. I didn't know he was the new manager. When did he take.....?
8. It's a boring job and the pay is awful. Why did he.....?

**12 Find the logical answer on the right for each of the questions on the left.**

- |                                  |   |
|----------------------------------|---|
| 1. Why did they sack him?        | a Because he was nearly 65.                         |
| 2. Why did they promote him?     | b Because he was late for work every day.           |
| 3. Why did he apply for the job? | c Because he needed more training.                  |
| 4. Why did he retire?            | d Because he was out of work.                       |
| 5. Why did he resign?            | e Because he was the best person in the department. |
| 6. Why did he go on the course?  | f Because he didn't like his boss.                  |

**Writing**

**13 Answer these questions about your future profession and ideal job in writing.**

- 1 What is your profession?
- 2 Did you have a dilemma in choosing your profession?
- 3 When did you make your final choice?
- 4 Did your parents (friends) impose their views, likes and dislikes on you?
- 5 What is your job (or What job would you prefer to have)? Give your reasons.
- 6 What responsibilities does this job suppose?
- 7 What are the pros and cons of this job?
- 8 What special education does your future job require?
- 9 What are your major strengths and weaknesses for this job?
- 10 How can you see yourself in 10-year time?

**Speaking**

**14 Discuss with your partner the answers to the above given questions about your future profession and ideal job. How are your ideas different? Find at least three ideas you both agree and disagree with.**

**15 Interview two people you know about their jobs. Find out about the responsibilities and future prospects they have in their companies. Ask them the following questions. Tell the class.**

1. What does your job involve?
2. Are you responsible for anything or anyone?
3. Have you had much training from the company?
4. Have the company sent you on any training courses?
5. Have you been promoted since you started in the company?
6. Do you normally get a good pay rise at the end of each year?
7. How do you feel about your future prospects in the company?
8. Are you happy in the job or do you feel it is time for a fresh challenge in another company?

<b>5 PARTS OF A COMPANY</b>
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**Before you start**

**1 Think about different departments of a company. How are they called? What are they responsible for?**

**Reading**

**2 Someone is giving a visitor a tour of a company. Read about the nine departments and underline their names.**

.....  
OK, let's start here, in research and development, or R & D. This department is responsible for thinking of ideas for new products and finding ways to improve our existing products.

.....  
This department looks after our computer equipment. They deal with any problems. This is information technology, or IT.

.....  
Purchasing buys all the things we need to make our products. They talk to our suppliers and try to get the best price.

.....  
This is the main factory area, the production department. Here we make our products. It's the biggest part of the company.

.....

Here in the finance department, they check how much the company is making and decide how much to spend. They also pay employees' salaries.

.....  
 This department looks after the people who work here. Human resources is responsible for recruiting new employees, organizing training and helping with any problems.

.....  
 Sales and marketing is very important. The marketing people think up the ideas for selling our products. The sales people go out and sell our products to our customers.

.....  
 Customer services processes orders from customers. It organizes transportation, checks that customers have received their orders and deals with complaints.

.....  
 Finally, distribution is responsible for transporting our products. They receive orders from customer services, and plan how and when to transport the products so the customers receive them at the right time.

**Vocabulary**

**3 Match the names of the departments (1 - 9) with the phrases (a - i) to make a short description of each department.**

- |                        |                                  |
|------------------------|----------------------------------|
| Sales and marketing    | transports the products          |
| Information technology | pays the salaries                |
| Customer services      | sells the products               |
| Human resources        | makes the products               |
| Purchasing             | looks after the computers        |
| Production             | thinks of ideas for new products |
| R&D                    | recruits new staff               |
| Finance                | processes orders from customers  |
| Distribution           | buys parts from suppliers        |

**4 Find the appropriate words for their definitions.**

vice president	Purchasing Dept.	Personnel Dept.	organisation chart
shareholder	Sales Department	Accounts Dept.	reception
president <sup>US</sup>	R & D Department	A.G.M. <sup>UK</sup>	headquarters
managing director <sup>UK</sup>	Production Dept.	chairman <sup>UK</sup>	board of directors
Manager	Marketing Dept.	director	executive officer <sup>US</sup>

1. ....a department responsible for administering a company's financial affairs.
2. ....an Annual General Meeting of a company's shareholders.
3. ....a group of people chosen to establish policy for and control a company.
4. ....a person who heads a Board of Directors; head of a company; chairperson.
5. ....a person managing the affairs of a corporation – a chief executive officer.
6. ....a company's principal or main office or centre of control.
7. ....a person responsible for day-to-day running of a dept.; an executive officer.
8. ....a senior director after the chairman responsible for day-to-day direction.
9. ....a department that puts goods on market, inc. packaging, advertising etc.
10. ....a table or plan showing a company's structure graphically.
11. ....a department responsible for recruitment and welfare of staff or employees.
12. ....the highest executive officer of a company; the head of a company.
13. ....a department responsible for physical creation of product.
14. ....a department responsible for finding and buying everything for a company.
15. ....a department responsible for Research and Development of (new) products.
16. ....the place where visitors and clients report on arrival at a company.
17. ....a department responsible for finding customers and making sales.
18. ....a member of the board of directors.
19. ....a person who holds or owns shares in or a part of a company or corporation.
20. ....any of several executive officers, each responsible for a separate division.

