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ТЕХНОЛОГИЧЕСКИЙ УНИВЕРСИТЕТ»

АНГЛИЙСКИЙ ЯЗЫК: ПОДГОТОВКА К СОБЕСЕДОВАНИЮ ПРИ НАЙМЕ НА РАБОТУ

**Учебно-методическое пособие
для студентов химико-технологических
и инженерно-технических специальностей**

Минск 2021

You cannot make the first impression twice.
Winston Churchill

Первое впечатление нельзя произвести дважды.
Уинстон Черчилль

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**Английский язык: подготовка к собеседованию при
А64 найме на работу** : учеб.-метод. пособие для студентов хими-
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Учебно-методическое пособие предназначено для подготовки студентов всех специальностей к успешному прохождению собеседования на иностранном языке при найме на работу. Данное пособие содержит три части, включающие 11 системно организованных разделов, в которых представлены тексты для чтения и анализа, образцы документов, задания для формирования и совершенствования монологической и диалогической речи. Также в состав пособия вошли скрипты к пяти видео, в которых приведены примеры ответов на вопросы при собеседовании, и шесть приложений.

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ПРЕДИСЛОВИЕ

Учебно-методическое пособие используется в рамках учебной дисциплины «Иностранный язык» (английский) и предназначено для подготовки студентов всех специальностей к успешному прохождению собеседования на иностранном языке при найме на работу.

Учебно-методическое пособие рассчитано на 14 часов аудиторных занятий и состоит из 3 частей, первая из которых включает 3 раздела, вторая – 4 раздела, третья – 3 раздела. Организация работы по данному пособию основана на изучении материала, развивающего умения монологической и диалогической речи на иностранном языке. Разделы 1.1–1.3 содержат лексический материал по основным вопросам трудоустройства. Разделы 2.1–2.4 включают образцы и примеры пакета документов для трудоустройства (резюме (Curriculum Vitae), заявление о приеме на работу (Application Letter), мотивационное письмо (Motivation Letter), сопроводительное письмо (Covering Letter)). Разделы 3.1–3.3 содержат подробный анализ вопросов, часто задаваемых на собеседовании, правила ответов на них и примеры. Также в пособии представлены тексты к 5 видео.

Учебно-методическое пособие включает аутентичные материалы (тексты, клише, рекомендации по ответам на вопросы, видеоскрипт с примерами и пояснениями, пр.). Цель издания – максимально подготовить студентов к успешному прохождению собеседования на английском языке при найме на работу.

Пособие имеет многоуровневую структуру, и распределение материала организовано по принципу «от простого к сложному». Аналогичный подход сохраняется в рамках каждого отдельного модуля, поэтому материал может быть использован для обучения студентов, магистрантов и аспирантов с разной языковой подготовкой.

Part 1

EMPLOYMENT

Unit 1.1. GETTING A JOB

Exercise 1. Read the text, find unfamiliar words and remember them.

So, You Are Looking for a Job

What must you begin with?

There are several traditional ways of looking for a job.

A civilized and active means of looking for a job is studying the market of the offered vacancies to get an idea of necessary demands and size up your own chances.

The best way of doing this is to use the help of employment agencies or to independently study the ads of job opportunities being published.

Announcements of job opportunities can be read in different printed publications.

But which of them is worth reacting to?

Don't put much trust in ads in yellow press. Good companies place ads in prestigious publications with a firm reputation.

Your main task is to understand whether the position being offered is consistent with the levels of your skills, education, experience in work.

The structure of job opportunities ads is usually the same: the name of the vacant position, the list of the candidate's professional duties, the demands made of the candidate, and the system of compensations and benefits. Ads are often published by employment agencies on behalf of their clients. The address of the office is usually not given – it is suggested that the resume should be sent to a P.O. box or else faxed.

Having carefully studied the demands and duties being offered, an experienced reader may extract information on the activities of the company and the prospects of its development.

The phrases often used about “successful work over many years in the Belarusian market”, “new missions being opened”, etc., really testify to the company's dependability, serious prospects for its growth, and the durability of its stay in Belarus.

First, one must pay attention to the position. To grasp what lurks behind the position's English name, there is a need to visualize at least

in general outline the personnel structure at Western companies. For instance, one may be misled by the incorrect interpretation of the word “Assistant”. There is a need to understand that this word does not at all imply secretarial functions. A more exact meaning of this word is: mate, aid, apprentice manager, high-class specialist capable of independently tackling the tasks set to him.

Therefore using all possible means, try to learn as much possible about this position to prepare yourself as best as possible for a meeting with the employer.

Carefully read the demands made of the given position. The demand to know a foreign language is very important. In most cases there is a need for free command of the language – fluent English. Free command implies an ability freely to deal with a foreign manager, competently to compile documents and speak on the phone. This demand may prove to be the most important.

Quite often the ads do not decipher other demands in detail. For example the ability to type in Russian/Latin. According to international standards, an adequate level of typewriting is a speed of 60 words per minute. Therefore, when claiming the given position, you need to check your speed or bring it up to the required level. Besides, a secretary is usually required to be able to work on a personal computer. In general, if the ads meticulously enumerate the software products, systems, languages, etc., which the candidate must necessarily know, remember that these demands have a strictly binding force.

Such special demands set the level of the candidate’s indispensable qualifications.

Thus, you have decided to find a job: buy a newspaper and carefully study the ads given by employment agencies. Now you will be faced with the labour-consuming procedure of writing and circulating your resume.

Notes:

consistent (with) – совместимый, согласующийся

list (v) – перечислить

size up – составить мнение

put trust in smb/smith – доверять кому-либо, чему-либо

on behalf of smb – от имени кого-либо

testify to smth – свидетельствовать в пользу чего-либо

dependability (syn. reliability) – надежность

durability – длительность

grasp – схватить, осознать, понять

lurk behind – крыться за
in general outline – в общих чертах
mislead (misled, misled) – вводить в заблуждение
imply – подразумевать
apprentice (n) – ученик, новичок, начинающий
tackle – энергично браться за дело
free command – свободное владение
deal with – заниматься чем-либо
compile – собирать, составлять
decipher – расшифровывать, разбирать
meticulous – мелочный, дотошный, щепетильный
strictly binding – строго обязывающий
indispensable – необходимый, обязательный
labour-consuming – трудоемкий

Exercise 2. Learn new words and discuss the text.

appointment – свидание, условленная встреча
make an appointment – назначить встречу
employment agency – агентство по найму
job hunting – поиск работы
advertisement – реклама
classified advertisements – объявления, расположенные по рубрикам
claim – претендовать
vacancy – вакансия
job (employment, work) – работа, должность
job qualification – образование плюс опыт работы
position – должность
fill a position – заполнить вакансию
find a position – найти место работы
occupation – занятие, профессия
join the company – поступить на работу в компанию
apply (to smb for smth) – обращаться за работой
application – заявление, прошение
application form – анкета для поступающего на работу
applicant – претендент, кандидат
employ – предоставлять работу
employer – наниматель, работодатель
employee – служащий
prospective employer – возможный работодатель

unemployed – безработный
employment – занятость, постоянная работа
part-time employment – работа на неполный день
full-time employment – работа на полный рабочий день
work overtime – работать сверхурочно
responsibilities – обязанности
salary (wages, pay, earnings) – заработная плата
bonus – премия
insurance – страховка
be on leave – быть в отпуске
be on sick leave – быть на больничном
notify – уведомить
dismiss (fire smb) – уволить с работы
resign from/resign one's job – отказываться от должности, уходить в отставку
be in charge of – заведовать, возглавлять
to qualify for – готовиться к какой-либо деятельности
reference – рекомендации

Exercise 3. Read the text and match the words in bold with their definitions underneath.

Brian James left University and decided to **apply for** a job, which he saw, advertised in the paper. He **filled in** the application form and, a few weeks later, was asked **to attend an interview**. He was offered the job that same day.

As he lived in a small town outside the city, he had **to commute** every day. He was good at his job and very soon was **promoted**. However, the company he worked for was having problems. Two people were **dismissed** for stealing and two of their friends **resigned** in sympathy, the directors decided **to lay off** five more because the company could not afford to keep them, and the managing director decided **to retire** early. The atmosphere was so bad that Brian eventually decided **to hand in his notice**.

1. To give up a job.
2. To ask for a job, usually by writing a letter.
3. To be removed from a job, especially because you have done something bad.
4. To stop work and take a pension, usually when you are in late middle age.
5. To write in the empty spaces on a form.

6. To be given a better job in the organisation you work for.
7. To be questioned by one or more people when you are applying for a job so that they can decide if you are suitable for that job.
8. To travel to work from home each day, usually from one town to another.
9. To be dismissed from your job for a time until more work is available.

Exercise 4. Read the text and fill in the gaps with an appropriate word from the box below. In some cases, more than one answer is possible.

Commission, Prospects, Candidates, References, Manager, Salary, Promotion, Applicants, Increment, Vacancy, Employee, Perks, Pension, Qualifications, Shortlist, Salesperson

A computer company had a (1) ... for a position of (2) ..., and decided to advertise for a new (3) A lot of (4) ... with good (5) ... and (6) ... applied for the job, and after all the interviews had finished, the directors made a (7) ... of the best (8) ... , then invited them to come back for another interview. The person who eventually got the job was very happy. After all, he would receive an annual (9) ... of £25,000, with a 5% (10) ... twice a year, 15% (11) ... for each computer he managed to sell, excellent (12) ... such as private health insurance and a company car, a company (13) ... to make sure he would be well-off when he retired, and the chance of (14) ... from salesman to sales (15) ... if he was successful. All in all, his future (16) ... looked very good.

Unit 1.2. JOB COMPATIBILITY

Exercise 1. Discuss the following questions.

1. What kind of jobs match your personality?
2. What kind of jobs are not a good match for your personality?

Exercise 2. What jobs are best suited for a conventional personality? Why? Read, find the answer and find out whether the following statements as true or false.

1. People with conventional personalities have messy offices.
2. The person who took the compatibility test should not become a salesperson.
3. Teachers frustrate people with conventional personalities.

Job-compatibility

Thank you for taking our job-compatibility test. Please read your results below.

According to our test, you have a “conventional” personality type. This means you like to have order in your life. As a result, you work best in organized environments. An office is a good place for you to work.

The following occupations are best suited for conventional personalities: accountant, bank clerk, factory worker.

But these occupations tend to frustrate conventional personalities: teacher, designer, salesperson.

Remember, there’s more to a job than how much you earn. Choose an occupation that suits you!

Exercise 3. Match the words (1–6) with the definitions (a–f).

- | | |
|-------------------|---|
| 1) accountant | a) a person who sells products |
| 2) bank clerk | b) a person who educates others |
| 3) factory worker | c) a person who assembles products |
| 4) teacher | d) a person who organizes financial records |
| 5) designer | e) a person who shapes how something looks |
| 6) salesperson | f) a person who works in financial institutions |

Exercise 4. Read about the qualities people need to do their job. Which jobs do you think they are talking about?

Winning is the most important thing for me. I’ve always been **competitive**, so I love my job. I think I’m a **good leader**. It’s important that all the players know what they are doing and it’s my job to tell them. The decisions I make are important for the whole team, so I can’t be **indecisive**.

I have classes of 80–100 children so I have to be **hard-working**. I do my best, because education is so important for the children. You need to be a **good communicator** in my job, so that you can get the children interested in what they have to learn. Often, we don’t have very many resources so we also need to be creative and be able **to think outside the box**.

I’m a **risk taker**, so starting my own business wasn’t difficult for me. I’ve always been very **motivated** and **ambitious**. I start work at 4.30 a.m. every day. I don’t enjoy sleeping. You can’t afford to be lazy if you want to make money.

Exercise 5. Match the words and phrases in bold above with the definitions 1–9.

1. Work with a lot of effort.
2. Have problems making a decision.

3. Think differently or in a new way.
4. Want to be more successful than others.
5. Want to be successful or powerful.
6. Want to achieve something.
7. Person who does things which are dangerous.
8. Person who has the qualities to manage a group of people.
9. Person who can express ideas or feelings clearly to others.

Exercise 6. Match the sentences on the left with an appropriate sentence on the right. The sentences on the right include an idiom or colloquialism connected with work in bold.

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. My brother is a manual worker in a factory. 2. My cousin is a secretary in an office. 3. I need to do some more hours at work so that I can make more money. 4. I work from 10.00 p.m. to 6.00 a.m. 5. I work for a very small amount of money. 6. Jo is unemployed and receiving unemployment benefit. 7. Jim applied to his boss for more money. 8. Our boss makes his staff work too hard. 9. Bob works too hard. Yesterday, he started at 7.30 in the morning and didn't finish until almost midnight! 10. Sarah has great potential and ambition. 11. My boss made a mistake and made me take responsibility for it. 12. Steve has an unusual job. He looks for top managers and offers them jobs in other companies. 13. Have you heard? John has been dismissed for coming late all the time. | <ol style="list-style-type: none"> A. She has always been a high-flyer. B. He put in for a rise. C. Like me, he's a blue collar worker. D. He's such a slave driver! E. Of course, I get paid more for working the night shift. F. If he continues like that, he'll burn himself out. G. I really hate working for peanuts. H. I think I'll ask if I can work overtime. I. I hate it when I have to carry the can for someone else. J. Like me, he's a white collar worker. K. I always knew he'd get fired one day. L. He is a head-hunter. M. There's nothing worse than being on the dole. |
|---|---|

Exercise 7. Which of these qualities are positive? Which are negative?

Exercise 8. Which of these qualities do you think you have? Work in pairs and compare your answers. For more information see Application 5.

Exercise 9. A. Read and learn new words. Find a suitable position for the types of personalities mentioned in the previous task.

Job Opening at Techworld

Full Time: (40 hours per week) **we have a full-time position for a computer programmer with 3 or more years of experience using C++ programming language. Includes pension plan.**

Full Time: (45 hours per week) **we have vacancies for data-entry clerks.** No experience necessary. Opportunities for overtime.

Part-Time: (20 hours per week) **there are opportunities available for customer service operators on a permanent and temporary basis.** All training will be provided. **A retirement plan** is available for permanent employees.

Techworld employees must **sign a contract upon employment**, and Techworld has the right **to terminate** employees at will.

B. Answer the questions.

1. When is it better to have a part-time job rather than a full-time job?
2. What are the upsides and downsides of temporary work?
3. Which job at Techworld is the most appealing to you?
4. What should you be to get it?
5. Are you likely to apply for a position here? Why (not)?

Exercise 10. Translate into Russian.

1. My job is five days a week, eight hours a day.
2. The company has no new jobs available.
3. The company offers a good plan for pensions.
4. Everyone has to sign a work agreement.

Exercise 11. A. Read the following statements about millionaires. Do you think they are true or false?

1. Most millionaires are born rich.
2. Millionaires think that money is more important than love or marriage.
3. They work more than sixty hours a week.

4. They don't like to work when they are on holiday.
5. They do well at school and usually go to university.
6. They like spending money on designer goods.

B. Read the article and check your answers.

Have You Got What It Takes?

So you want to be a millionaire, but have you got what it takes? To find out what millionaires are really like and what motivates them, the BBC programme *Mind of a Millionaire* did a survey. Psychologists looked at self-made millionaires to try and understand what qualities are needed to make a million. So, what is really important to a millionaire?

You don't have to be born rich to be a millionaire.

The answer, not surprisingly, is money, money and more money. Money is more important than love or marriage. And if you give a millionaire money, they won't spend it, they will invest it to make more money. But you don't have to be born rich to be a millionaire. Most millionaires come from relatively poor backgrounds. And you don't have to work hard at school either. A lot of successful entrepreneurs were lazy at school and didn't get good results. However, you must have a clear idea of what you want to do (get rich) and you really ought to start early. A lot of millionaires left school early to start their own businesses.

If you want to be a millionaire, not only you have to work hard, but you should enjoy your work. And you shouldn't take too many holidays. Most millionaires work more than sixty hours a week. Half stay in contact with the office while they are on holiday and 14% of them refuse to switch off. Having a good work-life balance is fine for people who only want to be moderately successful, but if you are really ambitious, you have to put in the hours.

What are millionaires like as people? The survey found that they are competitive, they like taking risks, and they are aggressive and self-confident. They'll do anything they can to get what they want.

Millionaires can break all sorts of rules. The only thing they mustn't do is break the law. Surprisingly, most millionaires are careful spenders. They prefer Gap to Gucci. Many of them choose not to spend money on expensive designer clothes – they would rather find a bargain on the high street. And they don't spend lots of money on expensive meals in restaurants either. They prefer to eat at home. However, they do like to drive Mercedes and go on at least three expensive holidays a year. One last thing: millionaires don't take care what other

people think of them. So, if you want to be a millionaire, you shouldn't worry about what other people think of you. Just do your own thing.

C. Choose words or phrases in the article that match the following meanings.

1. Their family didn't have much money.
2. They never stop thinking about work.
3. Having enough time for work and for the things you enjoy.
4. Work long hours.
5. Find something for a good price.
6. Do what you want without worrying about what other people think.

D. Work in pairs. Take turns to say things which millionaires do and don't do. Find as many points as possible.

Example: Millionaires think a lot about money. Most millionaires don't spend money on expensive designer clothes.

Exercise 12. A. Can you work your way to success? Try this survey to find out. Discuss the following Quiz questions with your partner. Do you know anyone who would make a good entrepreneur? Explain your choice. Start with words in the box (you can find more useful expressions in Application I).

<i>In my opinion, ...</i>	<i>It seems to me that ...</i>
<i>I would say that ...</i>	<i>I am of the opinion that ...</i>
<i>In my eyes, ...</i>	<i>I hold the opinion that ...</i>
<i>It goes without saying that ...</i>	<i>To my mind, ...</i>
<i>I hold the view that ...</i>	

Who Wants to Be a Millionaire?

1. When your boss goes on holiday, do you:

- a) come in later and leave earlier?
- b) work as normal?
- c) work harder – you want to impress your boss's boss?

2. You see your dream job advertised. Unfortunately, it asks for five specific skills and you've only got two. Do you:

- a) resolve to get at least two more of the skills in the near future, so you can apply next time?
- b) apply for the job any way, focusing on the skills you've got and ignoring the ones you haven't?
- c) not apply – what's the point of being rejected again?

3. You have gone to a meeting across town, but your client is keeping you waiting. Do you:

- a) get angry – why should you wait for anyone?
- b) use the time to phone a friend?
- c) use the time to make work-related calls?

4. If you don't like a job, do you:

- a) leave – nobody should have to work all the time?
- b) leave as soon as you've got a better job, or have the finance to start your own business?
- c) do nothing – all jobs are miserable?

5. You are helping a friend out in their clothes shop. The store closes at 6 p.m. At 5.55 p.m. a woman rushes in saying she is looking for a dress to wear for a party. Do you:

- a) tell her you are closing and shut up shop?
- b) tell her you've got nothing in her size?
- c) tell her you've got some in stock and show her?

B. Do the survey. Work out your score. Add up the number of points (0, 1 or 2) for each answer. Use your total to find out if you work like a millionaire.

Question 1: a) 0; b) 1; c) 2.

Question 2: a) 1; b) 2; c) 0.

Question 3: a) 0; b) 1; c) 2.

Question 4: a) 1; b) 2; c) 0.

Question 5: a) 0; b) 1; c) 2.

Key:

Score 8–10. You work like a millionaire!

You are very ambitious and enjoy your work. Keep going! Sooner or later all your hard work will pay off and you can live like a millionaire, too.

Score 6–7. You have millionaire potential!

