



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

Англійська мова: документація особового складу

НАВЧАЛЬНО-МЕТОДИЧНИЙ ЗБІРНИК

ЧЕРНІГІВ
2010

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Навчально-методичний збірник призначений для працівників органів державної влади, органів місцевого самоврядування – фахівців з питань європейської та євроатлантичної інтеграції, які навчаються за програмою підвищення кваліфікації з англійської мови, викладачів Центру.

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I. WRITING PERSONAL ADVERTISEMENTS

Exercise 1

Look at these advertisements taken from British newspapers. Read them carefully and match their numbers with the sentences given below to show that you understand them..

- a) This advertiser wants to find people to work as part-time bar assistants ⑧
- b) This advertiser needs more people to work in his bar ⑧
- c) This advertiser is looking for people who have an interest in working with old people ⑧
- d) This advertiser suggests intensive courses in many specialities ⑧
- e) This advertiser needs a sales person ⑧
- f) This advertiser offers Home Study Courses ⑧

Before doing this exercise read through the following information:

HINT

Prm = programme

Promtn = promotion

Executive PA = personal assistant

Euro-bilingual = fluent in two European languages

DTP = different

Spreadsheets = types of

Databases = computer programmes

determination = the ability to achieve what you have decided even when it is difficult

resilience = flexibility

diverse = very different from each other

- | |
|--|
| <p>1. MILTON ERNEST HALL
 NURING HOME
 SEN 'S
 NIGHT DUTY
 If you have an interest in working with the elderly, the appropriate experience and would like further information please contact the Matron Sarah-Jane Walter, Milton Ernest Hall Nursing Home, Milton Ernest, Bedford.
 Telephone 825305</p> |
|--|

2.

**THE INTERNET ANSWER TO
DataLake UNIVERSITY
COURSES & EMPLOYMENT**

Up-to-date information on
Clearing Vacancies
Don't surf it ... Datalake it!
htt://
www.wetlake.co.uk./datalake

HOME STUDY COURSES

- Learn Massage Learn to
improve your me-
 Fire Service Prm mory
 Police Promth Company
 Graphology Accountancy

Greenfields Educational Agency

**PO Box 52 West Horsley,
Leatherhead, Surrey KT24 6YQ**

Tel: 01483 28 1052

Fax: 01483 28 1564 (Dpt GAB1)

OSC
FIRST
for Training

In-House Recruitment Agency

***Intensive Graduate & Gap year
Specials***

- > *Word Processing* > *Presentation*
> *DTP/Graphic* > *Typing*
> *Spreadsheets* > *Shorthand*
> *Networking* > *Databases*
> *Euro-bilingual* > *Executive PA*

Open Evening 7 August 5.30-7.30

**CALL FOR VISIT & FREE
PROSPECTUS
0171 404 3636**

3.

MAKE THE MOVE

*An exciting opportunity exists for a
SALES PERSON
to work in the advertising department
of the
Herald*

NEWSPAPERS GROUP LTD

*As part of a team you will be
responsible for
your own category in a competitive but
high
profile market place.*

*You will need to have a high energy
level, enthusiasm, determination,
resilience and a sense of humour.*

*For the right person this will be a
highly
stimulating and rewarding opportunity.*

*If your wish to know more about this
diverse and varied role then
please send your*

C. V. to

**Sue Bower, Classified Sales Manager,
The Herald
Newspaper, 13 Mill Street, Bedford,
MK40 3EU.**

5.

**BEDFORD & COUNTY
GOLF CLUB**

Part-time bar assistant required
Mature experienced bar person need
only apply for an immediate start. Day
& evening shifts.

Ring today for an interview on
01234 352617 and ask for
Mr E. Bullock

6.

Beadlow Manor
Due to further expansion we now require the following staff:
HEAD CHEF
CHAMBER MAID
WAITER/WAITRESS
2ND & 3RD CHEF
BAR PERSON
BREAKFAST CHEF
KITCHEN PORTER
Experience for all positions preferred.
 Contact: **Mr Minashi** on **01525 860800**
 or write with full CV at address below:

Beadlow Manor, Beadlow
nr. Shefford, Beds, SG117 5PH.

Keys: a – 5; b – 6; c – 1; d – 4; e – 3; f – 2.