**5 Check the meaning of any words in this unit that you don't know in the Glossary or a dictionary. Then work in pairs to test your partner. Cover the list of key words. Say the word in your language. Your partner has to say it in English.**

## Writing & Speaking

**6 Write questions about different departments. Work in pairs. Take turns to test each other and ask your questions.**

1. *Which department pays the salaries?*
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....
8. ....

**7 Student A** Imagine you work in the human resources department of a manufacturing company. You are going to have a talk to a new employee. Make notes on the company's main activities, organization structure, departments and jobs. Be ready to answer the employee's questions.

**Student B** Imagine you are a new employee of a manufacturing company. You are going to give a short talk with an officer from the human resources department. Make a list of questions you want to ask about the company's main activities, organization structure, departments and jobs.

**8 Role-play a talk between an officer from the human resources department and a new employee of a manufacturing company. Use your notes but not read.**

<b>6 JOBS IN AN ORGANIZATION</b>
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**Before you start**

**1 Think about the people who work at your university, e.g. the teachers, the administrators. What are they responsible for? Who are they responsible to?**

**Reading**

**2 Read the text about some of the people in a film crew. Complete the diagram.**

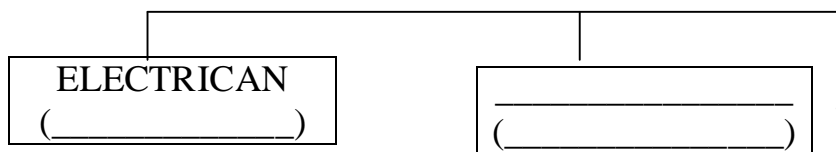
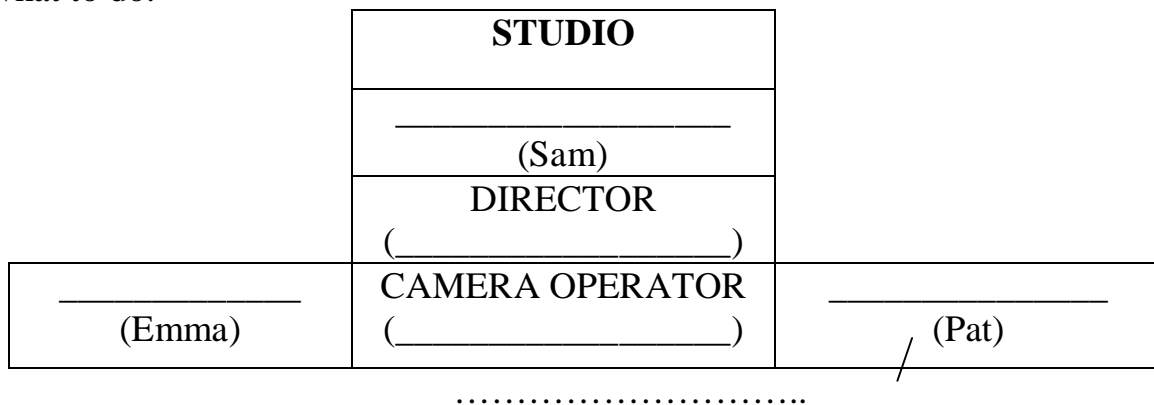
This is a fairly typical film set. On this film set, the director, John, is the boss. He's like the managing director of a company. He's responsible for making sure the film is made on time and to budget.

The producer is really in charge of the business. In a normal company, he would be the chairperson. Our producer's name is Sam and he is responsible to the studio.

They're the shareholders - the people who invest money in the film.

There are a lot of people involved in making a film. The camera operator is called Steve. He does all the filming and he's responsible to John. The sound recordist is Emma - she works closely with Steve. Her job is to record everything the actors say. Then there's Tony, the electrician. He looks after the equipment. Martin, the grip, organizes all the practical things and deals with any problems.

Finally, there's me. My name's Pat and I'm the assistant director. I help John, the director. I'm responsible for the rest of the crew, including Tony and Martin. My job is to make sure that everyone is in the right place at the right time and that they know what to do.