You understand hard work, and if you make it your top priority, you could be a millionaire, too. Keep focused on your goal.

Score 0–5. You don't work like a millionaire!

The clearest characteristics of self-made millionaires is that they work hard and they enjoy their work. You seem to prefer a work – life balance, where work and money are not your top priorities.

C. Comment on your score. Are you satisfied with your results? Why/Why not? The clichés given below will help you express your point of view. More useful expressions can be found in Application I.

Useful Words To Express Your Agreement

I hold the same opinion
 I have come to the same conclusion
 He is quite right / absolutely right
 Quite so!
 I really think so.
 Fair enough!
 I think so.
 ... is right
 I have no objection

Useful Words To Express Your Disagreement

I don't agree (with ...)
 I disagree.
 I don't think so.
 I think otherwise
 I don't think that's quite right
 I take a different view
 I don't share this view
 I am afraid that is not quite true

Exercise 13. Speak about your: a) dream job; b) future job.

1. What career are you willing to take up?
2. What qualities and skills does it require?
3. Do you possess them?
4. Do you have any relevant experience?
5. Is your job temporary?

Unit 1.3. JOB HUNTING***Exercise 1. Read and translate the text.*****Job Hunting**

Getting a job is a problem which every person earlier or later faces. We spend great part of our life at our job, so choosing a right career is one of the most important decisions you will make in your life. To find a good job when you are young and do not have working experience is rather difficult and it is one of the most stressful situations.

The job search may take a while, but with the simple steps you will find that job that suits you. There are many ways to get your first job. The first place where you can ask for a job is the organization where you are undergoing practical training. Another thing you can always do is to make a list of organizations which need your kind of skills and just send them a copy of your CV. You can also go to a personnel or employment agencies. Many employment agencies deal with employers and handle temporary and permanent job that's why they have more information on possible vacancies and they list jobs.

One of the few places to find a job is the Internet also known as the world wide web. Go on the world wide web and type in wanted jobs in any major search engine, or the specific job that you are looking for, and you will come up with many results.

Then you should check the newspapers where the employers advertise for job vacancies. You may examine their advertisements and if you are interested in one, you are to replay to it applying for a job.

You can use newspapers and Internet in order to put your advertising called mini resume. Usually this mini resume is published online on employer's websites or it is advertised in the newspapers. It includes a reference to the complete resume. Composing your mini resume try to write only necessary information, tell about your education, experience, additional knowledge and skills in a few words.

One of crucial steps to getting a job is actually to talk to any trustworthy person you are friends or acquaintances with. You may ask your friends and relatives for help as up to fifty per cent of job vacancies never get advertised in the newspapers. As weird as this may sound employers generally hire people they know, first and people sent to them from people they know, second. This is of course assuming both applicants have the same amount experience. In fact it has been suggested as many as five of every ten positions are filled through personal contacts. The better the job and the better the pay, the greater the chance it will be offered through a personal contact.

Also, keep in mind that if you know of a friend who works in a field that you are interested in, talk to him. He can usually help you out in your search, and possibly get you a job, or a career that you will love and enjoy. However personal contacts do not guarantee a job.

Remember to try to choose a job that you will enjoy. When you find an interesting vacancy, you are to prepare your resume and to send your CV and covering letter to the employer.

Exercise 2. Read the following advertisements.

a) Job opportunity

Executive Secretary to the Managing Director

Prestigious western financial institution seeks an executive secretary to the managing director to provide full administrative support to the director, to maintain contacts with major clients according to high professional standards, to fulfil secretarial duties and handle PR matters in the office.

Main requirements: fluent English, age 24–30, good typing skills, PC literate, solid secretarial experience with top executives for at least 2 years.

Please fax (095 222 22 22) your resume to Mrs. Jane Brown, Personnel Manager.

b) *mssl_recruit@ml.docomolabs-usa.com*

Mobile Software Research Engineer (Runtime System) – REF CODE: COMSRS01

Candidates will have in-depth knowledge of aspects of state of the art software issues and appreciation of issues specific to mobile and wireless environments. Experience in designing and implementing language runtimes for mobile or resource constrained devices is required. Candidates should have demonstrated leadership in programming languages through publications and/or disseminations of their ideas through products.

Position requires a self-starting individual with strong interpersonal, analytical, and logical skills. Experience in the identification and initiation of new research topics arising from new wireless technology trends and problems is desirable.

c) *nwl_recruit@ml.docomolabs-usa.com*

Wireless Network Security Research Engineer – REF CODE: CONWMN01

Candidates will address security problems in mobile wireless networks, protocols and systems including issues of DRM, AAA, and privacy. Tasks include defining security requirements, developing security protocols, analyzing standardization proposals, and making and leading standards contributions. Individual will extend and apply crypto algorithms and techniques, PKI, and symmetric crypto to solve problems in specific scenarios. Implementation of prototype algorithms or protocols as necessary will be required.

Broad familiarity with wireless IP networking is required, such as basics of 2G/3G cellular architectures, mobility management, and mobile multimedia. Individual should demonstrate in-depth research knowledge in selected topics in the network security area. Close collaboration with crypto researchers is required.

d) *C / C++ Programmer, Developer, Software Engineer – Bentley Whitaker – London*

£55,000 – £85,000 a year

C / C++ Programmer / Senior Software Engineer – High availability, high volume.

C / C++ Programmer / Senior Software Engineer, Developer, Architect – High...

CWJobs.co.uk – 1 day ago – save job – email – more...

e) *Contract Software Engineer / Developer (C#)*

Contract Software Engineer / Developer (C#), 6 months initially (Extension Likely), Dorset, Competitive rate based on experience A global organisation is seeking a Contract Software Engineer / Developer (C#) to join their team initially on a six month contract basis. Working within a high technology environment the successful candidate will be joining the team at an exciting phase of the...

Salary: £40.00 – £50.00 an hour

Location: Weymouth Date Posted: 22-Jan-2016

Job Type: Contract

f) *computer system engineer*

Analyze company requirement and develop new systems. Analyze business data to process to electronic processing design systems to integrate company department to financial accounting, inventory sales etc. Location: New Haven, CT. Respond to: Mr. Juan Diaz, Ferry Street Food Corp., 325 Ferry Street, New Haven, CT 06513.

g) *Mini Resume*

John Smith

848 Abbott Road

Stillfield, CT 08888 999-999-999

jsmith@abcd.com

Computer Programmer

Five years' experience in successful design, development, and support of applications.

C++, Java, C, ASP.NET, SQL, MS Visual Studio, Eclipse, JBoss, Tomcat.

Certifications: CCNA, Unicenter Certified Engineer.

Exercise 3. You've decided you need a new job. Where do you start to look? What kinds of resources are available? Who are the best people to talk to? The following text gives some suggestions which you might find helpful. But the sentences are not complete. Test your knowledge of the language of jobs by choosing the correct noun to fill the gaps.

Most jobs are advertised as current ... (position, application, vacancies). They appear in the local and national ... (press, bodies, resource), trade ... (contacts, journals, resource) and specialist career

publications. In addition, many professional ... (bodies, contacts, agency) offer an appointments service which can help job seekers find a suitable ... (position, application, vacancies) in a particular ... (industry, ladder, schemes). Recruitment ... (bodies, contacts, agencies) hold details of a wide range of vacancies, and possibly local training ... (industry, ladder, schemes). The Internet is a valuable ... (press, journals, resource) – not only for vacancies but to find background information on companies.

Approximately one third of jobs are never advertised, but may be found by approaching a company directly. This is called a speculative ... (position, application, vacancies), and is common among students starting at the bottom of the career ... (industry, ladder, schemes). Finally, don't forget to use your personal ... (bodies, contacts, agencies)!

Vocabulary:

resources – things and people which can provide useful information

vacancies – jobs that no-one is doing that someone is needed to do
position – job, post

bodies – organisations

recruitment agencies – companies which have details of jobs and details of the people who might want them

Exercise 4. When a firm wants to fill a vacancy, it will go through certain procedures to find a suitable employee. This is called a “selection process”. This text describes a typical selection process, but in the wrong order! Drag the sentences into their correct places so that the paragraph makes sense.

The Selection Process

Firstly, a vacancy is advertised
and suitable candidates are invited for interview.

These are sorted

and applications are received.

and applicants are interviewed.

After that, a final short list is drawn up.

Next, appointments are arranged

A job offer is made to the successful candidate,
and one of them is selected.

and finally, an employment contract is signed.

The candidates on the list are interviewed again,

Exercise 5. For all of the verbs below, select the correct noun partner. Prove your choice according to the model.

Model: advertise... a vacancy
a candidate
applicants

Answer: advertise a vacancy: companies advertise vacancies
candidate: wrong – a “candidate” is the person applying for a job
applicants: wrong – ‘applicants’ are the people who want the job

arrange...	interview...	sign...	draw up...	select...
applicants	a candidate	a short list	applicants	an appointment
an appointment	a contract	a contract	a vacancy	a short list
a vacancy	a short list	a vacancy	a short list	applicants

Exercise 6. Translate into English.

1. В этом году я столкнулся с проблемой поиска работы.
2. Так как на работе мы проводим большую часть нашей жизни, нужно, чтобы она радовала нас и приносила полное удовлетворение.
3. Поиск работы может занять некоторое время, но лучше подождать и выбрать работу, которая подходит.
4. Чтобы найти работу, я просмотрел все газеты, в которых публикуются объявления о вакансиях, и отметил несколько заинтересовавших меня объявлений.
5. Не знаешь, где найти объявление о работе? Выйди в интернет, впечатай название работы в поисковик, и ты увидишь много результатов.
6. Один мой знакомый работает в крупной компьютерной компании. Это очень надежный человек. Мы обратимся к нему за помощью, и он поговорит о нас с его начальником. Но ты же понимаешь, он не может гарантировать нам работу. Все зависит от работодателя.
7. Мой брат обратился в агентство по трудоустройству. Это агентство взаимодействуют с работодателями в сфере информационных технологий, оно размещает и обновляет списки рабочих.
8. Размести свое резюме на сайте этой компании. Укажи свои навыки, квалификацию, опыт работы, цели. Не забывай, что это надо сделать в нескольких словах, так как это – мини-резюме, и оно является ссылкой на полную автобиографию.

Exercise 7. Look at the following phrases from job advertisements. Choose whether they refer to the company, the candidate (the person applying for the job), or the job benefits (extra money or other advantages you might get as part of the job)? Prove your choice according to the model.

Model: multinational group *refers to the company*
 refers to the candidate
 refers to the job benefits

A multinational group refers to the company: this is a big international firm.

Leading Service Provider refers to the company refers to the candidate refers to the job benefits	Proactive Individual refers to the company refers to the candidate refers to the job benefits	World-Class Organisation refers to the company refers to the candidate refers to the job benefits
Decision Maker refers to the company refers to the candidate refers to the job benefits	Market Leader refers to the company refers to the candidate refers to the job benefits	Ongoing Training refers to the company refers to the candidate refers to the job benefits
Inspirational Leader refers to the company refers to the candidate refers to the job benefits	Company Pension refers to the company refers to the candidate refers to the job benefits	Attractive Package refers to the company refers to the candidate refers to the job benefits
High Flyer refers to the company refers to the candidate refers to the job benefits	Competitive Salary refers to the company refers to the candidate refers to the job benefits	<i>Your Own Examples</i>

Progress Test

A. Name the job.

1. Which is the easiest job: baby-sitter, dentist, footballer, teacher?
2. The most boring: car park attendant, assembly line worker, shepherd, window cleaner?
3. The most tiring: doctor, farmer, miner, top model?
4. The most useful: journalist, market researcher, nurse, post-man/woman?
5. The worst: grave digger, prison warder, soldier, toilet cleaner?

B. Translate into English.

1. Есть несколько способов поиска работы.
2. Сначала вам следует оценить ваши шансы.
3. Солидные компании размещают объявления в престижных дорогих изданиях.
4. Помните, что требования, перечисленные в объявлении, обязательны.

5. Читая объявление, вы можете получить информацию о деятельности компании.

6. Чтобы получить интервью с представителем компании, вы должны разослать ваше резюме и заявление в разные компании и агентства.

7. Резюме должно быть правильно составлено, так как это первая информация, которую компания получит о вас.

8. Неправильно составленное резюме – это потерянная возможность получить работу.

9. Вы должны указать точные даты, должности и места работы.

10. Необходимо перечислить все места вашей учебы в обратном хронологическом порядке. В этот список можно включить все прослушанные курсы, относящиеся к данной должности.

11. Укажите последнее место работы и следуйте в обратном хронологическом порядке.

12. Цель получения данной работы не должна быть сформулирована в слишком обобщенном виде.

13. Если вы окончили университет с отличием, укажите это в разделе «образование».

14. Указав имена, адреса и телефоны людей, которые могут дать вам рекомендацию, вы можете написать «могут быть представлены по необходимости».

15. Резюме посылается с письмом к работодателю.

C. Talking Points “Employment”.

1. What is work? Apart from university or your job, what else do you consider to be work?

2. Are these “real” jobs: housewife, monarch, novelist, pop star, priest?

3. If the salary were the same, which job would you like to do: actor/actress, archaeologist, astronomer, chef, fashion designer, fortune teller, musician, research scientist, tourist operator?

4. If you had enough money never to have to work again, would you stop working? What would you do instead?

Part 2

SET OF PAPERS FOR EMPLOYMENT

Unit 2.1. CURRICULUM VITAE

“Be stubborn about your goals, and flexible about your methods.”
Anonymous

Exercise 1. A. Scan the text. Complete the names or CV constituent parts. Put them in the order they go in a real CV.

I _____ P _____ d _____ S _____
E _____ W _____ e _____ H _____

Curriculum Vitae

An excellent resume may help you get the job of your dreams and a poor resume may mean a lost opportunity.

Since this is the first piece of information a company will receive about you, it is critically important that your resume is well-written.

It should be presented at the beginning of any interview that you have with a company. Ideally, the resume should not be longer than one page. The contents of a resume can be roughly categorized as:

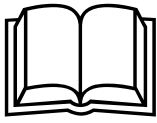
1. *Personal details* (Name, address, date of birth, telephone number and email). *British curriculum vitae (CVs) don't usually include a photograph unless you are an actor.* In European countries, such as *France, Belgium and Germany*, it's common for CVs to include a passport-sized *photograph* in the top right-hand corner whereas in the UK and the USA photographs are frowned upon as this may contravene equal opportunity legislation – a photograph makes it easier to reject a candidate on grounds of ethnicity, sex or age.

2. *Education and qualifications* (Your degree subject and university).

3. *Work experience:*

- **Use action words** such as developed, planned and organised.
- **Don't mention the routine, non-people tasks** (cleaning the tables) unless you are applying for a casual summer job in a restaurant or similar.

- **Try to relate the skills to the job.** A finance job will involve numeracy, analytical and problem solving skills so focus on these whereas for a marketing role you would place a bit more emphasis on persuading and negotiating skills.



All of my work experiences have involved working within a team-based culture. This involved planning, organization, coordination and commitment e.g., in retail, this ensured daily sales targets were met, a fair distribution of tasks and effective communication amongst all staff members.

4. Interests and achievements

- Keep this section **short and to the point**. As you grow older, your employment record will take precedence and interests will typically diminish greatly in length and importance.



Travel: *travelled through Europe by train this summer in a group of four people, visiting historic sites and practising my French and Italian*

Reading: *helped younger pupils with reading difficulties at school.*

This could be the same individual as in the first example, but the impression is completely the opposite: an outgoing proactive individual who helps others.

- **Don't use the old boring clichés** here: "socialising with friends".
- **Don't put many passive, solitary hobbies** (reading, watching TV, stamp collecting) or you may be perceived as lacking people skills. If you do put these, then say what you read or watch: "*I particularly enjoy Dickens, for the vivid insights you get into life in Victorian times*".

- Show a **range of interests** to avoid coming across as narrow: if everything centres around sport they may wonder if you could hold a conversation with a client who wasn't interested in sport.

- **Hobbies that are a little out of the ordinary** can help you to stand out from the crowd: skydiving or mountaineering can show a sense of wanting to stretch yourself and an ability to rely on yourself in demanding situations

- Any **interests relevant to the job** are worth mentioning.
- Any **evidence of leadership** is important to mention: captain or coach of a sports team, course representative, chair of a student society, scout leader: "*As captain of the school cricket team, I had to set a positive example, motivate and coach players and think on my feet when making bowling and field position changes, often in tense situations*".

- Anything showing evidence of **employability skills** such as team working, organising, planning, persuading, negotiating etc.

5. *Skills* (The usual ones to mention are *languages* (good conversational French, basic Spanish), *computing* (e.g. “good working knowledge of MS Access and Excel, plus basic web page design skills” and driving (“full current clean driving licence”)).

There are no absolute rules but, in general, a new graduate’s CV should cover no more than two sides of A4 paper. The style and format of a resume are extremely important. Your resume must be typed, preferably on a computer in order to format it most effectively. A neat and well-written resume with no spelling mistakes will give an employer the impression that you are accurate and take care of details.

A resume will not get you a job. An interview with a company will get you a job. In order to have the opportunity of interviewing with a company you should send your resume with a cover letter.

B. Explain the importance of a CV.

C. Study the CV example.

Resume

Anna Smirnova

98, Lesnaya Street, apt. 56

St Petersburg, 124543, Russia

Phone: + 7 812 272 05 95

OBJECTIVE: Obtain employment in the field of public relations that will allow me to use my ability to work with people and take advantage of my knowledge of English.

EDUCATION: St. Petersburg State University
1989–1996 Diploma in English and French
Qualified as English interpreter

WORK Assistant, Interpreter of Director General

EXPERIENCE:

April 1996 – till now: Insurance Co. Rodina Ros.

Duties: schedules of meetings, appointments and recordings of the personnel, interpreting and translation of documents

January – March 1993: Personal assistant and secretary to Mr. Ron Black at the office of Operation Carelift. Mr. Black, a former member of the Pennsylvania House of Representatives

Supervised the activities of this NGO in distributing humanitarian assistance in St Petersburg.

Duties: interviewing and screening Russian organization, which applied for humanitarian assistance, arranging and supervising of deliveries of children’s shoes and boots in St. Petersburg, scheduling of the drivers and Russian personnel.

LANGUAGES:	
English	Fluent reading, writing and speaking ability. Qualified as interpreter and translator.
French	Good reading and translating ability.
German	Rudimentary conversation. German acquired during several visits to Germany.
OTHER SKILLS:	Computer: Microsoft Word and Excel. Typing, fax, Xerox
HOBBIES & ACTIVITIES	Theatre, music, tourism, sports
REFERENCES	
Mrs. Nataly Petrova, Associate professor St Petersburg, State University 11, Universitetskaya Nab. St. Petersburg Phone: + 7 812 218 95 65	Mr. Peter Bright, Manager Anglo-American School US Consulate General St. Petersburg Phone: + 7 812 325 63 47

Exercise 2. Analyse the following CV. Match the information with the right structural component.