Exercise 2

Read the following hint and be ready to answer the questions about the language and the structure of advertisements.

HINT

Good advertisements are short and clear. To save space (you have to pay for every word!) forms of the verb *to be* and articles *a* and *the* are often left out, abbreviations are also often used in *ads* (advertisements). Effective ads usually contain: 1) main information; 2) supporting information; 3) contact address/ telephone number/ Fax/ email.

Exercise 3

To learn what information to give and what language to use in advertisements rewrite one of the advertisements in exercise 2 putting the information into following columns:

main information	supporting information	details for contact
------------------	------------------------	---------------------

Exercise 4

Rewrite the advertisements given below putting the information in the correct order according to the model shown below and using some of the abbreviations given in the hint.

HINT

per calendar month = pcm

Telephone = Tel

per week = p/w

evenings = eves

central heating = CH

The first is done for you:

including = incl.

excluding = excl.

modern convenience = mod. cons.

very good condition = vgc

large = lge

1.

Telephone 730461 evenings.
Very good condition. About \$140.
For sale. Intel P166 computer.

For sale. Intel P166 computer.
vgc, about \$140. Tel 73060 eves.

2.

Own room, share kitchen and bathroom, central heating, payphone \$12 per week excluding.
Student wanted to share house.
Telephone 638427 evenings.

3.

Accommodation available.
Telephone 23652 before 9 p.m.
Room in large house. All modern conveniences. \$40 per calendar month including all bills.

Exercise 5

You are studying in USA and you want to buy Intel P133 computer in very good condition, about \$100. Your telephone number is 635 2789. You are working during the day so can only be contacted in the evenings. Write a small advertisement for a local newspaper, don't forget you have to pay for every word! Use the model of an advertisement given in exercise 4.

II. FILLING IN THE FORMS

Exercise 1

Read the information given in the hint below, look through the forms and answer the questions.

HINT

Forms are used for a great variety of purposes. Three sorts of forms are a common part of everyday life abroad: forms requesting general information, forms involving money and application forms.

1.

<u>Application for a Child Rate</u> <u>London Transport Photocard</u> <u>For 5 to 15 year olds</u> Please complete this form and present it at a London Transport Travel Information Centre							
SURNAME	<i>Rehman</i>						
Master/ Miss (delete as appropriate)							
FIRST NAME(S)	<i>Farez</i>						
ADDRESS	<i>27 CLAXTON GROVE, FULHAM, LONDON</i>						
POSTCODE	<i>W6 8RA</i>						
AGE	<i>14</i>						
Are you 14 or 15 years old? Ask your teacher or school secretary to complete the form on the reverse.							
<table border="1"> <tr> <td colspan="2">OFFICE USE ONLY</td> </tr> <tr> <td>Photocard number</td> <td>Expiry date</td> </tr> <tr> <td colspan="2">Issuing office stamp or PASS agent</td> </tr> </table>		OFFICE USE ONLY		Photocard number	Expiry date	Issuing office stamp or PASS agent	
OFFICE USE ONLY							
Photocard number	Expiry date						
Issuing office stamp or PASS agent							

2.

<p>LIBRARY MEMBERSHIP APPLICATION FORM</p> <p><i>PROOF OF ADDRESS IS NEEDED</i></p>	<table border="1"> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p>For official use only</p>																								
<p>Please complete in BLOCK CAPITALS</p> <p>Please tick Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input checked="" type="checkbox"/></p> <p>Surname <u>BAKER</u></p> <p>Forename <u>PAMELA JOEPHINE</u></p> <p>Address <u>9, REGENT CLOSE, RAYLEIGH, ESSEX</u></p> <p>Postcode <u>SS6 9BU</u> Telephone Number <u>01702 515 688</u></p> <p>Age (if you are under 18) <u>17</u></p> <p>Are you under 18? Ask your parents or guardian to complete the form on the reverse.</p> <p>You can borrow up to 10 items: books, talking books, music cassettes, compact discs and videos.</p>																									

1. What sort of forms are the ones given above?
2. What purposes do they serve?
3. What do they say about the people who filled them in?

Keys: 1 – application forms.

Exercise 2

Each form is, to some extent, unique. However, some items are common to many forms and these items are given in the first column of the chart below. Read the information and examples and fill in the chart. This exercise will help you to fill in different forms in future.