**Vocabulary**

**3 Look at these phrases from the text. Use the Glossary or a dictionary to check any words you don't know. Then write them in your language.**

**Describing responsibility**

My/Her job is to \_\_\_\_\_  
 ..... is responsible for \_\_\_\_\_  
 ..... is responsible to \_\_\_\_\_  
 ..... in charge of \_\_\_\_\_

**Saying what someone does**

..... looks after \_\_\_\_\_  
 ..... deals with \_\_\_\_\_  
 ..... organizes \_\_\_\_\_  
 ..... works closely with \_\_\_\_\_

**4 Complete the sentences (1 - 8) with a phrase from Exercise 3. Use each phrase**

**only once.**

1. The director tells the actors what to do and \_\_\_\_\_ any problems.
2. Martin \_\_\_\_\_ the practical things, like finding the right props.
3. I'm the camera operator. \_\_\_\_\_ record everything on film.
4. The director is \_\_\_\_\_ everything on the film set.
5. The electrician \_\_\_\_\_ the cameras, lights, and recording equipment.
6. Emma is \_\_\_\_\_ recording what people say.
7. The producer \_\_\_\_\_ the studio.
8. Pat \_\_\_\_\_ the director, John.

**5 Complete 1 - 5 with words from the first paragraph.**

1. The \_\_\_\_\_ is in charge of a company.
2. The \_\_\_\_\_ is money you have available to spend on a particular project.
3. The \_\_\_\_\_ is responsible for running a company.
4. To \_\_\_\_\_ is to put money into a business.
5. \_\_\_\_\_ put their money into a company.

**6 Match the jobs in the box with the descriptions below.**

managing director	personal assistant	sales representative	training officer
purchasing manager	Laboratory technician	quality control manager	

1. .... I organize training courses for members of staff - languages, computers, etc.
2. .... I set up the equipment and do experiments and tests.
3. .... I am the senior executive.
4. .... I check that products are made to the right standards.
5. .... I visit customers and try and increase business.
6. .... I work with the Managing Director. I am responsible for his diary, organize his travel, and take calls for him.
7. .... I buy everything the company needs, from raw material to stationery.

**7 Check the meaning of any words in this unit that you don't know in the Glossary or a dictionary. Then work in pairs to test your partner. Cover the list of key words. Say the word in your language. Your partner has to say it in English.**

**8 Match the English names of the company posts with their Ukrainian equivalents.**

Purchasing Manager	Головний бухгалтер
Personnel Manager	Фінансовий директор
Marketing Director	Керівник
Managing Director	Керівник збуту на внутрішньому ринку
Home Sales Manager	Начальник відділу кадрів
Public Relations Manager	Директор
Production Director	Управляючий експортними операціями
Works Manager	Директор по маркетингу
Chairman	Начальник відділу постачання
1. Financial Director	Керівник виробництва
2. Overseas Sales Manager	Рада директорів фірми
3. Advertising Manager	Керівник по зв'язку з громадськістю
4. Chief Accountant	Голова (організації)
5. The Board	Керівник рекламного відділу

**Writing & Speaking**

**9 Draw an organigram of your company (Imagine you work for a company if you don't work). Make notes and describe the departments, jobs, positions and responsibilities. Work in pairs. Explain it to another pair.**

**10 Talk to someone who works for a company or organization. Ask them how it is organized. Find out about his job and responsibilities. Draw an organigram of the company and explain it to the class.**

**7 SUCCESSFUL CAREER**

**Before you start**

**1 It's impossible to build one's successful career as entrepreneur and become a famous businessman without some years of college training and getting a special degree.**

**Do you agree? Prove your answer.**

**2 Find the synonymic expressions (a – j) to the words and word combinations (1 – 10).**

tycoon  
wealth

a close friend  
a contract made between a man and woman before

- |                        |  |
|------------------------|--|
| a personal fortune     | they marry, agreeing on the distribution of their wealth |
| annual economic output | in the event of divorce                                  |
| mansion                | the amount of produced in a single year                  |
| to wander              | a large and impressive house                             |
| an intimate friend     | a business man of great wealth and power                 |
| cold-blooded           | a great amount of wealth or material prosperity that     |
| prenuptial agreement   | belongs to one person                                    |
| 1). computer nerds     | a large amount of money and valuable material            |
|                        | possessions  |
|                        | computer fans  |
|                        | to move or travel about without any definite purpose     |
|                        | or destination   |
|                        | having or showing a lack of feeling or pity              |

## Reading

**3 Read the text about Bill Gates, his company, *Microsoft*, and his house in Seattle. There are gaps in the text. Fill the gaps with a clause below. Write a number 1 - 16.**

1. discussing the plots and swapping opinions
2. why Microsoft has been so successful
3. he fancied
4. of which he owns 39% of the shares
5. whose software is used
6. estimated at £18 billion
7. overlooking Lake Washington
8. he can't afford
9. leaving his wife behind
10. what to do
11. that he has packed with high-tech gadgetry
12. that can be run by clicking on icons
13. encoded with their personal preferences
14. who is now a very successful businesswoman
15. that allows him
16. which put him among the top ten students

### **The man who could buy anything**

BILL GATES is the richest private citizen in the world. There is nothing (a) ..... Every morning, when his alarm clock goes off, the software tycoon is \$20 million richer an when he went to bed. His wealth is based on his company, *Microsoft*, (b) ..... . He has a personal fortune (c) ....., which is more than the annual economic output of over hundred countries.