David Gibbons	
57 Outlands Road, Dingley, LE16 9 SJ Mobile: 079 3316 8158 E-mail: David.gibbons@live.co.uk	
A motivated, adaptable and responsible Computing graduate seeking a position in an IT position, which will utilise the professional and technical skills, developed through past work experiences in this field. I have a methodical, customer-focused approach to work and a strong drive to see things through to completion. In my current job, I have managed the launch and migration of two major IT systems which was completed on time and within budget.	Personal Profile Statement
<ul style="list-style-type: none"> ✓ Implementing major systems with zero downtime ✓ Employee of the month for two consecutive months ✓ Member of the British Computing Society 	Skills
2009–2013 BSc Computer Science Aston University	
✓ 1 st Class Degree with Professional Placement	

<p>Relevant Modules:</p> <ul style="list-style-type: none"> ✓ Professional and Social Aspect of Computing (73%) ✓ Data Modeling and Database Systems (59%) ✓ Understanding Information Systems (93%) ✓ Information Security (67%) ✓ Human-Computer Interaction (80%) 	<p>Work Experience Personal details</p>
<p>2007–2009 BTEC National Diploma in IT Hall Green College</p> <ul style="list-style-type: none"> ✓ Grade Achieved: Triple Distinction* 	<p>Education</p>
<p>2000–2007 Bournville Secondary School</p> <ul style="list-style-type: none"> ✓ 8 GCSEs at grades A* – C 	
<p>June 2008 – Present IT Manager Maplins</p> <ul style="list-style-type: none"> ✓ Mentoring and training new IT staff; ✓ Researching, installing and configuring new computer systems; ✓ Ensuring that all relevant licensing laws are adhered to. 	<p>Interests and Achievements</p>
<p>Oct 2003 – Jun 2008 IT Support Officer Ladypool Warehouse Ltd.</p> <ul style="list-style-type: none"> ✓ Provided extensive IT support to internal and external stakeholders; ✓ Installed and configured computer systems and networks; ✓ Monitored and maintained computer systems and networks; ✓ Resolved, diagnosed and solved network problems and relevant software faults. 	
<p>Jan 1999 – Sept 2003 IT Admin West London Council</p> <ul style="list-style-type: none"> ✓ Produced Requirements Documentation (diagrams and workflow); ✓ Maintained the computer networks and information systems. 	
<p>1996–1999 Various jobs Retail (sectors)</p> <ul style="list-style-type: none"> – Level 3 N.V.Q. Employability Skills – MCSE, CISCO and Office <p>I enjoy reading non-fiction books, building computer networks, solving puzzles and socialising with friends and family.</p>	<p>Qualifications</p>

Exercise 3. Look through two CV examples given below. Which candidate is worth inviting to the job interview? Explain your choice.

Mark Taylor

Address: 66 Hendford Hill, Mouldsworth, WA6 8DE, United Kingdom

Tel: 07900257583

E-mail: coolguy007@hotmail.co.uk

DoB: 27 February 1985

Nationality: British Gender: Male

Marital Status: Single

I am a hard-working individual who enjoys working. I am excellent at meeting deadlines. I have two years of experience in business, and I would like to contribute to a business with my excellent skills and vast work experience.

Achievements: Finished my College studies

Currently working as an IT support assistant

Education: 1991–1992 – Collingham Garden, Nursery

1992–1996 – Stamford Primary School

1996–2002 – Hall Green Secondary School

2002–2004 – A-level Sandwell Siths Form College

October 2004 – June 2007 UCB, Birmingham BSc Psychology

Employment: 2011–Present – IT Support Assistant ABC Electronics Ltd.

2008–2011 – IT Admin Dana Corporation

2006–2008 – IT Assistant M&MElectric Vehicles Ltd.

2005–2006 – Cleaner K Lacey Ltd.

2000–2005 – Housekeeper Plaza Hotel

Qualifications: 2004–2007 – BSc Psychology, University College Birmingham

Skills: Excellent communication skills

Excellent management skills

Great IT skills

Hobbies and interests: I enjoy skiing, football, going to the gym, eating out with my friends and going to church on Sundays

References

Mr Evan

Tesco

Birmingham, West Midlands, B55 1KE, United Kingdom

Tel: 078 4320 3833

E-mail: evan.sanders82@hotmail.com

Rachel Vaughan
628 Castaway Street
North Yorkshire
YO42 7RF

Mobile: 079 3246 9462

E-mail: Rachel.v@live.co.uk

Personal Profile Statement / Career Objective

I am an approachable, motivated and confident Sales Executive with the ability to excel sales targets and make a real difference in the organisation's revenue generation. I have expert knowledge of the selling process and I fully recognize the human and emotional aspects of buying and selling. I possess strong social skills that enables me to be a strong relationship builder with clients, colleagues and third-party stakeholders.

Achievements

- ✓ Employee of the Month at Sky for excelling sales targets
- ✓ 1st class Hons degree in BSc Business and Management
- ✓ Three A levels at grades AAB

Education

2011–2014 **BA Business and Management** **Brunel University**

Grades achieved
1:1

Relevant modules:

- Marketing Management
- Sales, Revenue Generation and Receivables
- Retail Management and Applications
- Consumer Behaviour
- Market Trends and Analysis

2010–2012 **A levels** **Newman College**

Results: Economics: A Business Studies: A Geography: B

2003–2010 **GCSEs** **East High School**

Results 11 GCSEs at Grades A* – C.

Employment and Work Experience

Aug 2015 – Present **Sales Executive** **Nestle Foods**

Mail duties performed:

- Meeting and greeting customers and making them feel welcome
- Finding new channels for selling and distributing of products
- Building rapport with a customer and subsequently closing the deal
- Holding meetings to discuss progress of existing projects
- Deal with customer feedback, enquiries, complaints and refunds
- Responsible for the marketing and advertising on new and existing products

Jul 2014 – Aug 2015	Sky Sales Graduate Scheme	Sky
Mail duties performed:		
<ul style="list-style-type: none"> • Working in teams of three to ensure sales targets are met and exceeded • Sponsored to gain a diploma in strategic sales • Regularly reviewing sales strategies and targets with Sales Managers 		
Professional Training and Qualifications		
<ul style="list-style-type: none"> • CIM Level 7 Diploma in Strategic Sales Practice • CIM Certificate in Professional Marketing 		
Skills		
<ul style="list-style-type: none"> ✓ Expert knowledge of the selling process and effective sales techniques ✓ Social Media (Facebook, Twitter, LinkedIn, etc.) ✓ Excellent communicator and relationship builder skills ✓ Pro-active, organised and an individual and team player 		
Hobbies and Interests		
I enjoy socialising with friends and family as well as keeping up to date with current affairs. In addition, I am keen enthusiast for cricket and enjoy watching both international and local twenty-20 cricket.		
References		
Mr Kevin Peacock Head of Marketing, Nestle Foods Address: 4 Summer Rd, Luton, LE8 7DX Tel: 0743 6573 8977 E-mail: kevin.p@live.co.uk	Mr Paul Flanders Sales Executive, Sky Address: 18 James Rd, Leeds, L80 4LA Tel: 0745 3246 6585 E-mail: paul.flanders@gmail.com	

Exercise 4. Put the CV parts in the correct order.

A	<ul style="list-style-type: none"> ✓ 1st class Honors in BSc Civil Engineering from University of Derby ✓ Peer Mentor in Engineering, 2013 ✓ Student Ambassador for two consecutive years; 2013 and 2014 		
B	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> Mr William Campbel Senior Engineer, O’Keefe Construction Address: 23 Edmund Rd, Clay, C48 19Q Tel: 0733 7680 3478 E-mail: wiliam.c@live.co.uk </td> <td style="width: 50%; vertical-align: top;"> Mr Hans Fries Construction Engineer, Al Hamad Construction Address: 6 Corner St, Leeds, Q10 3CC Tel: 0733 6575 0452 E-mail: hans.fries@gmail.com </td> </tr> </table>	Mr William Campbel Senior Engineer, O’Keefe Construction Address: 23 Edmund Rd, Clay, C48 19Q Tel: 0733 7680 3478 E-mail: wiliam.c@live.co.uk	Mr Hans Fries Construction Engineer, Al Hamad Construction Address: 6 Corner St, Leeds, Q10 3CC Tel: 0733 6575 0452 E-mail: hans.fries@gmail.com
Mr William Campbel Senior Engineer, O’Keefe Construction Address: 23 Edmund Rd, Clay, C48 19Q Tel: 0733 7680 3478 E-mail: wiliam.c@live.co.uk	Mr Hans Fries Construction Engineer, Al Hamad Construction Address: 6 Corner St, Leeds, Q10 3CC Tel: 0733 6575 0452 E-mail: hans.fries@gmail.com		

C	<p>Mar 2016 – Present Civil Engineer O’Keefe Construction</p> <ul style="list-style-type: none"> • Creating 2D and 3D drawings and designs using AutoCad • Providing technical assistance to members of a multi-disciplined design team • Attending regular multi-disciplined meetings to discuss projects <p>Jun 2015 – Feb 2016 Assistant Site Engineer Al Hamad Construction</p>
D	<p style="text-align: center;">Jonathan Bell 36 Baldwin Street Billingham BW6ZX Mobile: 097 8654 1896 Email: jonathan.b@live.co.uk</p>
E	<p>Communication: I have a proven ability in effective communication, verbally and in written form. I have successfully communicated and worked with various professionals from all the backgrounds and with a variety of different skill sets.</p> <p>IT and Design: I have excellent working knowledge of the following computer programs: Microsoft Office Packages, AutoCad 2D/3D, Navisworks, REVIT, Cyclone 3D Laser Scanning, Solid-Works, Adobe Photoshop and Illustrator.</p> <p>Management: I have the natural ability to mentor, develop, inspire and lead groups of people to achieve the objectives set by the organisation. I am a friendly, approachable and inspiring professional and I lead my team by example.</p>
F	<p>2012 – 2015 BSc Civil Engineering University of Derby Grade Achieved: [1st Class Hons]</p> <p>2010 – 2012 A Levels Summerfield College Results: Maths: A* Physics: A IT: B</p>
G	<p>I am highly self-motivated, focused and innovative Civil Engineer with vast experience in engineering design; from the initial conceptual stage and study to the detailed final design. I have a passion for learning and developing new and existing skills, and I enjoy problem solving using established analytical methods and engineering principles. I am keen to secure a challenging role in an engineering firm that offers responsibilities and a progressive career path.</p>

Exercise 5. Which part of a resume can contain the following words and clichés? Put them into the right cell.

Personal details	Education	Work Experience	Interests and Achievements	Skills

Well-developed skills in ..., dependable, I am seeking a company where ..., Pursuing a position ..., assisted, I am an expert in ..., calculated, well-organized, promoted, patient, I am able to ..., created, married/single, I am proficient in ..., in-depth knowledge of ... / understanding of ..., tested, institute, college, multitasking, university, private school.

Exercise 6. Write your own CV.

Unit 2.2. APPLICATION LETTER

Exercise 1. Read the text and say whether the statements are true or false.

1. An application letter is an optional part of your portfolio.
2. You don't have to write an application letter.
3. Application letters offers a history of your work experience.
4. Writing an application letter is a piece of cake.
5. You should pay close attention to the job ad.

Application Letter

Do you need to write a letter to apply for a job? Most of the time, the answer is yes. Even in the rare cases when employers don't require a job application letter, such as in the case of some part-time jobs, writing one will help you highlight your skills and achievements and get the hiring manager's attention.

Tips for Writing a Job Application Letter. A job application letter, also known as a cover letter, should be sent or uploaded with your resume when applying for jobs. While your resume offers a history of your work experience and an outline of your skills and accomplishments, the job application letter you send to an employer explains why you are qualified for the position and should be selected for an interview.

Writing this letter can seem like a challenging task. However, if you take it one step at a time, you'll soon be an expert at writing application letters to send with your resume.

How to Get Started. Before you begin writing your job application letter, do some groundwork. Consider what information you want to include (keeping in mind that space is limited).

Remember, this letter is making a case for your candidacy for the position. But you can do better than just regurgitating your resume – instead, highlight your most relevant skills, experiences, and abilities.

To include the most convincing, relevant details in your letter, you'll need to know what the employer wants.

The biggest clues are within the job advertisement, so spend some time decoding the job ad. Next, match your qualifications with the employer's wants and needs. Make a list of your relevant experience and skills. For instance, if the job ad calls for a strong leader, think of examples of when you've successfully led a team. Once you've jotted down some notes, and have a sense of what you want to highlight in your letter, you're ready to get started writing.

Writing Guidelines for Job Application Letters. Hiring managers and potential interviewers have certain expectations when it comes to the letter's presentation and appearance, from length (no more than a page) to font size and style to letter spacing:

Length: A letter of application should be no more than one page long.

Format and Page Margins: A letter of application should be single-spaced with a space between each paragraph. Use about 1" margins and align your text to the left, which is the standard alignment for most documents.

Font: Use a traditional font such as Times New Roman, Arial, or Calibri. The font size should be between 10 and 12 points.

Exercise 2. Read the text and choose the correct option.

1. A cover letter does not contain ...
 - a) salutation
 - b) qualification
 - c) a sign-off
2. If you're writing an email, include your contact information ... of the letter, after your signature.
 - a) at the beginning
 - b) at the end
3. The most common salutation is ...
 - a) Hello!
 - b) Dear Mr./Ms.,
 - c) Sincerely,

4. The Body of the letter contains
- a) your experience
 - b) the source where you saw the job listing
 - c) the job you are applying for
 - d) your accomplishments
5. The letter contains ... parts.
- a) 3
 - b) 7
 - c) 17

What to Include in Each Section of the Letter. There are also set rules for the sections included in the letter, from salutation to sign-off, and how the letter is organized. Here's a quick lowdown on the main sections included in a job application letter:

Heading: A letter of application should begin with both your and the employer's contact information (name, address, phone number, email) followed by the date. If this is an email rather than an actual letter, include your contact information at the end of the letter, after your signature.

Header Examples

Salutation: This is your polite greeting. The most common salutation is "Dear Mr./Ms." followed by the person's last name. Find out more about appropriate cover letter salutations, including what to do if you don't know the person's name, or are unsure of a contact's gender.

Body of the letter: Think of this section as being three distinct parts.

In the first paragraph, you'll want to mention *the job* you are applying for and where you saw the job listing.

The next paragraph(s) are the most important part of your letter. Remember how you gathered all that information about *what employers were seeking*, and how you could *meet their needs*? This is where you'll share those relevant details on your experience and accomplishments.

The third and last part of the body of the letter will be your *thank you* to the employer; you can also offer follow-up information.

Complimentary Close: Sign off your email with a polite close, such as "Best" or "Sincerely," followed by your name.

Closing Examples

Signature: End with your signature, handwritten, followed by your typed name. If this is an email, simply include your typed name, followed by your contact information.

Overwhelmed by all these formatting and organization requirements? One way to make the process of writing a job application easier is to use a *job application letter template* to create your own personalized job application letters for applying for a job. Having a template can help save you time if you are sending a lot of application letters.

Be sure that each letter you send is personalized to the company and position; do not send the same letter to different companies.

Exercise 3. A. Work in groups. Brainstorm the ways to create a perfect cover letter.

B. Read the text and add new pieces of advice to your list.

Business Letter

Tips for Writing an Effective Letter. Always write one. Unless a job posting specifically says not to send a letter of application or cover letter, you should always send one. Even if the company does not request a letter of application, it never hurts to include one. If they do ask you to send a letter, make sure to follow the directions exactly (for example, they might ask you to send the letter as an email attachment, or type it directly into their online application system).

Use business letter format. Use a *formal business letter format* when writing your letter. Include your *contact information at the top, the date, and the employer's contact information*. Be sure to provide a *salutation* at the beginning, and your *signature* at the end.

Sell yourself. Throughout the letter, focus on how you would *benefit the company*. Provide specific examples of times when you demonstrated skills or abilities that would be useful for the job, especially those listed in the job posting or description. If possible, include examples of times when you added value to a company.

Numerical values offer concrete evidence of your skills and accomplishments.

Use keywords. Reread the job listing, circling any keywords (such as *skills* or *abilities* that are emphasized in the listing). Try to include some of those words in your cover letter. This will help the employer see that you are a strong fit for the job.

Keep it brief. Keep your letter under a page long, with no more than about four paragraphs. An employer is more likely to read a concise letter.

Edit, edit, edit. Employers are likely to overlook an application with a lot of errors. Therefore, read through your cover letter, and if possible ask a friend or career counselor to review the letter. *Proofread* for any grammar or spelling errors.

Sending an Email Application, include the reason you are writing in the subject line of your message: "Subject: Elizabeth Johnson – Administrative Assistant Position". List your *contact information in your signature*, rather than in the body of the letter.

Exercise 4. A. *According to Alison Doyle’s article, you should sell yourself using the application letter. Look through the statements and say a) whether you can demonstrate your merits and demerits; b) what you should develop.*

1. I am passionate about my work.
2. I am ambitious and driven.
3. I am highly organized
4. I’m a people-person.
5. I’m a natural leader.
6. I am results-oriented.
7. I am an excellent communicator.

B. *Here are more examples of people showing their best abilities during job interviews. Can you tell lucky from bad ones in each pair?*

1. “I’m a self-motivated, creative copywriter with five years of marketing and advertising experience, specialising in digital content with a keen interest in social media”. – “I’m an experienced copywriter with five years of writing experience in the online marketing and advertising sectors, having specialised in digital media for one year”.

2. “Gloria is an in-house corporate lawyer with over eight years experience. I have specialised in mergers and acquisitions in South-East Asia”. – “I’m an in-house corporate lawyer with over eight years’ experience, specialising in mergers and acquisitions with a focus on South-East Asia”.

Exercise 5. *Analyse the structure of Elizabeth Johnson’s Application letter. Read a) the heading; b) the body of the letter; c) the closing part.*

Exercise 6. *Scan Elizabeth Johnson’s Application letter again and answer the questions.*

1. Who is she writing to?
2. Is the cover letter fresh?
3. How did she learn about the position?
4. What position is Elizabeth applying for?
5. What can she offer?
6. Elizabeth doesn’t have rich experience, does she?
7. Is the application letter the only document she attached?
8. Does she have chances to get the job?
9. If you were Mr. Smith, would you hire Elizabeth? Why?

Sample Job Application Letter

Elizabeth Johnson
12 Jones Street
Portland, Maine 04101
555-555-5555
elizabethjohnson@emailaddress.com

August 11, 2020

Mark Smith
Human Resources Manager
Veggies to Go
238 Main Street
Portland, Maine 04101

Dear Mr. Smith,

I was so excited when my former coworker, Jay Lopez, told me about your opening for an administrative assistant in your Portland offices. A long-time Veggies to Go customer and an experienced admin, I would love to help the company achieve its mission of making healthy produce as available as takeout.

I've worked for small companies for my entire career, and I relish the opportunity to wear many hats and work with the team to succeed. In my latest role as an administrative assistant at Beauty Corp, I saved my employer thousands of dollars in temporary workers by implementing a self-scheduling system for the customer service reps that cut down on canceled shifts. I also learned web design, time sheet coding, and perfected my Excel skills.

I've attached my resume for your consideration and hope to speak with you soon about your needs for the role.

Best Regards,

Elizabeth Johnson (signature hard copy letter)

Elizabeth Johnson

Exercise 7. Write your own application letter.

Unit 2.3. MOTIVATION LETTER

Exercise 1. Skim the text. What is the purpose of motivation letters?

Motivation Letter

A motivation letter, also known as personal statement or statement of purpose, is an essay in which you need to present your candidacy in the most favorable light. It would seem that it can be difficult to write an essay about yourself? This publication will help you avoid them and write a motivational letter in English, which is sure to be remembered by anyone who reads it.

The letter must contain three components: the introductory, main and final parts. The task of the introductory part is to attract the reader from the very first lines. Therefore, in the first paragraph, you need to identify the main idea and idea of the letter. From the very first lines, it should become clear what will be discussed further.

The main part should be a narrative that tells about your achievements and successes in the field of your chosen subject or course. The person reading your letter should immediately have no doubts about why you chose this program, university, city and country. When describing your knowledge and skills in this subject, describe your previous training: participation in seminars and conferences, lectures, scientific developments, reports and articles. Focus on how much work and effort you have achieved all this.