Common Items	English person	Ukrainian person	You
<i>Surname/Family name/ Last name</i>	BAKER	SKLIARENKO	
<i>Fore name(s)/ First name/ Christian name(s)/Given name(s)</i>	PAMELA JOSEPHINE (Josephine is the second christian name)	NINA	
<i>Full name</i>	PAMELA BAKER	NINA SKLIARENKO	
<i>Age</i>	17	32	
<i>Address:</i> <i>Home/ Permanent</i> = your normal address in your own country <i>Temporary</i> = where you are living for a while now	9 Regent Close Rayleigh Essex UK	37 Malyshka vul. Flat 104 Kyiv 02206 Ukraine	
<i>Telephone</i>	0642 916217	8044 2134567	
<i>Date of birth</i>	4 December 1983 or 04/12/1983	25/08/1968	
<i>Titles:</i> <i>Mr</i> (for a boy/man) <i>Mrs</i> or <i>Ms</i> (for a married woman) <i>Miss</i> or <i>Ms</i> (for a girl/single woman) <i>Dr.</i> (for a Doctor — scientific degree)	Miss	Mrs	
<i>Sex/ Gender:</i> <i>M</i> (masculine) — for a boy/ man <i>F</i> (feminine) — for a girl/ woman	F	F	
<i>Marital Status:</i> <i>Married</i> = if you have a husband/ wife <i>Single</i> = if you don't have a husband/ wife <i>Divorced</i> = if you live legally separated from your husband/ wife	Single	Married	

<i>Widowed</i> = if your husband/ wife died			
<i>Signature</i>	<i>P. Baker</i>	<i>Nina Skliarenko</i>	

HINT

Mrs and *Miss* are the traditional titles. Many women and girls now prefer the title *Ms*. [mɒz]. They do not think it is important to say if they are married or not.

Exercise 3

In a newspaper you have read an advertisement:

ENGLISH IN THE SUN

Small classes and expert tuition, whatever your level

Classes take place from 9 to 12 each day

Courses at *Lake Sailing School* every day from 2 to 4.30

Optional evening activities + accommodation in local families

You are going to join these courses. For this you need to apply for a place in this school and fill in a special form. Before doing it read the following hint:

HINT

<i>Mr/Mrs/Miss/Ms</i>	<i>Underline as appropriate</i>	= підкресліть відповідне
<i>Mr/Mrs/Miss/Ms</i>	<i>Delete as applicable</i>	= викресліть невідповідне
<i>Mr/Mrs/Miss/ Ms</i>	<i>Circle as appropriate</i>	= обведіть відповідне
<i>Mr</i> <input type="checkbox"/> <i>Mrs</i> <input type="checkbox"/> <i>Miss</i> <input type="checkbox"/> <i>Ms</i> <input checked="" type="checkbox"/>	<i>Tick as applicable</i>	= поставте галочку біля відповідного

Now complete the details about yourself:

Title: <input type="checkbox"/>	<i>Mr/Mrs/Miss/Ms</i>	Delete as applicable
Age Group:	<i>Under 21</i>	Tick as appropriate
	<i>21 — 30</i> <input type="checkbox"/>	
	<i>31—50</i>	
	<i>Above 50</i> <input type="checkbox"/>	
Sex:	<i>M</i> <input type="checkbox"/> <i>F</i> <input type="checkbox"/>	Circle as applicable
Marital Status:	<i>Married/Single</i> <input checked="" type="checkbox"/> <i>/Divorced/</i>	Underline as appropriate
	<i>Widowed</i> <input type="checkbox"/>	

Exercise 4

You are in Leeds visiting your relatives. You love sports and want to join Roundhay Health Club. To do this you need to complete the form below: your full address, postcode and telephone number in Leeds are given for you. Before completing the form read the information given in the hint:

HINT

BLOCK CAPITALS = write in big/capital letters (e.g. PAMELA BAKER);
n/a (not applicable) = doesn't correspond to your life experience (you can't have a family doctor in Great Britain, because you don't live in this country); cash – money in the form of coins or notes rather than cheques.