He is not shy about spending it. He has built a mansion (d) ..... (e) ..... and TV monitors, some taking up an entire wall. Visitors are given a smart card (f) ..... , so that, as they wander from room to room, their favourite pictures will appear on the screens, and the music they like will play. The card is programmed so that only the most intimate friends can open all the doors.

This cold-blooded approach to human relationships also seems to be true of his love life. When he went out with an ex-girlfriend, Ann Winblad, (g) ..... , the couple conducted much of their relationship by going on virtual dates. Each would drive alone to the same movie at the same time in different towns, and then talk about it afterwards on their mobiles, (h) ..... . When finally he got married, he and his wife, Melinda, signed a prenuptial agreement (i) ..... to go on an annual holiday with his ex-lover, Ann, (j) .....

Gates has been called 'King of the Nerds', but this simply isn't fair. In the ninth grade at school, he got A's in all the subjects he took, (k) ..... in the nation. Gates went on to Harvard University, where he managed to be in the same class as the girls (l) ..... by inserting a piece of software into the college computer. But he never finished college. When he left, he knew exactly (m) ..... . He started up his own computer company.

The reason (n) ..... is because Gates saw that his fortune lay in software, not hardware. He became a billionaire at 31, and since then *Microsoft* has created Windows, which is a system (o) ..... with a mouse.

Now the multi-billionaire, (p) ..... in two-thirds of the world's computers, is developing the HPC, or hand-held personal computer. It is his intention that there should be a computer in the pocket of everybody in the whole world.

## Vocabulary

### 3 Find English equivalents for the given words and word combinations from the text.

- 1 комп'ютерный фанат (нерд).....
- 2 близький друг.....
- 3 промисловий (фінансовий) магнат.....
- 4 шлюбна угода.....
- 5 річний обсяг виробництва.....



**7 Would you like to be as successful as Bill Gates? Why / Why not? Write down your ideas and tell the class.**

**8 Think about some other people who built their successful careers and became famous. Create a class presentation.**

## 8 LOOKING FOR A JOB

**Before you start**

**1 If you apply for a position you have to refer in your letter to where you have seen the ad:**

*Dear Sir,*

*I wish to apply for the position of Product Manager which was recently advertised in "Kyiv Post"...*

or

*I was interested to learn that your company is now recruiting computer-operators.*

or

*I was pleased to note your advertisement for a Sales Manager. This is a post for which I am particularly well qualified.*

**2 Translate into Ukrainian:**

Mr. Walter Schluderman  
Personnel manager  
Calcutex Industries  
3254 Park Drive  
Charlotte, NC  
Dear Sir,

This month I completed a three year course of study Tourism and Travel at the Central High School and I apply to you as assistant travel agent.

I would appreciate your giving me the opportunity to discuss my qualification in person. I would be happy to come for an interview at your convenience, and i can be reached after 5 p. m. at 229-68-30.

**3 Learn the following example of want ad and write your own job application:**

**Junior assistant required for *Petroleum CO LTD***

The successful candidate will be well organised, efficient, possess an excellent telephone manner and be computer literate in Windows. Responsibilities will include administrative duties, co-ordinating telephone calls and filing. Common sense and previous office experience are essential.

Please send your C.V. to 28a High Street, London.

Only successful candidates will be contacted.

***Do you want to work for a high tech company that puts people's communication first?***

A world leading supplier in telecommunications is seeking highly qualified person for the following position:

**Sales Manager**

Work with sales and customer order flow, be responsible for customer's high expectations. Create and maintain Market Plans, responsible for meeting, for budgets and forecasts and establish long-term partnership between our client and Ericsson.

Requirements:

- Degree in Market studies and Management
- At least 5 years working experience
- Ability to build excellent relations and drive for results
- Fluent English, written and spoken
- PC literate

**Please send your detailed resume to:**

Ericsson Ukraine  
Nizhhejurkovskaja St., 9  
04080 Kyiv

**4 Read the text giving instructions on a job interview.**

**Job interview**

Getting the job you have applied for can sometimes depend on the successful job interview.

When you go for a job interview, make sure you arrive on time. An employer will form a poor first impression if you show up late. If you realise you may be delayed, call ahead and explain the problem.