In conclusion, you can tell us about your expectations and plans for the future. Describe your future career after receiving a diploma from the University. The final part should be short and concise. Its main task is to tell you how training in this particular place will help you.

Useful phrases for your motivation letter:

I'm interested in training in this university because ...

My strengths are ...

I consider myself to be a suitable candidate to the position because ...

I'm an expert in this field.

My area of expertise is ...

I'm applying to the program ...

During this research/project I learned ...

This taught me ...

My future plans after graduation ...

Exercise 2. Study the examples of Motivation Letter.

A. Good afternoon,

My name is Ivanov Alexander, I was born in the Republic of Belarus, in Minsk. After high school, I had a desire to get an education in the economic field and enter one of the most prestigious universities in Europe.

I loved to read since childhood. In the 10 years of my hands accidentally hit it is not a children's book "Financier" and to the surprise of my parents, I did not let it out of hand. Then I could not even think that this book is so affect my views and dreams.

I'd love to get a degree in economics at Charles University. To do this, I need to go through training courses, so I think they will help me at university, and I can easily understand their teachers and classmates after the Czech language learning. In the future, I would like to become a well-known business analyst.

I chose the Czech Republic as a specialty "Economic Analysis and Business Intelligence" is not in the Russian high schools, and in Russia I have not had the opportunity to acquire knowledge that would help me in my future career. This is the main reason for choosing training courses at Charles University and the Faculty of Economics at Charles University.

After the language courses I would like to be able to freely communicate in the Czech language in order to enter a prestigious university, where he received his education, which he dreamed. If we talk about my plans for the future, I would like to work in a large international company. After graduating, I could apply all this knowledge in practice and be a good person. I am confident that the preparatory program at Charles University will help me to achieve my goal.

Russian education is different from that which I need for admission to a Czech university, so I would like for a year with your help to pass a preparatory course for entry into university. These courses are the way towards my dream and give me the opportunity to realize our plans. In addition, you proposed program includes everything that I needed for rapid adaptation in the Czech Republic and to obtain the necessary knowledge to pass the entrance exams.

Thank you for considering my request. I look forward to your positive response.

Yours faithfully,
Alexander Ivanov

B. 14-02-2011

To,
Aaron Trujillo
Ap #146-3132 Cras Rd.
Kingsport NH 56618
Subject: (_____)

Dear Aaron Trujillo,

I am penning down this letter of motivation to apply for ASDFG 2019. I graduated from {name of the University}, {Location} in the year YYYY with Master's Degree in {name of the subject}. Thereafter, I have been working as a {name of the post} for an {industry} company, {location} for {number of years}.

My student life at {name of the university} has prepared me well for my future professional life. It has not only made me a proficient {designation} but also helped me envision for the big. While working for {name of the company}, I was always tempted to take challenges that dragged me out from my comfort zone. It helped me expand my knowledge and sharpen my skills.

The moment I heard about ASDFG 2019; my reaction was like I have to be there. I was genuinely fascinated by the wide range of curriculums offered by the school. I am fluent in reading, writing and speaking {Language 1} {Language 2}, and {Language 3}. And, this is one of the main reasons that I am confident that I can undertake the challenges while pursuing my dream study in ASDFG.

I would like to thank you from the bottom of my heart for reviewing my letter of motivation. If you feel that I can be a suitable candidate for you, I would request you kindly call me for the interview.

Looking forward to hearing from you.
Best Regards,
(Your Signature)
Elmo Lopez

Exercise 3. Write your own motivation letter.

Unit 2.4. STRUCTURE OF A COVER LETTER TO A RESUME OR A LETTER OF EMPLOYMENT

Exercise 1. Study the guide and write your cover letter.

Ваша контактная информация:

Имя и фамилия.

Адрес: Город, область, почтовый индекс.

Номер телефона.

Адрес электронной почты.

Дата. Дата пишется в формате *September 15, 2012* или *05 October, 2012*.

Контактная информация работодателя (если она есть).

Имя и фамилия.

Название компании.

Адрес: Город, штат, почтовый индекс.

Тема. Этот элемент структуры сопроводительного письма иногда опускается. Он подсказывает читателю письма то, о чем будет идти речь в письме: RE: (вписывается вакантная должность). Например, RE: Office Manager или RE: Administrative Assistant (#12345). Цифры в скобках указывают на номер объявления о вакансии в средствах массовой информации.

Обращение. Если Вы знаете имя менеджера по найму, то Ваше обращение должно быть таким: “*Dear Mr. Johnson,*”. Убедитесь, что Вы знаете пол и звание менеджера (Mr. – господин, Ms. – госпожа, Dr. – доктор и т. д.). Если Вы не знаете имя менеджера, то допустимы следующие обращения: *Dear Hiring Manager* – уважаемый менеджер по найму, *Dear Recruiting Team* – дорогая рекрутинг-команда или *Dear (вставляете название компании) Team* – дорогая команда (такой-то компании). В крайнем случае в качестве приветствия напишите стандартную фразу: *To whom it may concern* – Тому, кого это может касаться. Но, старайтесь избегать этой фразы, так как обезличенное обращение вызывает у человека негативные эмоции.

Первый абзац вашего сопроводительного письма на английском. В первом абзаце сопроводительного письма Вы должны упомянуть должность, на которую Вы претендуете, а также сослаться на источник, из которого Вы узнали о вакансии. Источником может быть средство массовой информации либо человек, который знает о вакансии.

Либо, если это касается сопроводительного письма-разведки, нужно упомянуть о Вашем большом желании работать именно в этой организации. Студенту, только что закончившему или заканчивающему обучение, допустимо упомянуть об этом факте в первом абзаце сопроводительного письма на английском языке.

Первый абзац не должен превышать одного-двух коротких предложений. Ниже представлены некоторые распространенные фразы в первом абзаце сопроводительного письма на английском языке:

I am writing to you in replay to your advertising in ...	Я пишу в ответ на Вашу рекламу в ... <i>(в ... средстве массовой информации)</i> .
I have just completed my final year at the University of ...	Я только что закончил ... университет.
My name is Alex and I am a final year student at the ...	Меня зовут Алекс и я студент последнего курса ... <i>(института)</i>
My name is Alex and I am writing in response to your advertisement.	Меня зовут Алекс и я пишу в ответ на Ваше объявление.
I was most interested to read your advertisement for ...	Я был очень заинтересован, когда прочитал Вашу рекламу в ... <i>(в таком-то средстве массовой информации)</i> .
With reference to your vacancy for a ...	В связи с Вашей вакансией для ... <i>(специалиста)</i> .
Please accept this letter as application for the ... position currently advertised in the ...	Пожалуйста, примите это письмо как заявление на замещение вакантной должности ..., которая была объявлена в ... <i>(средстве массовой информации)</i> .
I was thrilled when my friend, Jack Faber, told me there was an opening for ... at your company.	Я был взволнован, когда мой друг, Джек Файбер, рассказал мне, что есть открытая вакансия ... <i>(специалиста)</i> в Вашей компании.

Второй абзац сопроводительного письма на английском. Опишите Ваши навыки, таланты или достижения, но не пере-

усердствуйте. Выберите только лучшие три. Подчеркните соответствие Ваших профессиональных навыков требованиям предлагаемой вакансии. Объясните, почему именно Вы лучший кандидат на эту должность.

I'd like to give you a brief overview of my skills and experience.	Я хотел бы дать Вам краткий обзор моих навыков и опыта.
I am hardworking, analytical and like taking initiative.	Я трудолюбив, инициативен и обладаю аналитическим умом.
I believe that my skill-set matches perfectly with your requirements.	Я считаю, что мой набор навыков идеально сочетается с Вашими требованиями.
I think that my economic activities and a solid track record may be of interest to you.	Я думаю, что моя экономическая деятельность и солидный послужной список могут представлять интерес для Вас.
I'm confident that I am the employee you are seeking because I have all of the qualifications outlined in your job posting.	Я уверен, что я сотрудник, которого Вы ищете, потому что у меня та квалификация, которая озвучена в Вашем объявлении.
The offered post presents an unusual interest to me as it belongs to the field in which I specialize.	Эта вакансия представляет необычайный интерес для меня, так как она относится к области, моей специализации.
I have exceptional verbal and written communication skills.	Я обладаю исключительными устными и письменными коммуникативными навыками.
I have driver's license and can drive rather well.	У меня есть водительские права. Я неплохо вожу автомобиль.
I know that my ... (<i>qualities</i>) would allow me to make a significant contribution to the (<i>Company Name</i>) team.	Я знаю, что мои ... (<i>качества</i>) позволят мне внести существенный вклад в команду (<i>компании</i>).
I believe I possess the right combination of ... (<i>qualities</i>) and ... (<i>qualities</i>).	Уверен, что я обладаю отличной комбинацией ... (<i>качеств</i>) и ... (<i>качеств</i>).

Заключительный абзац сопроводительного письма на английском. Упомяните свое резюме, дайте им повод прочитать его. Попросите вызвать вас на собеседование.

Please take the time to review my resume.	Пожалуйста, найдите время, чтобы рассмотреть мое резюме.
I would enjoy an opportunity to talk with you to see where my skill set would be of the greatest benefit to your company.	Я бы с удовольствием пообщался с Вами, чтобы понять, где мои навыки будут наиболее полезны для компании.
As you can see from my resume, my experience and qualifications match this position's requirements.	Как Вы видите из моего резюме, мой опыт и квалификация соответствуют требованиям этой вакансии.
The attached resume details my extensive experience and training.	В прилагаемом резюме представлены подробности моего обширного опыта и подготовки.
At a personal meeting I would like to discuss with you how I will contribute to the continued growth of your company.	При личной встрече я хотел бы обсудить с Вами, как я могу способствовать дальнейшему росту Вашей компании.
I can supply references from ... if required.	При необходимости я могу предоставить рекомендации из ... (организации).
If you agree that my qualifications perfectly match your requirements, please call me at (111) 111-1111 to arrange an interview.	Если вы согласны, что моя квалификация вполне соответствует Вашим требованиям, пожалуйста, позвоните мне по телефону (111) 111-1111, чтобы договориться об интервью.

Благодарность. После заключительного абзаца поблагодарите менеджера по найму.

Thank you for your attention.	Спасибо за внимание.
Thank you for your time.	Спасибо за Ваше время.
I would be very grateful if you would consider my application	Я был бы очень благодарен, если Вы рассмотрите мое заявление.
Thank you for your help.	Спасибо за Вашу помощь.
Thank you for your early attention to this request.	Заранее благодарю за быстрый ответ на мою просьбу.
Thank you for your time, and I look forward to speaking with you.	Спасибо за потраченное время, и я с нетерпением жду разговора с Вами.

Заключительная вежливая фраза. После этой фразы ставится запятая.

Sincerely yours,	Искренне ваш,
Yours faithfully,	С уважением,
Very truly yours,	Искренне ваш,
Respectfully yours,	С уважением,
Sincerely,	С уважением,

Подпись. Здесь пишется ваше имя и фамилия.

Примечание. В примечании обычно вписывается ссылка на прилагаемое к сопроводительному письму резюме и/или рекомендательные письма.

Enclosure: Resume	Приложено: Резюме
Enc: Resume	Прил: Резюме
Enclosures: Resume, three reference letters and proof of licensure.	Приложение: резюме, три рекомендательных письма и подтверждающая лицензия.

Nota Bene. Информация в сопроводительном письме на английском языке (письме о приеме на работу) и в резюме не должна повторяться. Сопроводительное письмо должно показать вашу мотивацию, лидерские качества, амбиции, планы, личностные качества. Резюме же – это хронологический послужной список, рассказывающий о вашем образовательном и деловом опыте.

Сопроводительное письмо на английском языке не должно занимать более одной страницы текста.

Tom Garryson
7834 Divino street, Chicago, Illinois

Trend&Fashion
9034 Groom Street , Chicago, Illinois
USA, 90345

May 12, 2012

Dear Sirs,

I would like to apply for the job of courier in your company. I need part-time job and I am ready to work at the time convenient for you. I have a car for long distances and a bicycle for going round the city. I am very communicative and reliable. More information about me you may learn from my resume attached here.

With respect,
Tom Garryson

Andrew Roll
7834 Central street
Chicago, Illinois

Trend&Fashion
9034 Groom Street
Chicago, Illinois
USA, 90345

August 01, 2012

Dear Sirs

I have just completed my final year at the University of Chicago and would like to apply for a position of Marketing Specialist in your company. I do not have any work experience but I have a great wish to become the part of your company and do my best for its success. I attached my CV so that you can learn more information about me. You may invite me for an interview at any time convenient for you. Thank you for your time.

With respect,
Andrew Roll

Kira Stan
7834 East street
Chicago, Illinois

Trend&Fashion
9034 Groom Street
Chicago, Illinois
USA, 90345

July 12, 2001

Dear Sirs

With reference to your vacancy for Office Manager I am sending you my CV attached to this letter. I have an experience of working as a secretary for 2 years in a small company where I had no career prospects. I am the Bachelor of Business Administration and so I think my education would allow me to make a significant contribution to your company. I would be very grateful if you consider my application.

With respect,
Kira Stan

OUR RECOMMENDATIONS

Best Thank-You Email after an Interview with Examples

A lot has changed in the job interview process over the years. It's not uncommon, for instance, for a candidate to be asked to participate in a video interview, demonstrate their personal brand by providing links to their social media pages, or do some sample work on spec to prove that they're qualified for the job.

One thing that hasn't changed is the need to send a thank-you note to your interviewers to express appreciation for the opportunity to meet with them, which can be done via email for more immediate follow-up.

The Benefits of Sending a Thank-You Email. Sending a thank-you email has a couple of important advantages over the old-fashioned, paper-and-ink variety of thank-you letter.

With an email, for example, you can do more than remind your prospective employer of your qualities and skills: You can actually show them by including a link to your online portfolio, LinkedIn account, or professional social networking profiles. Sending an email immediately after or within 24 hours of a job interview is crucial if the hiring manager will be making a quick decision.

Ideally, your note will reach the interviewer prior to a hiring decision and while your meeting is still top of mind.

What to Include in Your Email. Your thank-you note should be brief and to the point. A couple of brief paragraphs are sufficient. There are a few fundamental things to remember when writing your note. Be sure to include your name or the name of the position and the words "thank you" in the subject line. This will ensure that the hiring manager sees your response and knows that your email is important. It's also a good idea to remind the interviewer of your qualifications, making sure to mention some of the keywords in the original job listing (or those that came up during the interview itself). You'll also want to provide links to your online portfolios and other professional sites and networks.

Tips for Writing an Interview Thank-You Email. Here are additional tips for writing a strong thank-you email after a job interview and what to include:

- ***Express Why You Want the Job:*** In addition to thanking the person you interviewed with, your thank-you note should reinforce the fact

that you want the job, so view this thank-you as a follow-up “sales” letter. Restate why you want the job, what your qualifications are, and how you might make significant contributions.

- *Bring Up Anything You Wish You Had Said:* Your message is also the perfect opportunity to discuss anything of importance that your interviewer neglected to ask. For example, if you didn’t have a chance to explain why you thought that you would fit in well with the company culture, you might briefly state this in the email.

- *Revisit Any Issues Brought Up During the Interview:* Finally, use your letter to address any issues and concerns that came up during the interview, including topics you neglected to answer as thoroughly as you might have wished. For instance, if you feel that you botched an interview question, you could explain your answer in more detail here.

What to List in the Subject Line. In the subject line, provide just enough information about why you are sending the email. Include the phrase “thank you” and either your name or the title of the job you interviewed for (or both). Some examples of subject lines include:

- Thank You – First Name Last Name
- Thank You – Job Title
- Thank You – First Name Last Name, Job Title
- Thank You – Job Title, First Name Last Name
- Job Title, First Name Last Name – Thank You

Interview Thank-You Email Example. The thank-you email example below provides a template to use for your own thank-you email. Keep in mind that this sample is intended to give you a sense of how to format your email and to demonstrate what information should be included. You’ll need to tailor it to reflect your own circumstances.

Subject Line of the Message: Thank You – Assistant Account Executive Interview

Dear Mr./Ms. *Last Name*:

I enjoyed speaking with you today about the assistant account executive position at the Smith Agency. The job seems to be an excellent match for my skills and interests. The creative approach to account management that you described confirmed my desire to work with you.

In addition to my enthusiasm, I will bring to the position strong writing skills, assertiveness, and the ability to encourage others to work cooperatively with the department. I appreciate the time you took to interview me. I am very interested in working for you and look forward to hearing from you regarding this position.

Sincerely,
Your Name
Address
City, State, Zip Code
Email Address
Phone Number
[*LinkedIn URL*]

Send Separate Emails to Each Interviewer. If you're interviewed by several people, ask for their business cards at the conclusion of the interview so you'll have the contact information for each thank-you email. Then, send email messages to each person who interviewed you. Your messages should vary somewhat so that the recipients can't compare notes later and feel as if they just got a chain email.

Things to Avoid When Following Up. By sending a thoughtfully expressed "thank-you" email immediately after your interview, you'll affirm the positive impressions you made during your talk, keep your candidacy top of mind as final hiring decisions are made, and demonstrate that you have the good manners and proactive communications skills employers desire in their personnel.

At the same time, there are also a few things you should avoid:

- ***Don't Hound Your Interviewers:*** Initiatives such as a thank-you email and a follow-up a week or so later are more than enough. Beyond that, you won't be promoting yourself; you'll be stressing them out. Remember that your goal is not only to show the hiring managers that you're qualified but also to convince them that they want to work with you.

- ***Don't Send Anything That Makes You Look Bad:*** This includes personal social media profiles that contain unprofessional pictures or behavior. Err on the side of caution when determining this. You might see nothing wrong with a photo of you enjoying a margarita on a tropical vacation, but the hiring manager might feel differently. Likewise, don't send memes or be too casual in the tone of your email by using internet acronyms, etc.

- ***Don't Overwrite:*** Keep your message short and focused. The interviewer will not want to read a very long thank-you email. Focus on saying "thank you" and briefly reiterating your interest in the position.

- ***Don't Send Misspelled or Grammatically Incorrect Emails:*** Even professional editors make mistakes when they try to work on their own. Get another set of eyeballs to look over your work before you hit "send."

Part 3

JOB INTERVIEW

Unit 3.1. JOB INTERVIEW TYPES

Exercise 1. Make sure you know the following words and word combinations.

To hire	Anxiety
To turn back	Conversation
To respond	A fear of failure
To stumble over	Polite
To leave out	Silly
To think outside the box	On one's own
To improve	Small talk
Stress	Tough

Exercise 2. Read the text and explain:

- 1) what a job interview is;
- 2) what aims a job interview has;
- 3) the connection between a job interview and a hiring decision.

A Job Interview

A job interview is an interview consisting of a conversation between a job applicant and a representative of an employer which is conducted to assess whether the applicant should be hired. Interviews are one of the most popularly used devices for employee selection. Interviews vary in the extent to which the questions are structured, from a totally unstructured and free-wheeling conversation, to a structured interview in which an applicant is asked a predetermined list of questions in a specified order; structured interviews are usually more accurate predictors of which applicants will make suitable employees, according to research studies.

A job interview typically precedes the hiring decision. The interview is usually preceded by the evaluation of submitted résumés from interested candidates, possibly by examining job applications or reading many resumes. Next, after this screening, a small number of candidates for interviews is selected.

Employers conduct different types of job interviews, such as behavioral interviews, case interviews, group interviews, phone and video interviews, second interviews, and even interviews held during a meal.