Roundhay Health Club - Application Form	
Family Name _____	(BLOCK CAPITALS)
Other Names _____	
Mr/Mrs/Miss/Ms (Underline as appropriate.)	
Age _____ Sex _____	Marital Status _____
Nationality _____	
Occupation _____	
Full Address _____	23 Oak Street
Town _____	Leeds
County _____	Yorkshire
Postcode _____	LS3 6BW Telephone _____
	0995 - 914241
Name and address of family doctor _____	n/a
Sports _____	
Interests _____	
I would like to join the Roundhay Health Club. I am in good health and I enclose my subscription of £10 cash/cheque*	
Signature _____	Date _____
* Delete as appropriate.	

Exercise 5

You are attending a Summer Course at school in Bradford. There is a Theatre Group in this town. As you are fond of acting you would like to join it. For this you need to fill in the form. The information about your present address, county, postcode and telephone number is given for you. Before filling in the form read the following hint:

HINT

Please print = do not use handwriting (e.g. Pamela Baker); county = графство

Bradford Theatre Group - Application Form	
<i>Please print</i>	
Surname _____	Title Mr/Mrs/Miss/Ms*
First Names _____	
Home Address _____	
Town _____	
Country _____	
Postcode _____	Telephone _____
Present Address _____	753 High Street
Town _____	Bradford
County _____	Yorks, England
Postcode _____	BD1 76D Telephone _____
	212 890
Age _____ Sex _____	Occupation _____
Date of Birth _____	Place of Birth _____
Nationality _____	Marital Status _____
Interests _____	
I would like to become a member of the Bradford Theatre Group and I enclose my subscription of £ 3.00.	
Signature _____	Date _____
*Delete as applicable.	

Exercise 6

You want to improve your English by writing letters to an English-speaking person. You contacted the Pen-friend Service in London. The Pen-friend Agency sent you this form. Complete it with details about yourself. Before doing it read the following hint:

HINT

Religion:	<i>Orthodox/Catholic/Muslim</i>
Details of type of pen-friend required:	<i>clever/hardworking/nice/kind/interested in history, etc.</i>
Legibly	<i>= written clearly enough for another person to read easily</i>

Pen-friend Service	
Reg.Office: 29 Bolsover Street, London W.1.	
<i>Please write legibly. Items 1-6 should be completed in capital letters.</i>	
Name	
Age	
Sex	
Nationality	
Religion	
Occupation	
Education	
How long have you been learning English?	
Where did you learn it?	
Have you ever visited England?	
If so give details	
Brief statement of interests and hobbies	
Reason(s) for wanting a pen-friend	
Details of type of pen-friend required	

Exercise 7

You have a chance to improve your English in Canada because your relatives live there. They have sent you some information about the different programmes available. You have chosen a Study Vacation Programme at Vancouver English Centre. To apply you need to fill in two forms. Before doing so read the following hint:

HINT

Preferred accommodation (place you would like to live): homestay (with a family), apartment (separate flat), hotel.

CANADA LANGUAGE CENTRE APPLICATION FORM	Homestay – Student information
NAME <input type="checkbox"/> MR <input type="checkbox"/> MS	Name _____ Emergency contact person _____
ADDRESS _____	Relationship to student _____
TELEPHONE _____ FAX/E-MAIL _____	Tel _____ Fax _____
EDUCATION _____	Arrival Date _____
LANGUAGE SPOKEN _____ BIRTHDATE _____	Flight Number _____ Time _____
HOW DID YOU FIND OUT ABOUT CANADA LANGUAGE CENTRE?	Airport Transport Service <input type="checkbox"/> yes <input type="checkbox"/> no
<p>Medical insurance is required to attend school. I would like to study <input type="checkbox"/> FULL TIME (6 hours) 9 a.m. to 4 p.m. <input type="checkbox"/> HALF TIME (3 hours) 9 a.m. to 11:45 M-F <input type="checkbox"/> HALF TIME (3 hours) 1 p.m. to 4 p.m. M-Th <input type="checkbox"/> BUSINESS ENGLISH 1 p.m. to 4 p.m. M-Th I would like to study for _____ months, Starting ____/____/_____(day/month/year). Cheque payable to:</p>	Homestay Reservation: From _____ To _____
<p style="text-align: center;">Canada Language Centre Ltd. #200-549 Howe Street Vancouver, BC Canada V6C 2C2 Tel (604) 685-2123 Fax (604) 685-2178 email: clc @ dowco.com</p>	DAY/MONTH/YEAR _____ DAY/MONTH/YEAR _____
<p>Web: http://www.teraweb.com/clc/clc.html To Register: • Visitor visa - send one month's tuition + \$75 registration fee • Student visa - send three months' tuition + \$75 registration fee • Refund policy in accordance with BC Government regulations. • Founding Member of (PEL3A) Private English Language Schools Association • Fees and schedules are subject to change without notice • Classes need sufficient enrolment to begin.</p>	Do you smoke? <input type="checkbox"/> yes <input type="checkbox"/> no English Level <input type="checkbox"/> low <input type="checkbox"/> medium <input type="checkbox"/> high
	Please indicate your preference regarding Homestay: <input type="checkbox"/> Family with children <input type="checkbox"/> Adult home (no children) <input type="checkbox"/> Apartment sharing with Canadian host <input type="checkbox"/> No preference (any Homestay is O.K.) (Preferences cannot be guaranteed)
	Your profession _____ Current occupation _____ Hobbies and interests _____
	Allergies, medical disabilities, etc. _____ _____ _____ _____