During the interview the employer will try to find out what kind of person you are, what experience you have, and how you can fit into the job situation.

After you have got an appointment, review the information that you wrote on your application form and resume. Be prepared to explain your skills and abilities specifically. Bring a resume to the interview. The resume is a printed sheet that tells about your education and work experience. It serves as a written record for the

employer.

Go to the interview alone; don't take your friends or children with you. Plan to arrive about ten minutes before the appointment time. Wear the proper clothes. Do not appear in outfits that are too fancy. Likewise avoid a ragged and wrinkled look. You should have a neat, clean appearance to make a good impression.

During the interview be honest and modest about yourself. Do not make claims that are not true. You should mention but not brag about past accomplishments.

Pay attention as the interviewer talks, answer all the questions clearly and intelligently. Try not to seem bored, even if you realise that the job doesn't interest.

Here are some of the questions that employers try to answer when they are interviewing future employees:

- What is this person really like?
- Does this person have the skills to do the job I have available?
- Will this person fit the team I have now?
- How quickly can this person learn?
- Will this person be willing to work hard and put the interests of the organization first?

Finally, be prepared to ask your own questions about the job, know the type of work and benefits you want from the position. Write down these questions before you go to the interview. An employer will be interested if you ask intelligent questions about the work you may be doing. Before you leave, there should be a clear understanding about all aspects of the job.

At the close of the interview, express your thanks and be sure that the interviewer knows how to contact you if he or she wants to hire you.

### **DOs and DON'Ts For Job Seekers**

**DO** learn ahead of time about the company and its product. Do your homework.

**DO** apply for a job in person.

**DO** let as many people as possible know you are "job hunting."

**DO** stress your qualification for the job opening.

**DO** recount experience you have had which would fit you for the job.

**DO** talk and think as far as possible about the future rather than the past.

**DO** indicate, where possible, your stability, attendance record and good safety experience.

**DO** assume an air of confidence.

**DO** approach the employer with respectful dignity.

**DO** try to be optimistic in your attitude

**DO** maintain your poise and self-control.

**DO** try to overcome nervousness and shortness of breath.

**DO** hold yourself erect.

**DO** answer questions honestly and with staitforwardness.

**DO** have a good resume.

**DO** know the importance of getting long with people.

**DO** recognize your limitations.

DO make plenty of applications.  
DO indicate your flexibility and readiness to learn.  
DO be well-groomed and appropriately dressed.

**DON'T** keep stressing your need for a job.  
DON'T discuss past experience which has no application to the job situation.  
DON'T apologize for your age.  
DON'T be untidy in appearance.  
DON'T display "cocksuredness".  
DON'T cringe or beg for consideration.  
DON'T speak with muffled voice or indistinctly.  
DON'T be one of those who can do anything.  
DON'T hedge in answering questions.  
DON'T express your ideas on compensation, hours, etc. early in the interview.  
DON'T hesitate to fill out applications, give references, take physical examination or tests on request.  
DON'T hang around, prolonging the interview, when it should be over.  
DON'T go to an interview without a record of your former work connection.  
DON'T arrive late and breathless for an interview.  
DON'T be a "know it all" or a person who can't take instructions.  
DON'T isolate yourself from contacts that might help you find a job.  
DON'T feel that the world owes you for a living.  
DON'T make claims if you cannot "deliver" on the job.  
DON'T display a feeling of inferiority.

### **Interviewers' favourite questions:**

#### **Tell me about yourself**

This is a good chance to impress an employer, but it is a deceptively simple question that can have a variety of answers. The employer is really interested in how you would fit into the company, so keep your answers as pertinent to the company and its work as possible.

#### **Why are you interested in this job?**

The employer wants to know that you are genuinely interested in the company, and not just looking for something fill the next few months. Say that you view the position as your natural next step. Add that you like the firm because ... show off your knowledge and make all that research you have done worthwhile.

#### **Why should we offer you this job?**

You need to show how you can add new skills or ideas to the job. You could try thinking about any weaknesses you perceive in the company, and how your past experience and unique abilities could benefit the company.

#### **Why did you leave your last job?**

The interviewer may want to know if there were any problems in your last job. If

there weren't, simply give a reason such as: it was a temporary job or you want a job better suited to your particular skills.

If there were problems, honesty is the best policy. Demonstrate that you can accept responsibility and learn from any mistakes you made. Explain any problems you had and, and don't be tempted to criticise the employer concerned. Show it was a learning experience that will not affect your future work.

### **What has been your biggest success at work?**

The interviewer wants to see that you can use your initiative. Talk about your own achievements rather than how you helped someone else achieve. Perhaps you had a difficult goal you had to achieve? Think about how you handled meeting that goal. It is a good idea to contemplate in advance a few key points in past jobs that demonstrate how well you handle different situations.