Interviewers use behavioral based interviews to determine how the applicants have handled various job situations in the past. The idea is that the past behavior predicts how a person will act in the new job. Applicants don't get many easy "yes" or "no" questions and in most cases, they need to answer with an anecdote about a previous experience.

Interviews that include the interviewer giving applicants a business scenario and asking them to manage the situation are called case interviews. This interview type is most often used in management consulting and investment banking interviews and requires applicants to show off their analytical ability and problem-solving skills.

Employers may hold group interviews because they're often more efficient than one-on-one interviews. Group interviews can involve an applicant being interviewed by a group (or panel) of interviewers or one interviewer and a group of applicants.

As an applicant passed the first interview and just got an email or call to schedule a second interview. This interview will be more detailed and may be several hours long.

One of the reasons employers take job candidates out to lunch or dinner is to evaluate their social skills and to see if they can handle themselves gracefully under pressure. Applicants should remember they are still being observed so use their best table manners, choose foods that aren't too messy.

There are other interviews an applicant may experience throughout the career. These employment-related interviews include exit interviews, mock interviews, and informational interviews.

Exercise 3. A. Work in groups, sum up the ideas about job interviews. Fill in the first two columns of the Job Interview chart.

What I know is...	I want to know...	I actually found out...

B. Look through the Job Interview Types for the missing information. Add the data into the third column (including the distinctive features of various interview kinds).

Types of Job Interview

Employers conduct different types of job interviews, such as behavioral interviews, case interviews, group interviews, phone and video interviews, online interviews, second interviews, and even interviews held during a meal.

Those are important job interviews to understand if you're searching for a job, but there are other interviews you may experience throughout your career. These employment-related interviews include exit interviews, mock interviews, and informational interviews.

Behavioral Interview. Interviewers use behavioral based interviews to determine how you've handled various job situations in the past. The idea is that your past behavior predicts how you'll act in the new job. You won't get many easy "yes" or "no" questions and in most cases, you'll need to answer with an anecdote about a previous experience.

Case Interview. Interviews, that include the interviewer giving you a business scenario and asking you to manage the situation, are called case interviews. They're most often used in management consulting and investment banking interviews and require you to show off your analytical ability and problem-solving skills.

Competency Based Interview. Interviews, that require you to give examples of specific skills, are called competency-based interviews, or job specific interviews. The interviewer will ask questions that will help them determine if you have the knowledge and skills required for the specific job.

Exit Interview. An exit interview is a meeting between an employee who has resigned or been terminated and the company's Human Resources department. Companies conduct these types of interviews, so they can learn more about the work environment and get job feedback. You may be asked why you left your job, why are you taking a new job, and what would you change about your job. These tips will help you handle an exit interview so you can move on gracefully.

Final Interview. The final interview is the last step in the interview process and the last interview you find out whether or not you'll get a job offer. This type of interview is usually conducted by members of upper management. The key to a final interview is to take it as seriously as all the preliminary interviews – just because you were asked in for a final interview doesn't mean you got the job yet.

Group Interview. Employers may hold group interviews because they're often more efficient than one-on-one interviews. There are two types of group interviews: one involves an applicant being interviewed by a group (or panel) of interviewers; the other involves one interviewer and a group of applicants.

Informal Interview. Hiring managers may begin the screening process with a relaxed, informal conversation instead of a formal inter-

view. This is more of a casual discussion than a typical job interview. On a similar note, a chat over a cup of coffee is another less formal type of job interview.

Informational Interview. An informational interview is used to collect information about a job, career field, industry or company. In this case, you're the interviewer and you find people to speak with so you can learn more about a specific field.

Mock Interview (*собеседование-репетиция*). A mock interview provides you with an opportunity to practice for an interview and receive feedback. Although you can do an informal mock interview with a friend or family member, a mock interview with a career coach, counselor or university career office will give the best feedback.

Off-Site Interview (*выездное собеседование*). Employers sometimes schedule job interviews in a public place, like a coffee shop or restaurant. Perhaps there is no local office or maybe they don't want current employees to know about the possibility of a new hire. In any case, it's good to be prepared for off-site interviews.

On the Spot Interview (*собеседование на месте*). Sometimes you'll be expected to do an on the spot interview. For example, you may turn in your application and be asked to do an interview right away. Or when an organization (typically retail or hospitality) announces they will be holding open interviews on a specific date. In situations like these, hiring personnel use on-the-spot interviews to screen applicants and immediately decide who should and should not be included in the next step of the recruiting process.

Panel Job Interview (*групповое собеседование*). A panel job interview takes place when you're interviewed by a panel of interviewers. You may meet with each panel member separately or altogether. And sometimes there will be a panel of interviewers and a group of candidates all in one room.

Phone Interview. While you're actively job searching, you may need to be prepared for a phone interview on a moment's notice. Companies often start with an unscheduled phone call, or maybe you'll get to schedule your call. In either case, it's good to be ready and prepared to ask phone interview questions to ask the interviewer as well.

Restaurant Interview. One of the reasons employers take job candidates out to lunch or dinner is to evaluate their social skills and to see if they can handle themselves gracefully under pressure. Remember you're still being observed when you participate in a job interview at a restaurant

so use your best table manners and choose foods that aren't too messy. Also take a look at what to wear when interviewing over a meal.

Second Interview. You passed your first interview and you just got an email or call to schedule a second interview. This interview will be more detailed and may be several hours long.

Structured Interview. A structured interview is typically used when an employer wants to assess and compare you with candidates in an impartial way. Essentially, the interviewer asks all the candidates the same questions. If the position requires specific skills and experience, the employer will draft interview questions focusing exactly on the abilities the company is seeking.

Unstructured Job Interview. An unstructured interview is a job interview in which questions may be changed based on the interviewee's responses. While the interviewer may have a few set questions prepared in advance, the direction of the interview is rather casual, and questions flow is based on the direction of the conversation. Unstructured interviews are often seen as less intimidating than formal interviews. However, because each interviewee is asked different questions, this method is not always reliable.

Video Interview. Perhaps you've applied for a remote job or you're interviewing for a position in another state (or country). Software programs such as Skype, Zoom, and FaceTime making video calling easy and video interviews are becoming more common.

Exercise 4. Say which type of job interview ...

- 1) ... aims at to assessing and comparing candidates in an impartial way;
- 2) ... held during a meal;
- 3) ... depict how you've handled various job situations in the past;
- 4) ... require you to give examples of specific skills;
- 5) ... is more detailed and may be several hours long;
- 6) ... is the most relaxing.

Exercise 5. Discuss the questions. Watch part I of a video called "How to Interview for a Job in American English" (00:00 – 00:59) and check your guesses.

- 1) Is a job interview an easy procedure?
- 2) How can a person feel before the job interview?
- 3) What should a candidate take into account before going to the interview?

Exercise 6. Watch part I of a video called “How to Interview for a Job in American English” (00:00 – 00:59) again and fill in the missing information:

“Interviewing for a (1) ... can be a huge source of (2) ... and (3) And if you’re interviewing for a job in a non-native (4) ... , the (5) ... can be even higher”.

Exercise 7. Work in pairs. Complete the conversations. Then watch the episode again and check.

a) – How are you doing?

– _____.

b) – _____

– I’m doing really well. It’s such a nice day out there.

– It is! It was perfect weather all weekend.

– _____

c) – Did you do anything interesting over the weekend?

– _____.

– That sounds nice.

– It was. _____?

– I worked this weekend, but I got a lot done, so that was good.

– It does feel good to get work done!

Exercise 8. Look at the word cloud.

A. Find conversational formulas expressing

a) greeting; b) possible replies; c) farewell.

See you tomorrow.
How are you?
See you later.
Very well, thank you
Not bad.
Hello! So long.
Not too well. Good-bye! Bye-bye.
Good morning! So-so.
Glad to meet you!
Good night. How do you do?
Cheerio.
Good evening!
See you soon!
Good afternoon!

B. Think of more conversational formulas that you can add to the list.

C. Make up mini-dialogues using the conversational formulas. Role-play your own small talks.

Exercise 9. A. Watch part I of a video called “How to Interview for a Job in American English” (00:59 – 02:57) again and tell whether the statements are true or false.

1. Most interviews will start out with the first question.
2. Small talks include personal and professional questions.
3. Small talks help employers relax.
4. You need to be polite and friendly during the small talk and the interview.
5. You can feel free to turn the question back to the interviewer.
6. Small talk is used to build a more comfortable environment after the interview.
7. It is impossible to practice small talk on your own.

B. Read the examples of a small talk. Which of them are likely to happen during the job interview? Explain your choice.

<p><i>Ask about something you have in common</i></p> <p>– So how do you know Joe? [host of the party]</p> <p>– This house is huge. Have you seen the upstairs?</p> <p>– You found the cocktail bar too. How’s that drink?</p>	<p><i>Compliment what they’re wearing, then ask about it.</i></p> <p>– That’s a cool scarf. What’s the material?</p> <p>– Your drink looks amazing. What is that made of?</p> <p>– Those headphones look legit. Do they work well?</p>
<p><i>Restate what they just said, with superfluous words of enthusiasm.</i></p> <p>A: I went to <i>Tahoe</i> this weekend.</p> <p>B: That’s awesome! You were in <i>Tahoe</i>!</p> <p>A: Yeah. Snow conditions are amazing this <i>year</i>.</p> <p>B: Nice! I love skiing when there’s good snow.</p>	<p><i>Pick a noun they used, and state a fact about in.</i></p> <p>A: I went to <i>Tahoe</i> this weekend.</p> <p>B: Heard there’s lots of snow in <i>Tahoe</i> this year.</p> <p>A: Yeah. Snow conditions are amazing this <i>year</i>.</p> <p>B: And it’s been <i>years</i> since we’re had good snow.</p>
<p><i>Pick a noun they used, and ask a question about in.</i></p> <p>A: I went to <i>Tahoe</i> this weekend.</p> <p>B: Awesome. Did you go skiing in <i>Tahoe</i>?</p> <p>A: Yeah. Snow conditions are awesome this <i>year</i>.</p> <p>B: Nice. Do you ski there every <i>year</i>?</p>	<p><i>To exit the conversation, ask where the bathroom is.</i></p> <p>A: Hey do you know where the bathroom is?</p> <p>B: Yeah it’s near the cocktail bar.</p> <p>A: Thanks! Alright, I’m going to head over there. Nice talking to you.</p> <p>B: You too. See ya.</p>

Unit 3.2. JOB INTERVIEW QUESTIONS

Veni, vidi, vici. Julius Caesar
Practice makes perfect.

Classic questions touch on the essentials hiring managers want to know about every candidate: who you are, why you're a fit for the job, and what you're good at. You may not be asked exactly these questions in exactly these words, but if you have answers in mind for them, you'll be prepared for just about anything the interviewer throws your way.

Exercise 1. Look through the list of the common interview questions. Which of them are (a) personal, (b) professional, and (c) tricky?

- Tell Me About Yourself.
- How Did You Hear About This Position?
- Why Do You Want to Work at This Company?
- Why Do You Want This Job?
- Why Should We Hire You?
- What Are Your Greatest Strengths?
- What Do You Consider to Be Your Weaknesses?
- What Is Your Greatest Professional Achievement?
- Tell Me About a Challenge or Conflict You've Faced at Work, and How You Dealt With It.
- What's a Time You Exercised Leadership?
- What's a Time You Disagreed With a Decision That Was Made at Work?
- Tell Me About a Time You Made a Mistake.
- Tell Me About a Time You Failed.
- Why Are You Leaving Your Current Job?
- Why Were You Fired?
- Why Was There a Gap in Your Employment?
- Can You Explain Why You Changed Career Paths?
- What's Your Current Salary?
- What Do You Like Least About Your Job?
- What Are You Looking for in a New Position?
- What Type of Work Environment Do You Prefer?
- What's Your Management Style?
- How Would Your Boss and Coworkers Describe You?
- How Do You Deal With Pressure or Stressful Situations?
- What Do You Like to Do Outside of Work?

- Are You Planning on Having Children?
- How Do You Prioritize Your Work?
- What Are You Passionate About?
- What Motivates You?
- What Are Your Pet Peeves?
- How Do You Like to Be Managed?
- Where Do You See Yourself in Five Years?
- What's Your Dream Job?
- What Other Companies Are You Interviewing With?
- What Makes You Unique?
- What Should I Know That's Not on Your Resume?
- What Would Your First 30, 60, or 90 Days Look Like in This Role?
- What Are Your Salary Requirements?
- What Do You Think We Could Do Better or Differently?
- When Can You Start?
- Are You Willing to Relocate?
- How Many Tennis Balls Can You Fit Into a Limousine?
- If You Were an Animal, Which One Would You Want to Be?
- Sell Me This Pen.
- Is There Anything Else You'd Like Us to Know?
- Do You Have Any Questions for Us?
- Bonus Questions



Common Question:

“Tell me a little bit about yourself”

Exercise 2. What is tricky about this easy question? Read to find out!

Tell about yourself. This question seems simple, but it's crucial to prepare for it. Don't give your complete employment (or personal) history. Instead give a pitch – one that's concise and compelling and that shows exactly why you're the right fit for the job. Talk a little bit about your current role (including the scope and perhaps one big accomplishment), then give some background as to how you got there and experience you have that's relevant. Finally, segue into why you want – and would be perfect for – this role.

Exercise 3. Watch part I of the video called “How to Interview for a Job in American English” (02:57 – 05:00) again and fill in the missing information.

It's very (1) ... for (2) ... to simply ask you to tell them about (3) That can feel overwhelming! But don't (4) ... ; what they really

want you to focus on is your (5) ... and work (6) You can also let them know what areas you have a lot of (7) ... in, or what your (8) ... are when answering this (9) Here are a few different (10) ... to begin your answer.

Exercise 4. Who says the following phrases (Rachel, the Interviewer)? Put them into the right order to get a part of a job interview. Watch the video again to check.

1. After graduation, I was hired at Happy Kid's Creative. I've been there for the past five years and am currently the Director of Toy Production. During that time sales have grown steadily.

2. That's great!

3. So, to get started, why don't you tell me a little bit about yourself?

4. It's been a great experience, but I've run out of room to grow with HKC and I'm looking for new opportunities. I have a lot of experience leading teams in the creative process and finding new markets for the products that we create.

5. Sure. I studied at the University of Florida and graduated in 2010 with a Masters Degree in Toy Design.

Exercise 5. A. Complete the answers with correct prepositions.

"I studied (1) ... Harvard University and graduated 2012 (2) ... a degree (3) ... business".

"I've been working (4) ... Smith Incorporated (5) ... 10 years as a manager. I have 12 years (6) ... experience (7) ... graphic design".

"Because (8) ... my time (9) ... Verizon, I have a lot of experience (10) ... providing customer service".

B. Make the sentences true for you.

C. Role-play the beginning of a job interview (a Small Talk + question 1).



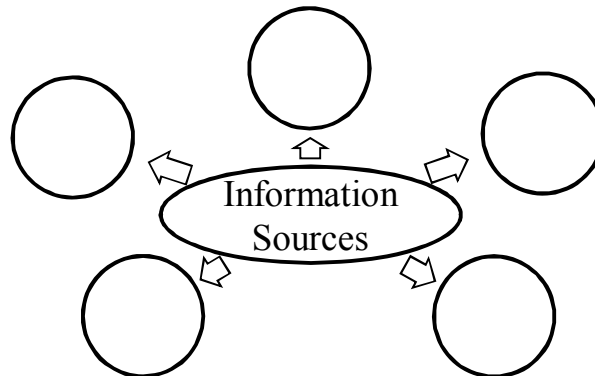
Common Question:

"Can you tell me how you heard about this position?"

Exercise 6. What should a candidate do to nail the question? Read to find out!

How did you hear about this position? This is actually a perfect opportunity to stand out and show your passion for and connection to the company. For example, if you found out about the gig through a friend or professional contact, name drop that person, then share why you were so excited about it. If you discovered the company through an event or article, share that. Even if you found the listing through a random job board, share what, specifically, caught your eye about the role.

Exercise 7. A. What can be a source of information? Work in pairs, brainstorm your ideas. Fill in the spidergram.



B. Watch part II of the video called “How to Interview for a Job in American English” (01:00 – 02:25). Add more options.

Exercise 8. Watch the video again and complete the answers with the right data.

“I heard (1) ... the position (2) ... one (3) ... your current (4) ... , Bob Greene”. “I heard (5) ... the position (6) ... my (7) ... Liz Miller, who works in Accounting”. “I (8) ... this position on LinkedIn”. “I (9) ... (10) ... the position (11) ... your (12) ...”.

Exercise 9. Who says the following phrases (Rachel, the Interviewer)? Put them into the right order to get a part of a job interview. Watch the video again to check.

1. That’s great. Can you tell me how you heard about this position?
2. What attracted you to our company?
3. Of course. A friend of mine saw the position listed on LinkedIn and forwarded it to me, so I spent some time on your website learning about the position and the company.
4. I also read an article in Business Weekly about your work that really got me interested.

Common Question:
“What attracted you to our company?”

Exercise 10. What do Cover Letters have in common with this question? Read and find the answer!

Why Do You Want to Work at This Company? Do your research and point to something that makes the company unique that really appeals to you; talk about how you’ve watched the company grow and

change since you first heard of it; focus on the organization’s opportunities for future growth and how you can contribute to it; or share what’s gotten you excited from your interactions with employees so far. Whichever route you choose, make sure to be specific. And if you can’t figure out why you’d want to work at the company you’re interviewing with by the time you’re well into the hiring process? It might be a red flag telling you that this position is not the right fit.

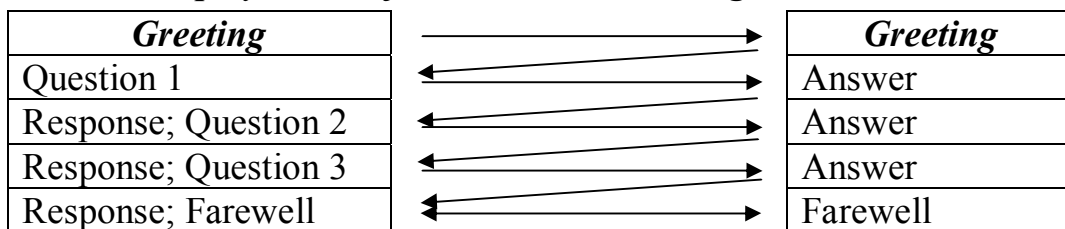
Exercise 11. Watch the video (02:25 – 03:57) again and complete the answers with right data.

“I was really (1) ... with your commitment to renewable energy”. “I was very (2) ... to learn that you (3) ... your research department so strongly”. “I (4) ... that you (5) ... employees to (6) ... time with each other (7) ... the (8) ... , and that is something I really (9) ...”.

Exercise 12. A. Who says the following phrases? Put them into the right order to get a part of a job interview. Watch the video again to check.

1. You’ve obviously done your homework. What would you say is your greatest strength?
2. I love your continuing education initiatives, where you pay for employees to educate themselves in new techniques and skill sets. I think that really helps to build employee satisfaction and loyalty.
3. What attracted you to our company?
4. To be honest, what really caught my eye was your focus on growth. I was really impressed with your ambitious goals and the clear plan you have for achieving those goals. I also like the support you provide for your employees.

B. Role-play a short job interview according to the scheme.



Common Question:
 “What would you say is your greatest strength?”

Exercise 13. Read the text and give advice on answering this question.