<u>PRE-APPLICATION</u>	
<input type="checkbox"/> MR. <input type="checkbox"/> MS.	
GIVEN NAMES	FAMILY NAME
ADDRESS	
TELEPHONE	FAX
NATIVE LANGUAGE	
DATE OF BIRTH	CITIZENSHIP
Level of English <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced Program of study <input type="checkbox"/> Intensive <input type="checkbox"/> Study Vacation <input type="checkbox"/> Business When do you wish to study? For _____ weeks, starting _____ / _____ / _____ day/month/year Sessions begin on the first Monday of every month Preferred accommodation <input type="checkbox"/> Homestay <input type="checkbox"/> Apartment <input type="checkbox"/> Hotel Where did you find out about VEC? <input type="checkbox"/> Embassy or Consulate <input type="checkbox"/> Newspaper <input type="checkbox"/> Travel Agency <input type="checkbox"/> University <input type="checkbox"/> Friend or Relative <input type="checkbox"/> Telephone Book <input type="checkbox"/> Other, please specify	
<p>We will send you a complete information/application package upon receipt of your pre-application. Please mail this application form, with your photo and application fee to:</p> <p style="text-align: center;"><i>Admissions Office Vancouver English Centre Robson Court, 840 Howe Street, Suite 200 Vancouver, B.C., Canada V6Z 2L2 TEL: (604) 687-1600 FAX: (604) 687-1660 E-Mail: info & vec.bc.ca Homepage: www.vec.bc.ca</i></p>	

Exercise 8

You have decided to change your working experience. In a local newspaper published in English, you have read the following advertisement: “*Manager required.... Good opportunity... Excellent prospects for promotion. English is essential. Apply...*” For applying you need to fill in an application form. Before doing it, read the following hint:

HINT

<i>Maiden name</i>	= the surname a woman had before marriage
<i>Name and address of next of kin</i>	kin — a close relative (e.g. sister, brother)
<i>Have you ever been employed by us before?</i>	= Have you ever worked for this company before?

<i>What training courses or further studies have you undertaken?</i>	e.g. Business English, Intensive English, etc.
<i>Languages</i>	e.g. poor German, fair French, good English, fluent Russian, mother tongue Ukrainian
<i>Technical or professional qualifications</i>	Diplomas you have
<i>Names and addresses of two referees</i>	a referee is a person who knows you well and can characterize your personal and business qualities
<i>prior consent</i>	= permission before doing something

Note. If the form contains some information which doesn't correspond to your life experience write *n/a (not applicable)*.

Now you can fill in the form:

<i>Job Application form</i> Private and Confidential	
Please complete this form and return it to the Personnel Director .	
Which post are you applying for? How did you hear about it?	
Surname	Forenames Mr /Mrs/ Miss
Permanent home address	Telephone
Date of birth Nationality	Place of Birth
Marital status Number of children (<i>sex and age</i>)	Maiden name (<i>if applicable</i>)
Name and address of next of kin (<i>please state relationship</i>)	
Have you ever been employed by us before? (If so, please give details)	
Please list schools, colleges, universities attended	
Date	
What training courses or further studies have you undertaken?	
Languages	

Technical or professional qualifications
Give names and addresses of previous employers
Dates
What is your general state of health?
How much time have you had off work, through illness, in the last five years?
What are your main current interests, hobbies, membership of clubs, etc?
Names and addresses of two referees
I believe the information given to be true I understand that I may be required to undergo a medical examination Applicant's signature _____ Date _____
FOR PERSONNEL DEPARTMENT USE

Exercise 9

You want to apply for taking FCE (First Certificate in English) exam. The local branch of the British Council Information Centre has sent you the following form. Fill it in.