### **Why did you choose this career path?**

This question is particularly pertinent if you are changing job or sector, in which case you will need to convince the interviewer that you have a clear idea of the industry and your value. To make the employer understand how you could fit in, talk about the transferable skills you have picked up over the course of your career. Also stress what aspects of their industry are attractive to you.

### **Where do you see yourself in five years time?**

Although it is difficult to predict things far into the future, the employer will want to hire somebody with drive and a sense of purpose. They will also want to know they can depend on you, and figure out if they can offer what you really want. Avoid choosing specific job titles you aspire to, instead mention skills and responsibilities you see yourself taking on.

### **What is your current salary and what kind of package are you expecting?**

When you talk about your current salary include the whole package with any perks such as car, pension, interest free loans and bonuses. At no point suggest you are earning more than you are, it is easy to check. Make sure you know the salary range for similar jobs and professions by checking out job web sites for salary checks or recruitment agencies and other job adverts in specialist publications. You could try putting the onus on the interviewer to make the first suggestion by asking how much they are prepared to pay the best candidate. You then have a negotiating point.

### **What are your strengths and weaknesses?**

We are all human and an interviewer can only be suspicious or puzzled by someone who admits to no weaknesses, so consider a facet of your character which can be viewed as a possible weakness but also as a strength, eg being very detail-conscious, or perfectionist.

When describing a strength, try to strike an appropriate balance between clearly promoting your abilities and being conceited. Choose something you can discuss

with conviction, but also something which enhances your ability to do the job in question.

### **Are you willing to relocate?**

Ensure you have thought through how viable a relocation is for you, and your family, both immediately and at points further in the future. If possible, give an example of a previous relocation with positive outcomes.

### **What are your hobbies and interests?**

Again, contemplate what kind of a person the interviewer may be seeking and choose to discuss interests you have which support this. If the position is a team role, mention activities you participate in which show you are a team player. If it is a creative role, describe your artistic interests. Don't invent hobbies for the sake of it, as you may get caught out, and avoid being outrageous in order to impress. Be prepared to talk enthusiastically about these activities as they are things you do purely by choice.

### **What books and newspapers do you read?**

The newspaper you read habitually will say something about you to your interviewer, as will the type of book you read. Avoid claiming an interest in intellectual pursuits of any nature if you cannot back it up.

### **Your questions:**

Prepare some questions to ask during the interview. Remember that an interview is a "two-way street": the employer will try to determine through questioning if you have the necessary qualifications to do the job, and similarly, you must determine through your questioning whether the company will give you the opportunity for the growth and development you seek. Probing questions you might ask:

A detailed description of the position?  
Reason the position is available?  
Culture of company?  
Anticipated induction and training programme?  
Which type of people have done well in the company?

Advanced training programmes available for those who demonstrate outstanding ability.  
Earnings of those successful people in their third to fifth year?  
Company growth plans?  
Best-selling products or services?

### **Speech exercise**

- Your friend is going to have a job interview. Give him advice how to behave himself before and during the interview.
- Reproduce the dialogue between an applicant and an employer.

(Find out all you can about the company; the interviewer's name and office phone

number; how to get there and how long it will take you to get there; make sure you know what the job involves; dress to look clean and neat. Arrive early; call ahead if you're delayed; try to smile and show confidence; be polite, listen carefully, and speak clearly; don't panic; don't slouch or look bored; don't smoke or chew gum; don't give one-word answer or say you don't care what you do.)

## **Designing a resume**

**Read the text. *What is the key to writing a successful resume?***

When you apply for a job or wish to continue your education, you are likely to be asked to present your resume, or CV (curriculum vitae). This document may prove crucial for your future, so special attention should be paid to the appropriate style.

What should a resume look like? First it ought to be easy to read: not too much material<sup>1</sup> crammed on a page, easily headings, and, if you prefer, short phrases rather than full sentences. Second, it ought to give your vital statistics: your name, address. Third, the resume ought to suggest where you are headed professionally (perhaps in a section called "Qualification and Experience", including education and work experience, or two sections titled "Work Experience" and "Education").

The ordering of information is important in the section on qualification and experience. Generally, you want to put your most relevant and impressive qualification list. If you have a lot of relevant work experience you should list that before your educational experience. If you have only a little work experience, you will have to emphasize your education and its special features.

What makes you different from any other student with your degree? Have you had any specific research? Do you have a number of honours and extracurricular activities? You might want to highlight them in a separate section titled "Honours and Activities", since such features show that you are enough organised to handle several activities at one time.