What are your greatest strengths? When answering this question, think quality, not quantity. In other words, don’t rattle off a list of

adjectives. Instead, pick one or a few (depending on the question) specific qualities that are relevant to this position and illustrate them with examples. Stories are always more memorable than generalizations. And if there's something you were hoping to mention because it makes you a great candidate, but you haven't had a chance yet, this would be the perfect time.

Exercise 14. Watch video 2 (03:57 – 06:15) and correct the wrong statements.

1. This question gives you the chance to talk about what you do really well as an friend, and as a professional. 2. You are to share the qualities without examples. 3. To practice answering this question, you should write down: "My greatest strength is ...". 4. You should put down how the strengths are demonstrated in your life and education. 5. Answering this question is all about memorizing written text. 6. In the interview, you'll only want to use one or two answers

Exercise 15. On a sheet of paper, write 3 strengths of your partner and 3 yours strengths. Be ready to explain why you've written exactly these qualities Work in pairs. Exchange the sheets. Comment on the results.

My greatest strength is

I find that this is very important when I

Exercise 16. A. Who says the following phrases? Put them into the right order to get a part of a job interview. Watch the video again to check.

1. I would say, my greatest strength is a combination of enthusiasm and persistence. My work ethic won't let me settle for less than my best.

2. What would you say is your greatest strength?

3. Can you tell me about a time where you suffered a setback and had to maintain your enthusiasm?

4. I'm able to persevere through challenges and setbacks without falling into frustration or anger. I've noticed that this tends to keep those around me in good spirits as well, which is a plus.

5. That's very good.

B. Role-play a short job interview.



Common Question:

“Can you tell me about a time when you suffered a setback and had to maintain your enthusiasm?”

Exercise 17. A. Watch part 3 of the video (00:59 – 02:26) and complete the questions with the missing information.

1. “Tell me (1) ... a time when you had to (2) ... a difficult (3) ... or coworker”. 2. “Tell me (4) ... a time when you had to (5) ... to a crisis”. 3. “Tell me (6) ... a time when you had to (7) ... difficult (8) ... ”. 4. “How would you (9) ... a situation where you and your supervisor (10) ... about an issue or course of action?”

B. Discuss the questions with your partner.

1. Do you have any professional difficulties? What are they? 2. Have you ever had an argument with your teachers? 3. Did you do anything to prevent the conflict? 4. What did you do to succeed?

Exercise 18. A. Who says the following phrases? Put them into the right order to get a part of a job interview. Watch the video again to check.

1. So, in many ways, the competitor’s product became the key to our success.

2. That sounds like a great victory. Now. What would you consider your greatest weakness?

3. I asked them to go out and buy the competitor’s product and make a list of anything they wished the toy could do that it didn’t. It turned out that the list was pretty long. We added these items to our toy, and launched a far superior product 6 months later.

4. As the leader of the project, I knew that my reaction would set the tone for the group. I acknowledged that it was a setback, but challenged the group to think of this as a blessing in disguise.

5. Can you tell me about a time where you suffered a setback and had to maintain your enthusiasm?

6. Sure. One definitely comes to mind. Last year a project for a new toy was in its final stages after two years of work. As we were looking at the branding and working up a final marketing plan, a competitor launched a version of the exact same toy that we were launching.

B. Role-play a short job interview.



Common Question:

“What do you consider to be your greatest weakness?”

Exercise 19. Read and translate the text.

What Do You Consider to Be Your Weaknesses? What your interviewer is really trying to do with this question – beyond identifying any major red flags – is to gauge your self-awareness and honesty. So, “I can’t meet a deadline to save my life” is not an option – but neither is “Nothing! I’m perfect!” Strike a balance by thinking of something that you struggle with but that you’re working to improve. For example, maybe you’ve never been strong at public speaking, but you’ve recently volunteered to run meetings to help you get more comfortable when addressing a crowd.

Exercise 20. Choose the right option. Watch the video (02:27 – 05:25) and check.

1. You want to be as ... as possible when answering this question.
 - a) cunning
 - b) honest
 - c) greedy
 - d) smart
2. This question is an opportunity to show a future employer that you know yourself, and are willing to work to ... yourself.
 - a) promote
 - b) develop
 - c) sell
 - d) improve
3. ... is a good example of a weakness.
 - a) fear of failure
 - b) ice-cream
 - c) attention to detail
 - d) public speaking
4. You should think of
 - a) books that you’ve read
 - b) something you’ve struggled with
 - c) ways that you’ve worked to improve
 - d) classes you’ve taken
5. The important thing is to show that you are aware of your ...
 - a) headache
 - b) Achilles’ heel
 - c) weak spots
 - d) week sport

Exercise 21. A. On a sheet of paper, write down 2 of your downsides. DO NOT put down your name. Hand in the paper.

My greatest weakness is It shows up in my work when The ways I’ve worked to improve in this area are

B. Work in groups. Draw a piece of information. Think of presenting the drawbacks in a positive way. Suggest the ways of improving.

Exercise 22. Who says the following phrases? Put them into the right order to get a part of a job interview. Watch the video again to check.

1. Fear of public speaking is a very common fear.
2. No, my biggest weakness is public speaking. It's something that I've spent a lot of time working on and in which I've improved a great deal. I'm very comfortable in smaller meetings with my teams.
3. I'm in the same boat on that one!
4. Now, what do you consider to be your biggest weakness?
5. But when I present an idea or concept to a larger audience, I still experience some stage fright. At this point, I can handle these situations professionally, but I would like to be more comfort in these moments so I can really enjoy the experience of presenting, rather than just survive it.
6. Chocolate. Just kidding!

Exercise 23. Look through the text. Make up your answers to the questions in a bold type.

Your Ultimate Guide to Answering the Most Common Interview Questions

Tell about a challenge or conflict you've faced at work, and how you dealt with it. You're probably not eager to talk about conflicts you've had at work during a job interview. But if you're asked directly, don't pretend you've never had one. Be honest about a difficult situation you've faced (but without going into the kind of detail you'd share venting to a friend). "Most people who ask are only looking for evidence that you're willing to face these kinds of issues head-on and make a sincere attempt at coming to a resolution," former recruiter Rich Moy says. Stay calm and professional as you tell the story (and answer any follow-up questions), spend more time talking about the resolution than the conflict, and mention what you'd do differently next time to show "you're open to.

What do you like least about your job? Tread carefully here! The last thing you want to do is let your answer devolve into a rant about how terrible your current company is or how much you hate your boss or that one coworker. The easiest way to handle this question with poise is to focus on an opportunity the role you're interviewing for offers that your current job doesn't. You can keep the conversation positive and emphasize why you're so excited about the job.

What's your management style? The best managers are strong but flexible, and that's exactly what you want to show off in your answer.

(Think something like, “While every situation and every team member requires a bit of a different strategy, I tend to approach my employee relationships as a coach...”). Then share a couple of your best managerial moments, like when you grew your team from five to 15 or coached an underperforming employee to become the company’s top salesperson.

Where do you see yourself in five years? If asked this question, be honest and specific about your future goals, but consider this: a hiring manager wants to know: a) if you’ve set realistic expectations for your career, b) if you have ambition, and c) if the position aligns with your goals and growth. Your best bet is to think realistically about where this position could take you and answer along those lines. It’s OK to say that you’re not quite sure what the future holds, but that you see this experience playing an important role in helping you make that decision.

What’s your dream job? Along similar lines, the interviewer wants to uncover whether this position is really in line with your ultimate career goals. While “a TV star” might get you a few laughs, a better bet is to talk about your goals and ambitions – and why this job will get you closer to them.

What are your salary requirements? The 1st rule of answering this question is doing your research on what you should be paid by using sites and reaching out to your network. You’ll likely come up with a range, and we recommend stating the highest number in that range that applies, based on your experience, education, and skills. Then make sure the hiring manager knows that you’re flexible. You’re communicating that you know your skills are valuable, but that you want the job and are willing to negotiate.

What kind of team player are you? Team performance is based on many things but one of the critical aspects is the composition of its team members. A high performance team is comprised of diverse team members that have come to understand and respect each other. However, sometimes it’s not so easy to recognize the important contribution towards the performance of the team that different members bring to the table. And maybe other team members don’t understand the role you play in the team and how you contribute towards team performance.

So there are 5 types of team members: 1) the creative spark; 2) the productive dynamo; 3) the team driver; 4) the intellectual powerhouse; and 5) the maven influencer. Follow the link to pass a test on team member type: <https://www.actioned.com/team-performance-types-team-members/>.

Type of Team Member	Contribution to Team Performance	Possible Team Performance Issues	Team Management Tips
The creative spark (the ideas machine for the team!)	He is always looking for innovative new ways to do things and are great at thinking outside the box. His creative thinking, optimistic nature, and focus on improvement makes them a fantastic asset to the team.	He can become bored if there is not enough stimulus and projects take too long. They are also not great with details and their work can appear careless at times.	Ensure that the creative needs of these team members are met – if necessary, with extra projects outside of their core role. Provide checklists and coaching for quality assurance.
The productive dynamo (the workhorse of the team)	He is focused on getting things done and enjoy achieving goals. While other people are <i>talking about things</i> , they're actually <i>doing</i> them. He works hard and can handle anything that's thrown at them. All great teams need him onboard!	He can sometimes be so engrossed in the work that they forget to ask enough questions or challenge whether something should even be done at all. He can spend a lot of time perfecting things that may not warrant that level of attention. He can also become burnt out if his workload is not managed carefully.	Coach this team member in taking time to prioritize and triage their work. Encourage them to let you know if they have too much on their plate.

Type of Team Member	Contribution to Team Performance	Possible Team Performance Issues	Team Management Tips
The team driver (the glue that holds the team together!)	He keeps everyone organized and on task and are not afraid to follow up. He is great at facilitating meetings and putting in systems that keep everything running and moving forward. Without him on board, it's very difficult for teams to work together!	Sometimes, he can get so focused on the process of the team that they miss the bigger picture. He can also be intolerant of team members that work in a more ad hoc manner.	Encourage this team member to recognize the value that different types of team members bring to the team. Have a clear team or business vision and remind this team member of the overall goal.
The intellectual powerhouse (the brains of the team)	When something goes wrong, he is the person everyone turns towards to find a solution and solve the problem. He is highly analytical and can tell a good idea from an average one.	He has brains but often works chaotically and can be disorganized. He is also quick to judge ideas and other people's work – even seeming pessimistic at times.	Help him recognize the value that other team members bring – perhaps by pairing him up with a colleague for a project. Team building activities are very useful for this him.
The maven influencer (the team promoter)	He uses their networks and persuasive powers to break through roadblocks and get external support for the team. He knows what's important and always has the bigger picture.	He marches to his own drum and often doesn't like having to adhere to too many team processes (and may choose to ignore them). He is full of ideas, but some of them need to be shaped considerably.	He can be vitally important but also difficult to manage. Be clear about the goals. Keep him focused on these.

Unit 3.3. TOP 10 JOB INTERVIEW ETIQUETTE TIPS

Exercise 1. Render the texts using the plan from Application VI.

Text A. Top 10 Job Interview Etiquette Tips

Knowing proper job interview etiquette is an important part of successful interviewing. How you dress, what you bring to a job interview, how you greet the interviewer, and how you communicate can all make a big difference in the outcome of the interview.

Review these job interview etiquette tips for before, during, and after a job interview, to ensure that your job interview etiquette is up to speed and you're making the best impression on the interviewer.

What to Wear to a Job Interview. When you are dressing for a job interview, the image you present is really important. Your image is what makes the first impression on the interviewer; that first impression is the one that sticks, so it's important to dress appropriately when interviewing.

Regardless of the type of job you're interested in, you want that first impression to be a great one. When dressing for an interview for a professional position, dress accordingly in business attire. If you're applying for a job in a more casual environment, like a store or restaurant, it's still important to be neat, tidy, and well-groomed, and to present a positive image to the employer.

What to Bring to a Job Interview. Coming prepared to a job interview is important. Bring extra copies of your resume along with a list of references to offer the interviewer. Also, bring a list of questions to ask the interviewer.

If you're interviewing for a tech or web job and you want to show examples of your work, it's okay to bring your laptop or tablet to show the interviewer what you have accomplished.

What shouldn't you bring? Don't walk into a job interview with a coffee cup or bottle of soda or water or anything else to eat or drink. Don't chew gum.

Your cell phone should be turned off and out of sight. You don't want to be the applicant whose text messages or calls disrupted the interview.

When to Get to a Job Interview. It's important to arrive a few minutes early, or on time, at the latest, for a job interview. Know where

you're going, how much travel time you need, and how to get to the interview location. Check out the logistics ahead of time, so you ensure that you're not late.

You also may want to confirm the interview ahead of time, so you're sure about where and when you need to arrive.

Giving yourself a bit of extra time will provide you with an opportunity to stop in the restroom and freshen up, if need be, to make sure you don't have any hair, makeup, or wardrobe malfunctions.

A few extra minutes will also give you an opportunity to catch your breath and stay calm. An interview is even more stressful than normal if you're rushing to get there on time.

How to Greet the Interviewer. When you arrive at a job interview, introduce yourself to the receptionist, if there is one. Let them know who you are and who you are scheduled to meet with. Greet your interviewer with a firm handshake and introduce yourself. Be prepared for a little small talk, but don't overdo it. Follow the interviewer's lead and let them guide the direction of the conversation.

The Best Way to Respond to Interview Questions. When you respond to interview questions, listen carefully to the questions, take time to phrase your responses, and ask the interviewer to repeat the question if you're not sure what they are asking.

Be brief and don't ramble when you respond. However, do be sure that your responses answer the questions, are focused, and highlight the skills you have that are relevant to the job. Do your best to get the hiring manager on your side during the interview.

Keep in mind that your responses are your sales pitch. You're selling the interviewer on yourself as the best candidate for a second interview and the job, so be sure you focus on your relevancy, i.e., why you are a good candidate, how you can do the job, what you can contribute, and how you will benefit the company if you're hired.

What to Give the Interviewer. Bring extra copies of your resume with you, in case the interviewer needs a copy, or you end up meeting with several people.

Have a list of three references printed out, including contact information for each reference, ready to offer the recruiter at the end of the interview.

A pen and notepad are always useful for jotting down questions you might want to ask, and for making a note of the names of people you meet with.

How to Close an Interview. Toward the end of the interview, let the hiring manager know that you think the job is an excellent fit and that you are very interested in the job.

It's appropriate to ask what the next step in the hiring process will be and when you might expect to hear.

Finally, thank the interviewer for the time they spent interviewing with you.

Be Prepared for a Phone Interview. Phone interview etiquette is just as important as in-person job interview etiquette when it comes to getting hired. That's because, regardless of whether you interview on the phone or in-person, a successful interview will get you to the next stage of the hiring process.

Review phone interview etiquette tips, including phone interview techniques, advice on how to prepare for a phone interview, and phone interview questions and answers, so you can ace the interview.

Remember Your Table Manners. Dining with a prospective employee allows employers to review your communication and interpersonal skills, as well as your table manners, in a more casual environment.

Good manners can give you the edge over another candidate, so take some time to brush up your dining etiquette skills before you go to the interview.

Follow Up With a Thank You Note. Following up with a thank-you note is on the list of interview etiquette best practices. Taking the time to say thank you not only shows that you appreciate the interview, but it also gives you an opportunity to reiterate your interest in the job.

In addition to saying thank you, refer to anything the interviewer mentioned that enhanced your interest and summarize why you think the job is a good match and why you're a strong candidate for the job.

Text B. Common Job Interview Mistakes

It's easy to make a mistake when you are in a job interview. Being under the spotlight of an interviewer's attention can make you nervous, causing you to misspeak.

Worst of all, sometimes, you might not even realize you have gone awry. For instance, some job seekers may not realize that it isn't acceptable to walk into an interview with a cup of coffee or a bottle of water – doing so is just a bit too casual for an interview setting.

Some of the interview mistakes made most frequently should be obvious, but others aren't as clear, especially if you haven't interviewed much or in a while.

Here are the top 50 most common interview mistakes to review so you can avoid making them.

1. Dressing inappropriately. First impressions count, and your interviewer will note your outfit.

2. Not taking a phone interview as seriously as an in-person interview. That's true for video interviews, too. Prepare for these interviews beforehand, and if you'll be on camera, make sure your outfit is professional.

3. Leaving your cell phone on. Buzzes and rings during an interview are highly unprofessional.

4. Chewing gum.

5. Bringing a cup of coffee or other drink with you.

6. Bringing another person with you to the interview – this is a solo occasion.

7. Wearing sunglasses. Stash them in your bag (not on top of your head or in the collar of your shirt).

8. Showing up too early.

9. Showing up late.

10. Showing up hungover and/or really tired.

11. Going to the interview if you are really sick.

12. Not knowing the interviewer's name.

13. Not introducing yourself.

14. Leaving a Bluetooth earpiece on.

15. Texting during the interview.

16. Interrupting the interviewer to take a call.

17. Have background noise (kids, pets, etc.) during a phone interview.

18. Wearing too much much perfume or cologne.

19. Wearing a hat or cap to the interview.

20. Not bringing extra copies of your resume.

21. Not bringing a list of references.

22. Depending on the job, not bringing a portfolio of your work.

23. Playing with your hair.

24. Saying “umm” or “you know” or “like” too often. Aim to give polished, confident responses.

25. Mumbling and using poor grammar.

26. Talking too much. While you want to answer the questions, avoid rambling.

27. Cutting off the interviewer's question.

28. Not talking enough.

29. Not smiling enough.

30. Telling jokes and laughing too much.

31. Not making eye contact with the interviewer.

32. Criticizing your last company or boss.

33. Not remembering your work history.

34. Checking your notes for an answer to a question.

35. Not following directions if you're given a test.

36. Not being prepared to answer questions.

37. Not paying attention to the questions you're asked.

38. Not taking the time to research the company prior to the interview.

39. Forgetting the name of the company you are interviewing with.

40. Forgetting the names of the companies you've worked for in the past.

41. Not remembering the job you applied for.

42. Telling the interviewer that you really need the job.

43. Telling the interviewer that you need the money.

44. Not knowing enough about the company you are interviewing with. To interviewers, this signals that you're not truly interested in the role or company.

45. Asking about time off in your first interview.

46. Asking about salary and benefits right away.

47. When asked, "Why do you want to work for our company?" providing answers that are focused on you instead of on how you will benefit the company.

48. Not have relevant questions to ask when asked, "What questions do you have?"

49. Neglecting to thank the interviewer for the opportunity to meet with him or her.

50. Not sending a thank-you note after the interviewer.

Avoiding Interview Mistakes. Here's the good news: avoiding these mistakes isn't a huge challenge in most cases.

To impress interviewers, and avoid these mistakes, you'll just need to take some time to prepare beforehand.

That way, you'll be ready to confidently answer interview questions, while wearing an appropriate outfit and making sure to avoid common interview mistakes.

Try these tips leading up to the interview to make sure that you have a mistake-free interaction:

- *Try to find out as much as you can about office culture* before going into your interview. Dressing appropriately is imperative. Whatever you wear should be free from wrinkles and stains. Jeans, flip-flops, gum chewing, and sunglasses on top of your head are never appropriate – no matter how casual the office might be.

- *Show up 10 minutes before* the interview time. Don't show up half an hour early. And, definitely, do not show up late. If you're going to an unfamiliar destination, leave yourself enough time to get lost and park. You can always sit in your car or walk around the block if you're too early to show up at the office.

- *Bring multiple copies of your resume* and make sure they are not folded up.

- *Bring a bag* large enough for a folder, if necessary. That way, you can place those copies of your resume in your bag. It's also a good idea to bring a notebook and writing implement, so you can take notes during the interview.