<p>Application Form</p> <p>Family name _____ (BLOCK CAPITALS)</p> <p>First names _____ (Please print)</p> <p>Mr/Mrs/Miss/Ms (Delete as appropriate)</p> <p>Sex <u> M </u> <u> F </u> (Circle as applicable) Marital Status _____</p> <p>Date of Birth _____ Place of Birth _____</p> <p>Nationality _____ Occupation _____</p> <p>Full Address _____</p> <p>Telephone _____ Fax _____</p> <p>E-mail _____</p> <p>How many years have you studied English?</p> <p>At school: _____ At university/institute: _____</p> <p>Other: _____</p>

Do you need English

- 1) in your work ⑧
- 2) in your study ⑧
- 3) for any other reasons? ⑧

Please give details _____

How did you hear about exams? _____

What time would you be free to take the exam? _____

Thank you for filling in this form.

III. WRITING CURRICULUM VITAE (CV)

Exercise 1

If you apply for a job, you need to say what you have done in your life. Here the CVs of four people. You are a personnel manager at Herbert Robinson Ltd. You are looking for an Accounts Assistant, a person who wants a challenging job and who enjoys working with numbers and people. Which of these four people would you employ? Why? Discuss it with the rest of your class.

1.

<u>Curriculum Vitae</u>	
Name: Arthur Newman	
Date of birth: 12 August 1934	
Place of birth: Dayton, Ohio, USA	
1939-49	Wilfred Randal School, Dayton, Ohio
1949-58	Hunter Biscuit Factory, factory worker
1958-61	Hunter Biscuit Factory, supervisor
1961-70	Hunter Biscuit Factory, manager
1970	I left Hunter Biscuits to start my own business
1972	I employed 20 people at my factory
1978	I employed 60 people at my factory
1983	I employed 200 people at my factory
1989	I bought Hunter Biscuits and formed a new company, Hunter-Newman Cakes Ltd
	I sold Hunter-Newman Cakes Ltd;
	I am now retired
Interests	
Singing, watching TV and playing football	

2.

CURRICULUM VITAE	
Name: Nicki Charman	
Date of birth: 23 March 1969	
Place of birth: Manama, Bahrain	
1980-87	Westfield Comprehensive School, Lancaster
1987-90	B.A. in Art and Design, University of Bristol
1990-91	Trainee Manager, Fine Foods Supermarkets Ltd
1991-93	Singer in "The String Band" folk music group

3.

1994-95	Unemployed
1996-97	Course in Sculpture, Stafford College of
1998-01	Tourist guide in Athens
Interests	
Music, sculpture and painting	

Curriculum Vitae

Name: Susan Smith	
Date of birth: 13 February 1969	
Place of birth: Worcester, England	
1974-79 Ryelands Primary School. Worcester	
1979-84	St Rose Secondary School
1984-88	Typist, Norton Plastics Ltd
1989-00	Secretary, Kingswood Bank
2000-	At home, looking after my children
Interests	
Walking, reading and travelling.	

4.

CURRICULUM VITAE	
Name: Henry Wilson	
Date of birth: 16 July 1964	
Place of birth: Ipplepen, England	
1969-75	Ipplepen Primary School
1975-82	Ipplepen Secondary School
1983-84	Travelling in India

1984-89 Living in Sweden
 1989 Unemployed in England
 1990-93 Shop assistant. Computers Ltd
 1993-97 B.A- degree In Computer
 Science, University of London
 1997 Computer Programmer, National
 Bank
 1998-01 Travelling in Australia
 2001- Unemployed
 Interests
 Reading, playing the guitar, playing games
 and painting

Exercise 2

Richard Wilton wanted a job as a photographer in *Soldier* magazine. He sent them his CV, but unfortunately he got it back, because the information given in his CV was written in a wrong order. Read the description of a basic model CV in the following hint and put the bits of information in Richard's CV in the proper order.