Finally, you need a section titled "References", which either states that references are available on request or lists your references' names (and addresses), if these are particularly impressive. Before you list someone as a reference, ask the person if he or she is willing to serve in this role. It is impolite and potentially disastrous to list people without their approval.

resume [rezu'mei] — summary;

appropriate — suited to;

crammed — too full;

to emphasize — to show importance;

reference — a statement about a person's character or abilities.

**Answer the following questions using suitable words and phrases from the text:**

What are the three vital pieces of information to be included in a resume?

What are the stylistic features of a good resume?

What would you highlight in your own work experience (education)?

What are the possible tricks when you have to fill up a page?

Do you have any impressive qualifications which you feel are worth including in your resume?

### **Translate the letter into English:**

Панове,

Я хочу подати заяву на посаду особистого помічника директора по продажу, що була оголошена в газеті "Гардіан".

Ви побачите з мого резюме, що на моїй теперішній роботі я виконую не лише повсякденні обов'язки секретаря, а також представляю нашу фірму на невеликих зустрічах і виставках.

Мене особливо зацікавило ваше оголошення, через те, що ця посада дає змогу знайомитись з найновішими досягненнями в галузі інформаційних технологій.

Мене цікавить розвиток комп'ютерної техніки і люди, що мають з нею справу.

В разі необхідності я готовий представити будь-яку детальну інформацію про себе.

Сподіваюсь на швидку відповідь.

З повагою,

Тарас Осипчук

### **Read an example and give your own resume**

Olena Petrova

Bld. Shevchenko, 28

Kyiv, Ukraine

03004

**Objective:** Internship

Fluent in written and spoken English, speak French and German. Able to operate PC in Windows 95 program, good word processing. Able to keep business correspondence.

Volunteer for ACCELS. The work includes some secretary duties, social work and assistance in testing for the FSA FLEX.

Registration clerk, interpreter during the EBRD Annual Meeting for the Board of Governors in Kyiv.

**Education:**

2004 Kyiv Slavonic University, Ukraine. Finance.  
 Carl Albert High School, Midwest City, OK, the USA. Have taken courses in Typing, Driving, Current Political Issues, Government, French etc.  
 Gymnasia of Dragomanov Pedagogical University, Kyiv. Philological Department. Have taken courses in English, German, Psychology, World Art and Culture, Countryside of the USA and Great Britain.

1988-1993 Secondary school #159 with English specialization, Kyiv.

**References:** Available on request

**XVI. Here are other examples of a resume:****James Rogers**

Home:564-87-90  
 Office:555-56-87

1450 Pinewood Drive  
 Washington, D.C. 20045

---

**OBJECTIVE:**

A position in which financial planning skills can be used.

**BACKGROUND:**

A highly motivated, self-taught strategist, with ten years of successful results in developing financial plans. Well-organized business manager.

**KEY ACCOMPLISHMENTS:**

- Improved personal finances from state of debt to a substantial net worth, through research and application of new principles.
- Developed and refined a system of reliable rules to avoid common mistakes.

**EMPLOYMENT:**

- ABC scientific, Inc., TX 2001 to present *Distribution Center Supervisor*
- The Retail Chain, Princeton, OK 1998-2001 *Supervisor*
- Northeast US/ Eastern Canada 1996 -1998 *Regional manager*

**EDUCATION:**

- Minneapolis Business College, Minneapolis, MN

*Business communication*

- Georgetown University, Washington, D.C.

*Business management.*

INTERESTS:

- Vice-President, St.John's Club

- Swimming, skiing and horseback riding.

Dear Sir/Madam,

I am writing to you in reference to your job posting at *Todays Economy* for the position of office manager. I am very flexible person that is able to work both independently and in teams. I have previous experience working directly with both suppliers and clients for five years. I have excellent analytical skills and a clear preference for organisation and management. I believe I possess the characteristics that you require for the position, and I think that I am a good candidate.

I have a degree in Management from Slavonic University in Kyiv as well as a Bachelor Degree in Business Administration from Halmstad University.

In addition to my academic achievements, through my background I have gained knowledge and personal qualities that will allow me to perform successfully in many different companies and positions. The defining characteristic of my life has been many different cultures and environments that I have experienced and that has shaped me into a person with good multicultural skills and language skills. Those same experiences have taught me to be a flexible person able to adapt easily to new environments. Moreover, my education combined with my previous work experience have enabled me to gain both the confidence and maturity needed for a successful professional career. I look forward to hearing from you. Thank you for your time and cooperation.

Sincerely yours,

Volodymyr Kryvenko

**Choose the correct alternative:**

My boss said/told that unless I raise/ rose the standard of my work, I was likely to lose my job. With the cost of live/living rising all the time, the consequences would be disastrous. As it is, I'm finding it almost/hardly impossible to make ends meet on my monthly salary/wages. This morning I lost/missed the bus to the office and turned up late again. My boss said/told me that if the same situation arose/aroused, he would have no choice but to give me the sack. I couldn't bear being out of work as I'm used to having a stable/steady job. The problem is that I'm not in the custom/habit of getting up early as I used to start my work later/lately. It's not easy to find a job/work

in the actual/present economic/economical climate/condition.