- *Be interesting.* You are there to stand out, so don't be afraid to say something interesting: keep the conversation focused on the job at hand, not politics or your personal life.

- *Research what the job entails.* You need to be aware of what is expected in the position for which you are applying. Having information on the role and the company will help you give stronger answers.

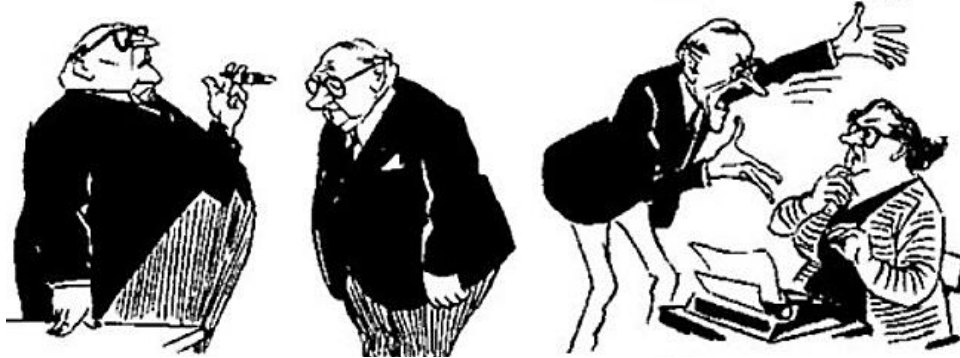
- *Know your interviewer's name.* It will make a good first impression.

- *Don't lie* – it won't take long for an employer to figure it out, and dishonesty is generally disqualifying.

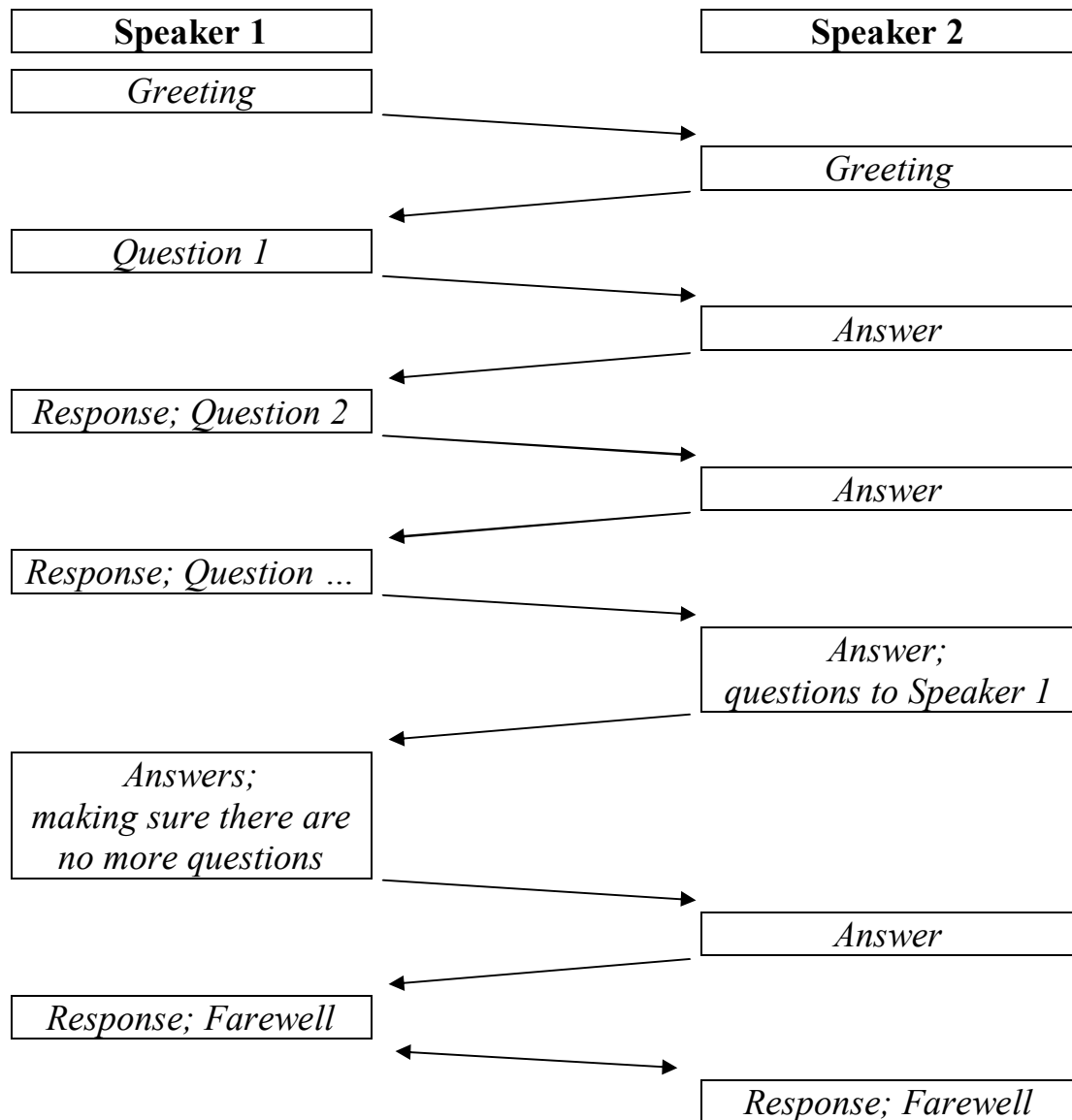
- *Never be cliché* – don't tell the interviewer you are a people person, for example. This goes back to being interesting; you want to say something that the interviewer hasn't heard before countless times.

- *Come prepared* with concrete examples of your professional or social successes. You'll also want to come prepared with questions of your own. That way, when the interviewer asks for questions, you'll be prepared.

Exercise 2. Enumerate the rules violated by the man.



Exercise 3. Role-play your own job interview. Be sure to include the following components.



HOW TO INTERVIEW FOR A JOB IN AMERICAN ENGLISH. VIDEO SCRIPTS

Video 1

(<https://youtube.com/yBtMwyQFXwA>)

00:00 – 00:59

You're hired! Two words everybody loves to hear. But before we hear these words the interview comes. Today's video is part one in a series that's all about preparing for a job interview.

This is part one of a five part series on preparing for an interview. Interviewing for a new job can be a huge source of stress and anxiety. And if you're interviewing for a job in a non-native language, the stress can be even higher. In this video you'll see me interview for a job. Throughout the interview, we'll discuss some of the most common interview questions and how to answer them. You'll also learn some basic information to get you started on creating your own answers to these questions. Let's begin.

00:59 – 02:57

TK: Hello Ms. Smith, I'm Tom Kelley. Thanks so much for coming in.

RS: It's my pleasure, thanks so much for meeting with me.

TK: Of course. Did you have any trouble finding the office?

Small Talk. Most interviews will start out with a handshake and some small talk – this may include questions about how you're doing, your travel to the interview, the weather, how your weekend went, and more. All you need to do is be polite and friendly. Keep your answers short. You can also feel free to turn the question back to the interviewer. For instance, if the interviewer asks you how your weekend was, you might respond, "It was great, we celebrated my Mom's birthday. How was your weekend?"

Small talk is used to build a more comfortable environment before the interview begins. It may seem silly, but you can practice small talk on your own by asking yourself simple, easy-to-answer, non-personal questions. You could also practice with a friend. Here is an example of small talk:

>> *How are you doing?*

>> *I'm great, thank you, and you?*

- >> *How are you doing?*
>> *I'm doing really well. It's such a nice day out there.*
>> *It is! It was perfect weather all weekend.*
>> *It was.*
- >> *Did you do anything interesting over the weekend?*
>> *Yes, I went to the park with my family for a picnic.*
>> *That sounds nice.*
>> *It was. And you?*
>> *I worked this weekend, but I got a lot done, so that was good.*
>> *It does feel good to get work done!*

You can see we haven't said much of importance, but the conversation is friendly and open, and can make two people feel more comfortable in each other's presence.

02:57 – 05:00

TK: Hello Ms. Smith, I'm Tom Kelley. Thanks so much for coming in.

RS: It's my pleasure, thanks so much for meeting with me.

TK: Of course. Did you have any trouble finding the office?

RS: Nope. The directions on the website were great.

TK: Good. Would you like some coffee or water before we begin?

RS: I'm okay, thank you.

TK: Alright. So, to get started, why don't you tell me a little bit about yourself.

RS: Sure.



Common Question:

Tell me a little bit about yourself.

It's very common for interviewers to simply ask you to tell them about yourself. That can feel overwhelming! But don't worry; what they really want you to focus on is your education and work history. You can also let them know what areas you have a lot of experience in, or what your interests are when answering this question. Here are a few different ways to begin your answer.

"I studied at Harvard University and graduated 2012 with a degree in business".

"I've been working at Smith Incorporated for 10 years as a manager. I have 12 years of experience in graphic design".

"Because of my time at Verizon, I have a lot of experience in providing customer service".

If you're preparing for an interview, practice talking about yourself and your work history. Record yourself with a video camera if possible. Make sure it's not too long, maybe around a minute. Go back and listen or watch, and write down phrases that worked well to use again. If there was anything you stumbled over or left out, write down some possible phrases you could have used. The next day, do the same exercise. It is important that you don't just write a paragraph and memorize it, but simply practice free-talking with some key phrases. The more you practice before the interview, the more comfortable you'll feel answering the questions during the interview.

TK: So, to get started, why don't you tell me a little bit about yourself.

RS: Sure. I studied at the University of Florida and graduated in 2010 with a Masters Degree in Toy Design. After graduation, I was hired at Happy Kid's Creative. I've been there for the past five years and am currently the Director of Toy Production. During that time sales have grown steadily. It's been a great experience, but I've run out of room to grow with HKC and I'm looking for new opportunities. I have a lot of experience leading teams in the creative process and finding new markets for the products that we create.

T: That's great.

Video 2

(<https://youtube.com/iZQnhUYEPoY>)

01:00 – 02:25



Common Question:

Can you tell me how you heard about this position?

This is a common question that you'll hear in interviews. It's a chance to share a little bit about the research that you've done in order to learn about the position you are applying for. It's also a chance to share if someone from inside the company let you know about the position. Here are some example responses:

"I heard about the position from one of your current employees, Bob Greene".

"I heard about the position from my friend Liz Miller, who works in Accounting".

“I saw this position on LinkedIn”.

“I read about the position on your website”.

Since this is a simple question with a simple answer, think about your answer and practice it out loud before your interview. Record yourself and listen. Are you easy to understand? Are there any words that are challenging for you? Practice these words separately, slowly, thinking about the mouth position. As it becomes more comfortable, speed it up. You’re going to want to practice tough words 10, 20, 30 times in a row. Build your muscle memory, so in the interview it will naturally be easier to pronounce.

TK: That’s great. Can you tell me how you heard about this position?

RS: Of course. A friend of mine saw the position listed on LinkedIn and forwarded it to me, so I spent some time on your website learning about the position and the company. I also read an article in Business Weekly about your work that really got me interested.

02:25 – 03:57

TK: What attracted you to our company?



Common Question:

What attracted you to our company?

This question gives you the opportunity to share what you know about the company, and why you would like to work there. Some ways to begin your response include the following. Notice that most responses show that you have a strong feeling about what you learned. This will give the interviewer more information about who you are and what you might bring to the position.

“I was really impressed with your commitment to renewable energy”.

“I was very excited to learn that you support your research department so strongly”.

“I read that you encourage employees to spend time with each other outside the workplace, and that is something I really appreciate”.

Again, think about the answer to this question before your interview, and practice your responses using recordings and repetition. Even if this question is not asked, the time spent practicing the response will be helpful when you answer other questions during the interview.

TK: What attracted you to our company?

RS: To be honest, what really caught my eye was your focus on growth. I was really impressed with your ambitious goals and the clear

plan you have for achieving those goals. I also like the support you provide for your employees. I love your continuing education initiatives, where you pay for employees to educate themselves in new techniques and skill sets. I think that really helps to build employee satisfaction and loyalty.

TK: You've obviously done your homework. What would you say is your greatest strength?



Common Question:

What would you say is your greatest strength?

This question gives you the chance to talk about what you do really well as an employee, and as a person. You can share what your greatest strength is, then explain how that helps you in your current job or life. For example:

My greatest strength is

I find that this is very important when I

My greatest strength is flexibility.

I find that this is very important when I'm working with lots of different people and opinions.

To practice answering this question, write down: *My greatest strength is (blank)*. Then, fill in your strength. Write down how this strength is demonstrated in your life and work. You may come up with several different strengths you want to highlight. That's great, practice them all. But in the interview, you'll only want to use one or two answers. Practice answering the questions out loud, based on what you wrote down. But don't just memorize written text. Practice speaking freely on these ideas.

TK: What would you say is your greatest strength?

RS: I would say, my greatest strength is a combination of enthusiasm and persistence. My work ethic won't let me settle for less than my best. I'm able to persevere through challenges and setbacks without falling into frustration or anger. I've noticed that this tends to keep those around me in good spirits as well, which is a plus.

TK: That's very good.

To be continued! We'll pick it up from here in the next video in this series, where we'll talk about some questions that could be tough to answer. Talking about setbacks and challenges at work.

Video 3

(<https://youtube.com/3xywXO-VHCg>)

00:59 – 02:26

TK: Can you tell me about a time where you suffered a setback and had to maintain your enthusiasm?



Common Question:

Can you tell me about a time when you suffered a setback and had to maintain your enthusiasm?

The interviewer may ask questions like this to get a better sense of how you behave and perform in certain stressful situations. The question may be about your actual past experiences, or a hypothetical situation, to see how you would respond. Here are examples of other questions that are similar to this one:

“Tell me about a time when you had to deal with a difficult client or coworker”.

“Tell me about a time when you had to respond to a crisis”.

“Tell me about a time when you had to give difficult feedback”.

“How would you handle a situation where you and your supervisor disagreed about an issue or course of action?”

You can see, there’s a lot of variety in the kind of way question is asked, so it’s impossible to know exactly what you might need to say. In the days leading up to your interview, practice responding to several different versions of this question every day. This will help build important vocabulary you might need in the interview, and will also help you feel ready to answer questions like these.

TK: Can you tell me about a time where you suffered a setback and had to maintain your enthusiasm?

RS: Sure. One definitely comes to mind. Last year a project for a new toy was in its final stages after two years of work. As we were looking at the branding and working up a final marketing plan, a competitor launched a version of the exact same toy that we were launching. As the leader of the project, I knew that my reaction would set the tone for the group. I acknowledged that it was a setback, but challenged the group to think of this as a blessing in disguise. I asked them to go out and buy the competitor’s product and make a list of anything

they wished the toy could do that it didn't. It turned out that the list was pretty long. We added these items to our toy, and launched a far superior product 6 months later. So, in many ways, the competitor's product became the key to our success.

02:27 – 05:25

TK: That sounds like a great victory. Now. What would you consider your greatest weakness?



Common Question:

What do you consider to be your greatest weakness?

This question can be a tough one. You want to be as honest as possible when answering this question. This is an opportunity to show a future employer that you know yourself, and are willing to work to improve yourself. Share a weakness, like public speaking, or attention to detail, fear of failure. And then talk about ways you've worked on improvement in that area. Here is a way to start a response:

My greatest weakness is

It shows up in my work when

The ways I've worked to improve in this area are

Take a moment to think about something you've struggled with in your work life. Think of ways that you've worked to improve, any books that you've read, classes you've taken, and so on. These are the things you want to share with the interviewer when answering this question. Remember, the important thing is to show that you are aware of your weak spots – and that you are already working at improving in these areas.

TK: Now, what do you consider to be your biggest weakness?

RS: Chocolate. Just kidding! No, my biggest weakness is public speaking. It's something that I've spent a lot of time working on and in which I've improved a great deal. I'm very comfortable in smaller meetings with my teams. But when I present an idea or concept to a larger audience, I still experience some stage fright. At this point, I can handle these situations professionally, but I would like to be more comfort in these moments so I can really enjoy the experience of presenting, rather than just survive it.

TK: Fear of public speaking is a very common fear; I'm in the same boat on that one!

Video 4

(<https://youtube.com/To4IJuHYt94>)

TK: Where do you see yourself in five years?



Common Question:

Where do you see yourself in five years?

This is a chance to share your goals for the future. You want to demonstrate that you understand what is realistically achievable over a certain period of time. You'll also be letting the interviewer know how ambitious you are with this answer.

If you haven't thought about this question at all, it can be a great idea to think about this before your interview. Also, think about answers to two variations: where do you see yourself in one year, where do you see yourself in 10 years. You start this response by saying:

In five years I would like to be

Practice answering this question out loud as you prepare for your interview. If you only practice your answers in your head, it will be much more stressful when you're in the room with the interviewer, speaking out loud for the first time.

Record yourself. Critique your own speech. What was unclear? How can you clarify, or say more concisely, your thoughts?

TK: Where do you see yourself in five years?

RS: As I mentioned before, I'm interested in growth. In five years I would like to be a part of a company growing its business on a regular and consistent basis. I'd like to be in a Vice President position with a focus on development. And while I know that would require much more public speaking, in five years I plan on being ready for it.

TK: Okay, well, I have everything I need, but do you have any questions for me, about the company or the position?



Common Question:

Do you have any questions for me?

So far, the interview has been about whether or not you would be a good fit for the company. With the question "Do you have any questions for me?", it's your turn to find out if the company is a good fit for you. The questions you ask will also show how well you know their company and the requirements of the position.

Before the interview, write down any questions you have about the position, the company, or the work environment. Then practice those questions out loud. Chances are, you won't need to ask all of them. Some might be answered during the earlier parts of the interview.

TK: Okay, well, I have everything I need, but do you have any questions for me, about the company or the position?

RS: Yes. Imagine you're looking back on this hiring decision in a year. The person you hired has exceeded your expectations. What did he or she do that impressed you most?

TK: That's a great question. I think in one year the person would have come in and spent some time learning from the team and people that have been here a while. Then, she or he will start making changes in an informed way. In one year I want this person's team to be a well-oiled machine. I want them to be bouncing ideas off each other, coming up with new designs and making headway into new markets.

RS: That's helpful. It's good to know what the expectations are. Can you tell me about the team that I would be working with?

TK: Sure. I believe all of them have been with the company for over five years and know the ropes. I would say there's a little bit of frustration currently because of our lack of growth. This will be the third time we've brought in a new team leader in four years.

RS: Do you know what's causing that kind of rapid turn over?

T: To be honest, the last three team leaders have been hired from within the company. And sometimes it's hard to think outside the box when you've been inside the box for awhile. We're hoping to bring in some new ideas and energy and get our development team back on track.

RS: That makes sense. I really appreciate that you're considering me for the position. I'd love to be a part of the company achieving its goals.

TK: Very good. Okay. That's great, thanks so much for coming in, Rachel. It's great to meet you. I'll give you a call in the next three days.

RS: Sounds good, I look forward to it. Thanks again.

TK: My pleasure.

Notice that the interview ends with another handshake. You may have some more small talk at the end of the interview as well. Hopefully by the end of the interview you feel more comfortable and confident than you did when you arrived.

There's just one video left in this series. In that video, we'll talk about things like body language, humor, and expression and how to use them to your advantage in an interview.

If you have interview related-questions or stories, please post them in the comments below. I'd love to hear them. Are you signed up for my mailing list? If so, you get free weekly emails in your inbox with English videos and lessons, as well stories of American culture and my own life. Click here or in the description to sign up.

That's it, and thanks so much for using Rachel's English.