HINT

The CV is usually divided into five parts:

1. **Personal Information:** full name in capitals, home address, address for correspondence (if it is different from home address), telephone number with dialling code, date of birth, nationality, marital status, present occupation.
2. **Education and Qualification:** they are usually given in chronological order.
3. **Experience:** all the job experiences which can help in a job application.
4. **Other:** Language, sports, interests, hobbies, driving licence, etc.
5. **References:** at least two, one should be from your present employer. It is possible to write *available on request* instead of giving names and addresses of your referees.

Note. Usually very simple sentences are used in CVs.

*Bedford Bed
MK 42 9UZ*

28 th July 2000

*J. Salisbury Ltd
48 Rose Road
Glasgow GL4 2TD*

Dear Sir or Madam

I saw your advertisement in the Glasgo Herald for store managers and would like to apply for the job.

As you will see from my Curriculum Vitae, I have worked in shops and stores since 1997, when I left school. My first job was with superstores in Perth. After leaving them in 1998 I joined Bloxham's in 1999 as a store manager. I have got 3 O levels in French, English, Maths and Statistics. I can speak Italian a little and my hobbies are water-skiing, swimming and watching TV.

I look forward to hearing from you.

Yours faithfully,

Debbie Mills

Debbie Mills (Ms)

This is information which is left on Debbie's CV:

Tel: 0738 55462

References: available on request

Nationality: British

Date of Birth: 4 th April, 1980

Exercise 4

The nearest branch of The British Council has recently advertised one-month cultural exchanges: A month in England, a life time memories! Spend a month in England and you will remember it for the rest of your life ...

The idea is that someone from Britain comes and lives in your house for a month while you go and live in theirs! All fares will be paid by the British Council! You have decided to take part in this cultural exchange, but they need your personal information. Write your CV as quick as possible. Check yourself using the hint in exercise 2.

IV. LETTERS OF APPLICATION FOR A JOB/COURSE (COVERING LETTERS)

Exercise 1

Richard Wilton saw an advertisement for a job of a photographer in *Soldier* magazine on a web site. He is interested in it and decided to write a letter of application for the job (a covering letter). What letter could Richard write to the magazine? Use his CV in exercise 2 (p. ...), the layout of a formal letter, the information given in the following hint and write Richard's letter. The address is: *Soldier*, Ordnance Road, Aldershot, Hants GU11 2DU, UK; *E-mail* solmag @ mail.army.mod.uk

HINT

INTRODUCTION**THE BODY OF THE LETTER:**

Paragraph 1 *Formal opening: I am writing with reference to your advertisement in (on your website) .../ I am writing to apply for the post/job/position of ... , etc.*

Paragraph 2 *Reference to experience: I worked as.../ I have been working as ... since/for... .*

Paragraph 3 *Formal ending: I look forward to hearing from you/ I enclose my CV and I would be glad to attend an interview at any time convenient to you, etc.*

CONCLUSION**Exercise 2**

You are on a one-month cultural exchange in Great Britain and you are living in a host family. Your address is: 22 York St., Clifton, CL3 1RE, UK. You have decided to apply for a place on a computing course at Clifton College, where children from your British family study. Write your CV and a covering letter to the Principal applying for a place on the course. Their address is: Clifton College, Clifton CL5 2RE. Use the layout of a formal letter and the information given in the following hint:

HINT**INTRODUCTION****THE BODY OF THE LETTER:**

Paragraph 1 *Formal opening: I am writing for a place on course/programme, etc.*

Paragraph 2 *Qualifications: I have passed (English) ... examination/ I got excellent/ good/satisfactory marks in*

Paragraph 3 *Reasons for wanting participate in a course/programme: I would like to take part in the course/programme, because I want to improve/enlarge.../specialize in ... etc.*

Paragraph 4 *Formal ending: I look forward to meeting/hearing from you/ I hope that you will consider me for entry/ I look forward to receiving your response in the near future, etc.*

CONCLUSION**Exercise 4**

You took part in the competition “The best expert of Canada” and won the first prize - the course “English for people who know and love our country” in Canada Language Centre. Write a letter of application for this course. Their address is: Canada Language Centre, 200 Howe Street, Vancouver, V6C 2C2, Canada. Check yourself using the layout of a formal letter and the hint in exercise 3.

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