**Read the dialogue in pairs. Trade roles:**

- What institute have you graduated from?
- I'm a Kyiv University graduate.
- How much do you earn?
- I'd rather not answer the question.
- Would you like to find a better job?
- No, I wouldn't. I'm fond of my profession.
- Do you think you can manage a factory or a farm?
- Oh, no, I'm not sure I could manage such a position.
- Why not? Where there's a will there's a way.

**At the job interview**

From Ernest's point of view, the interview was going very well indeed. Six days before, he had applied for a job with a small business company and now one of the directors was interviewing him. The advertisement had invited applications from ambitious young men who would like to travel abroad if necessary and who wouldn't mind working irregular hours. Ernest had tried very hard not to say anything silly and the director seemed most impressed.

— You say you're not married, Mr. Reeves,— the director said.

— No, sir, — Ernest answered, — I'm getting married next June, but I'm sure my future wife won't have any objection to my keeping irregular hours.

— I see from your application form you have worked as a salesman two years. Why do you wish to change your job?

— I found the work too dull, sir. — Ernest answered.

— That's a pleasant change, — the director said. — Most young men these days seem to want dull jobs. The first question young men ask me is whether the job I'm offering carries a pension. They want to retire before they start!

—Does the job carry a pension, sir? - Ernest asked anxiously.

**XXII. Completion exercise:**

assembly line, bankrupt, commission, competition, component, director, employee, expenses, headquarters, institution, investor, manufacture, monopoly, multi-national, personnel, plant, salary, shareholder, subsidiary, training, welfare

1. A large company is owned by its \_\_\_\_\_, who may be individual \_\_\_\_\_ or major financial \_\_\_\_\_, but it is controlled by a Board of \_\_\_\_\_
2. National airlines used to have a \_\_\_\_\_ of European air routes, but now there is \_\_\_\_\_ between different airlines.

3. Cars are \_\_\_\_\_ by putting together the various \_\_\_\_\_ on an \_\_\_\_\_
4. The selection of new staff is the responsibility of the \_\_\_\_\_ department. They are also responsible for the \_\_\_\_\_ and \_\_\_\_\_
5. Sales representatives are paid monthly \_\_\_\_\_ but they also receive travelling \_\_\_\_\_ and may earn a \_\_\_\_\_ on the sales they make.
6. When the company went \_\_\_\_\_ all the workers in the \_\_\_\_\_ were made \_\_\_\_\_
7. Universal Studios and Columbia Studios are \_\_\_\_\_ of Matsushita and Sony respectively, both of which are \_\_\_\_\_ companies with their \_\_\_\_\_ in Japan.

### Translate into English:

1. В цьому районі багато безробітних. Мій брат - досвідчений інженер, але він шукає роботу вже два місяці, і йому всюди кажуть, що такі інженери зараз не користуються попитом. 2. Щоб влаштуватись на роботу, Річард подав заяву, заповнив особистий листок та пройшов тестування та інтерв'ю з роботодавцем. 3. Коли Анна поступила на вечірній факультет, вона не могла працювати повний робочий день, а була змушена шукати роботу за сумісництвом. 4. Щоб заробляти на життя, йому довелося найматися на роботу, яка була значно нижче його кваліфікації. 5. Якщо ви отримали відмову, влаштовуючись на роботу, намагайтесь зберігати спокій. 6. Щоб знайти добре оплачувану роботу, потрібно витратити багато часу та зусиль, але це виправдає себе. 7. Незважаючи на те, що йому довелось працювати надурочно, він продовжував навчання за спеціальністю бухгалтера. 8. Сьогодні в умовах жорсткого ринку важко знайти добре оплачувану роботу, але легко бути звільненим через скорочення штату. 9. Вихід на пенсію має свої переваги: ви можете займатися спортом або витратити час на улюблені справи. 10. Я працюю менеджером у фірмі, маю десять підлеглих мені працівників. 11. Всі кандидати на посаду бажали отримувати заробітну плату, яка відповідає їхньому досвіду і стажу роботи. 12. Фірма шукає працівника, який володіє англійською та німецькою мовами, має відповідну кваліфікацію та досвід роботи, легко спілкується з людьми та має посвідчення водія. 13. Ті претенденти, котрі добре підготовлені, пунктуальні, ввічливі та чесні, мають гарні шанси отримати роботу, яку вони хочуть. 14. Страйкарі вимагали, щоб їхні умови були виконані. 15. Для важкої роботи на фермі вони наймали робітників.

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