Video 5 (<https://youtube.com/OTdFPiXfFj4>)

You're hired! Two words everyone loves to hear. But before we hear those words comes (dun dun duuuuhn!) the interview. Today's video is part five in a five-part series that is all about preparing for a job interview.

This is the last video in a five-part series on preparing for an interview. In the previous videos, we've gone over how to prepare your answers for common interview questions.

Today we'll discuss things like body language, humor, and expression, and how to use them to your advantage in an interview.

First, let's look at the complete mock interview from the series.

What do you notice about how I present myself, and the interviewer?
What do our postures and facial expressions say to you?

TK: Hello Ms. Smith, I'm Tom Kelley. Thanks so much for coming in.

RS: It's my pleasure, thanks so much for meeting with me.

TK: Of course. Did you have any trouble finding the office?

RS: Nope. The directions on the website were great.

TK: Good. Would you like some water or coffee before we begin?

RS: I'm okay, thank you.

TK: Alright. So, to get started, why don't you tell me a little bit about yourself.

RS: Sure. I studied at the University of Florida and graduated in 2010 with a Masters Degree in Toy Design. After graduation, I was hired at Happy Kid's Creative. I've been there for the past five years

and am currently the Director of Toy Production. During that time sales have grown steadily. It's been a great experience, but I've run out of room to grow with HKC and I'm looking for new opportunities. I have a lot of experience leading teams in the creative process and finding new markets for the products that we create.

T: That's great. Can you tell me how you heard about this position?

RS: Of course. A friend of mine saw the position listed on LinkedIn and forwarded it to me, so I spent some time on your website learning about the position and the company. I also read an article in Business Weekly about your work that really got me interested.

TK: What attracted you to our company?

RS: To be honest, what really caught my eye was your focus on growth. I was really impressed with your ambitious goals and the clear plan you have for achieving those goals. I also like the support you provide for your employees. I love your continuing education initiatives, where you pay for employees to educate themselves in new techniques and skill sets. I think that really helps to build employee satisfaction and loyalty.

TK: You've obviously done your homework. What would you say is your greatest strength?

RS: I would say, my greatest strength is a combination of enthusiasm and persistence. My work ethic won't let me settle for less than my best. I'm able to persevere through challenges and setbacks without falling into frustration or anger. I've noticed that this tends to keep those around me in good spirits as well, which is a plus.

TK: That's very good. Can you tell me about a time where you suffered a setback and had to maintain your enthusiasm?

RS: Sure. One definitely comes to mind. Last year a project for a new toy was in its final stages after two years of work. As we were looking at the branding and working up a final marketing plan, a competitor launched a version of the exact same toy that we were launching. As the leader of the project, I knew that my reaction would set the tone for the group. I acknowledged that it was a setback, but challenged the group to think of this as a blessing in disguise. I asked them to go out and buy the competitor's product and make a list of anything they wished the toy could do that it didn't. It turned out that the list was

pretty long. We added these items to our toy, and launched a far superior product 6 months later. So, in many ways, the competitor's product became the key to our success.

TK: That sounds like a great victory. Now. What would you consider your greatest weakness?

RS: Chocolate. Just kidding! No, my biggest weakness is public speaking. It's something that I've spent a lot of time working on and in which I've improved a great deal. I'm very comfortable in smaller meetings with my teams. But when I present an idea or concept to a larger audience, I still experience some stage fright. At this point, I can handle these situations professionally, but I would like to be more comfortable in these moments so I can really enjoy the experience of presenting, rather than just survive it.

TK: Fear of public speaking is a very common fear; I'm in the same boat on that one! Where do you see yourself in five years?

RS: As I mentioned before, I'm interested in growth. In five years I would like to be a part of a company growing its business on a regular and consistent basis. I'd like to be in a Vice President position with a focus on development. And while I know that would require much more public speaking, in five years I plan on being ready for it.

TK: Okay, well, I have everything I need, but do you have any questions for me, about the company or the position?

RS: Yes. Imagine you're looking back on this hiring decision in a year. The person you hired has exceeded your expectations. What did he or she do that impressed you most?

TK: That's a great question. I think in one year the person would have come in and spent some time learning from the team and people that have been here a while. Then, she or he will start making changes in an informed way. In one year I want this person's team to be a well-oiled machine. I want them to be bouncing ideas off each other, coming up with new designs and making headway into new markets.

RS: That's helpful. It's good to know what the expectations are. Can you tell me about the team that I would be working with?

TK: Sure. I believe all of them have been with the company for over five years and know the ropes. I would say there's a little bit of frustration currently because of our lack of growth. This will be the third time we've brought in a new team leader in four years.

RS: Do you know what's causing that kind of rapid turn over?

T: To be honest, the last three team leaders have been hired from within the company. And sometimes it's hard to think outside the box when you've been inside the box for a while. We're hoping to bring in some new ideas and energy and get our development team back on track.

RS: That makes sense. I really appreciate that you're considering me for the position. I'd love to be a part of the company achieving its goals.

TK: Very good. Okay. That's great, thanks so much for coming in, Rachel. It's great to meet you. I'll give you a call in the next three days.

RS: Sounds good, I look forward to it. Thanks again.

TK: My pleasure.

First let's talk about the handshake. A long time ago, women used to shake hands more like this. But now, men and women alike use the same handshake, putting your right hand forward. Make it firm but not too tight or aggressive. A firm handshake makes a good first impression.

TK: Hello Ms. Smith, I'm Tom Kelley. Thanks so much for coming in.

RS: It's my pleasure, thanks so much for meeting with me.

TK: Of course.

Let's look at my posture. It's good to sit upright and look alert. You don't want to slump back or slouch, that's a bit too casual for a job interview. Don't sit stiffly, but do sit upright with a good energy.

Let's look at facial expressions. Notice that my face is very engaged. I look excited and happy. That's the message you want to send. It's not unprofessional to be energized. In some cultures, it might be professional to be more reserved, but in America, a friendly, engaged demeanor is important.

Watch my face as I listen to the interview questions. Smiling and nodding are a way to show that you're engaged and listening. When watching the interview, did you notice I made a joke?

TK: Now, what would you consider your greatest weakness?

RS: Chocolate.

Using humor or making a joke in an interview can show your personality. But limit it to maybe one or two moments. Otherwise, it will distract from the other important things you want to say.

This wraps up our interview series. I hope it helps you prepare for job or school interviews in the US. How does this compare to your culture? Are interviews more casual, or more formal? Let me know in the comments below.

To close, here's the full interview one more time.

TK: Hello Ms. Smith, I'm Tom Kelley. Thanks so much for coming in.

RS: It's my pleasure, thanks so much for meeting with me.

TK: Of course. Did you have any trouble finding the office?

RS: Nope. The directions on the website were great.

TK: Good. Would you like some water or coffee before we begin?

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TK: *Fear of public speaking is a very common fear; I'm in the same boat on that one! Where do you see yourself in five years?*

RS: *As I mentioned before, I'm interested in growth. In five years I would like to be a part of a company growing its business on a regular and consistent basis. I'd like to be in a Vice President position with a focus on development. And while I know that would require much more public speaking, in five years I plan on being ready for it.*

TK: *Okay, well, I have everything I need, but do you have any questions for me, about the company or the position?*

RS: Yes. Imagine you're looking back on this hiring decision in a year. The person you hired has exceeded your expectations. What did he or she do that impressed you most?

TK: That's a great question. I think in one year the person would have come in and spent some time learning from the team and people that have been here a while. Then, she or he will start making changes in an informed way. In one year I want this person's team to be a well-oiled machine. I want them to be bouncing ideas off each other, coming up with new designs and making headway into new markets.

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TK: Very good. Okay. That's great, thanks so much for coming in, Rachel. It's great to meet you. I'll give you a call in the next three days.

RS: Sounds good, I look forward to it. Thanks again.

TK: My pleasure.

Are you signed up for my mailing list? If so, you get free weekly emails in your inbox with English videos and lessons, as well stories of American culture and my own life. [Click here](#) or in the description to sign up.

That's it, and thanks so much for using Rachel's English.

Application I

USEFUL WORDS

Useful Words To Express Your Opinion

In my opinion, ...	It is my impression that ...
It goes without saying that ...	I have the feeling that ...
From my point of view, ...	I am sure / I am certain that ...
As for me / As to me, ...	I bet that ...
I am under the impression that ...	I hold the opinion that ...
My own feeling on the subject is that ...	It seems to me that ...
Speaking personally, ...	I would say that ...
I guess that ...	I have no doubt that ...
I am of the opinion that ...	My impression is that ...
As far as I am concerned, ...	I dare say that ...
I hold the view that ...	To my mind, ...
In my eyes, ...	I gather that ...
My view / opinion / belief / impression / conviction is that ...	
I think / consider / find / feel / believe / suppose / <i>presume</i> / <i>assume</i> that ...	

Useful Words To Express Your Agreement

I agree with you / him	I approve of it.
I have come to the same conclusion	It is true
He is quite right / absolutely right	Fair enough!
I have no objection	I think so
I am at one with him on that point	... is right
That's just it!	I hold the same opinion
I share your view	Quite so!
I really think so.	That is right.
He may be right	Just so!
We are of one mind / of the same mind on that question	

Useful Words To Express Your Disagreement

I don't agree (with...)	I don't share his/her/your view
I think otherwise	Nonsense!
I don't agree with you/him.	I don't think so.
I take a different view	You are / he is wrong
Not at all!	I am afraid that is not quite true.
I disagree.	Rubbish!
I don't think that's quite right.	I don't agree with what you say
This argument does not hold water.	

Application II

LANGUAGE FOR GENERAL EXPLANATIONS OF COMPLEX POINTS

1. In order to

Usage: “In order to” can be used to introduce an explanation for the purpose of an argument.

Example: “In order to understand X, we need first to understand Y.”

2. In other words

Usage: Use “in other words” when you want to express something in a different way (more simply), to make it easier to understand, or to emphasise or expand on a point.

Example: “Frogs are amphibians. In other words, they live on the land and in the water.”

3. To put it another way

Usage: This phrase is another way of saying “in other words”, and can be used in particularly complex points, when you feel that an alternative way of wording a problem may help the reader achieve a better understanding of its significance.

Example: “Plants rely on photosynthesis. To put it another way, they will die without the sun.”

4. That is to say

Usage: “That is” and “that is to say” can be used to add further detail to your explanation, or to be more precise.

Example: “Whales are mammals. That is to say, they must breathe air.”

5. To that end

Usage: Use “to that end” or “to this end” in a similar way to “in order to” or “so”.

Example: “Zoologists have long sought to understand how animals communicate with each other. To that end, a new study has been launched that looks at elephant sounds and their possible meanings.”

Application III

ADDING INFORMATION TO SUPPORT A POINT

1. Moreover

Usage: Employ “moreover” at the start of a sentence to add extra information in support of a point you’re making.

Example: “Moreover, the results of a recent piece of research provide compelling evidence in support of ...”

2. Furthermore

Usage: This is also generally used at the start of a sentence, to add extra information.

Example: “Furthermore, there is evidence to suggest that ...”

3. Likewise

Usage: Use “likewise” when you want to talk about something that agrees with what you’ve just mentioned.

Example: “Scholar A believes X. Likewise, Scholar B argues compellingly in favour of this point of view.”

4. Similarly

Usage: Use “similarly” in the same way as “likewise”.

Example: “Audiences at the time reacted with shock to Beethoven’s new work, because it was very different to what they were used to. Similarly, we have a tendency to react with surprise to the unfamiliar.”

5. Another key thing to remember

Usage: Use the phrase “another key point to remember” or “another key fact to remember” to introduce additional facts without using the word “also”.

Example: “As a Romantic, Blake was a proponent of a closer relationship between humans and nature. Another key point to remember is that Blake was writing during the Industrial Revolution, which had a major impact on the world around him.”

6. Coupled with

Usage: Used when considering two or more arguments at a time.

Example: “Coupled with the literary evidence, the statistics paint a compelling view of ...”

7. *Firstly, secondly, thirdly ...*

Usage: This can be used to structure an argument, presenting facts clearly one after the other.

Example: “There are many points in support of this view. Firstly, X. Secondly, Y. And thirdly, Z.”

8. *Not to mention / to say nothing of*

Usage: “Not to mention” and “to say nothing of” can be used to add extra information with a bit of emphasis.

Example: “The war caused unprecedented suffering to millions of people, not to mention its impact on the country’s economy.”

Application IV

WORDS AND PHRASES FOR DEMONSTRATING CONTRAST

1. However

Usage: Use “however” to introduce a point that disagrees with what you’ve just said.

Example: “Scholar A thinks this. However, Scholar B reached a different conclusion.”

2. On the other hand

Usage: Usage of this phrase includes introducing a contrasting interpretation of the same piece of evidence, a different piece of evidence that suggests something else, or an opposing opinion.

Example: “The historical evidence appears to suggest a clear-cut situation. On the other hand, the archaeological evidence presents a somewhat less straightforward picture of what happened that day.”

3. Having said that

Usage: Used in a similar manner to “on the other hand” or “but”.

Example: “The historians are unanimous in telling us X, an agreement that suggests that this version of events must be an accurate account. Having said that, the archaeology tells a different story.”

4. By contrast / in comparison

Usage: Use “by contrast” or “in comparison” when you’re comparing and contrasting pieces of evidence.

Example: “Scholar A’s opinion, then, is based on insufficient evidence. By contrast, Scholar B’s opinion seems more plausible.”

5. Then again

Usage: Use this to cast doubt on an assertion.

Example: “Writer A asserts that this was the reason for what happened. Then again, it’s possible that he was being paid to say this.”

6. That said

Usage: This is used in the same way as “then again”.

Example: “The evidence ostensibly appears to point to this conclusion. That said, much of the evidence is unreliable at best.”

7. Yet

Usage: Use this when you want to introduce a contrasting idea.

Example: “Much of scholarship has focused on this evidence. Yet not everyone agrees that this is the most important aspect of the situation.”

Application V

TOURISM: THE WORLD'S BIGGEST INDUSTRY... THE WORLD'S BEST JOB

1. The tourism industry combines ...

- ... transportation
- ... accommodation and catering
- ... attractions and activities
- ... tourist information
- ... travel agencies
- ... tour operation

2. The tourism industry gives rise to many jobs such as ...

- ... *travel jobs* (pilot, flight attendant, airline check-in clerk, porter)
- ... *hotel jobs* (receptionists, waiters, chefs, porters, hotel managers, hotel front desk)
- ... *tourist attractions* (tour guides, tourist information officers, resort reps)
- ... *retail jobs* (travel agents)

3. People working in the sphere can be ...

- | | | | |
|----------------|-----------|------------------------|------------|
| calm | lazy | confident (about smth) | easy-going |
| nervous | shy | extrovert | balanced |
| (dis)organized | creative | hardworking | well-bred |
| smart | practical | reliable | ill-bred |
| scruffy | flexible | sociable | punctual |
| (un)friendly | | talkative | |

4. To work in tourism one should ...

- ... enjoy working with customers and colleagues
- ... be able to work as a part of a team
- ... know how to smile even if you're having a bad day
- ... be able to speak clearly on the phone
- ... be good at languages
- ... know how to use computers
- ... be willing to work long or unusual hours
- ... have a rounded knowledge of the industry

5. It is crucial not to ...

- ... be rude with clients
- ... complain all the time
- ... give the wrong information
- ... drain co-workers' time and energy
- ... respond with a pessimistic reaction
- ... blame others for circumstances

6. I ...

- ... enjoy meeting new people
- ... like working independently
- ... am good at explaining things
- ... am good at dealing with people
- ... can make people relax
- ... am able to do more than one thing at a time
- ... don't like working under pressure

Application VI

PLAN FOR RENDERING AN ARTICLE

1. The title of the article

- a) The article is headlined / called ...
- b) The headline of the article I have read is ...
- c) The article under discussion is ...
- d) The headline foreshadows ... – Заголовок приоткрывает

2. The main idea of the article

- a) The topic of the article is ...
- b) The main idea of the article is ...
- c) The article is about ...
- d) The article is devoted to ...
- e) The article deals with ...
- f) The article touches upon ...
- g) The purpose of the article is to give the reader some information on ...
- h) The aim of the article is to provide the reader with some facts/
material/data on ...
- i) The key issue of the article is ...

3. The contents of the article. Some facts, names, figures

- a) The article under discussion may be divided into several logically connected parts which are ... – Статья может быть разделена на несколько логически взаимосвязанных частей, таких как ...
- b) The author starts by telling the reader that ...
At the beginning of the story the author ...
 - ... describes – описывает
 - ... depicts – изображает
 - ... touches upon – затрагивает
 - ... explains – объясняет
 - ... introduces – знакомит
 - ... mentions – упоминает
 - ... recalls – вспоминаетThe story begins (opens) with a (the) ...
 - ... statement – утверждением ...
 - ... introduction of – представлением
 - ... the mention of – упоминанием

- ... the analysis of a summary of – кратким анализом
 ... the characterization of
 ... the enumeration of – перечнем
 ... (author's) opinion of
- c) Further the author reports (says) that ... / The article goes on to say that ...
- d) In conclusion the author ...
 ... dwells on – останавливается на
 ... points out – указывает на то
 ... generalizes – обобщает
 ... reveals – показывает
 ... exposes – показывает
 ... accuses/blames – обвиняет
 ... mocks at – высмеивает
 ... gives a summary of – дает обзор
- The author comes to the conclusion that ...
 In conclusion the author says / makes it clear that ... / gives a warning that ... – В заключение автор говорит / проясняет, что ... / дает предупреждение, что ...
 At the end of the story the author sums it all up by saying ... – В конце рассказа автор подводит итог всего этого, говоря ...
 The author concludes by saying that ... / draws a conclusion that ... / comes to the conclusion that ...

4. The Author's opinion

- The author gives full coverage to ...
 The author outlines ... (описывает)
 The article contains the following facts ... / describes in details ...
 The author starts with the statement of the problem and then logically passes over to its possible solutions. – Автор начинает с постановки задачи, а затем логически переходит к ее возможным решениям.
 Let me give an example ... – Позвольте мне привести пример ...

5. Your opinion of/on the article

- a) I find/found the article topical/urgent (informative, of no/great value, too hard to understand ...) because ...
 b) *In conclusion I'd like to ...*
 c) *My own attitude to this article is ...*
 g) *It is hard to predict the course of events in future, but ...*

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ОГЛАВЛЕНИЕ

Предисловие	5
Part 1. Employment	6
Unit 1.1. Getting a Job	6
Unit 1.2. Job Compatibility.....	10
Unit 1.3. Job Hunting.....	17
Part 2. Set of Papers For Employment	25
Unit 2.1. Curriculum Vitae	25
Unit 2.2. Application Letter	34
Unit 2.3. Motivation Letter	40
Unit 2.4. Cover Letter	43
Our Recommendations	49
Part 3. Job Interview	52
Unit 3.1. Job Interview Types	52
Unit 3.2. Job Interview Questions	59
Unit 3.3. Top 10 Job Interview Etiquette Tips	71
How to Interview for a Job in American English. Video Scripts	78
Video 1	78
Video 2	80
Video 3	83
Video 4	85
Video 5	87
Application I. Useful words	94
Application II. Language for General Explanations of Complex Points	95
Application III. Adding Information to Support a Point	96
Application IV. Words and Phrases for Demonstrating Contrast	98
Application V. Tourism: the World's Biggest Industry... The World's Best Job	100
Application VI. Plan for Rendering an Article	102
Литература	104

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ПРИ НАЙМЕ НА РАБОТУ**

Учебно-методическое пособие

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