**КОНТРОЛЬНАЯ РАБОТА**

**ДЕЛОВОЙ АНГЛИЙСКИЙ ЯЗЫК**

***Лексические темы:*** Applying for a job: mastering a resume & preparing for an interview.

***Грамматические темы:*** формы пассивного залога простых, длительных и совершенных времен.

**1. Прочтите и письменно переведите текст, выполните задания к нему.**

**How to write a resume?**

Whether you want to advance in your chosen field or you're making a drastic career change, a ***resume*** is a job search necessity. It provides an overview of your ***experience*** and ***skills***, and a great resume will help you get an ***interview*** for that ***job*** you really want. Spend the time to make your resume as good as it can be and you're making a truly worthwhile ***investment***.

**Step 1: Before You Write Your Resume.**

Before you begin constructing a resume, take the time to think about your experience and what type of job you're looking for:

**A**. If you're re-entering the ***workforce***, you may pick a different format than someone who's been working continuously.

**B**. A recent ***college*** graduate will focus more on educational background than an experienced worker.

**C**. If you're changing careers, you may opt for a different format than someone who is remaining in his current field.

Take a look at some ***sample*** resumes ***online***. [Boston College](http://www.bc.edu/offices/careers/skills/resumes/samples.html), [the Wall Street Journal](http://208.144.115.170/jobhunting/resumes/), [Vault.com](http://vault.com/nr/ht_list.jsp?ht_type=8) and the [University of Florida](http://www.crc.ufl.edu/students/rescverlttrs.aspx) have some good examples. Also we advise you to do research in your ***industry***, because:

**A.** The type of job you're applying for will also influence the type of resume you write.

**B.** If there's a style of resume often used in your desired field, consider using it yourself.

**C.** Look at sample resumes from other people in your industry. Is there a section or format they're using? You might want to include it too!

**Step 2: Use these Resume Writing Tips**

Here are a few ***tips*** to keep in mind as you write or update your resume:

**1. Be honest:**

**A**. It is better to address any gaps in ***employment*** than try to hide them.

**B.** Lying on your resume may get you into an interview, but you still have to go through a background and ***references*** check to land the job.

**C.** If you state you can perform a task or operate a program you actually don't know, your lie will be exposed.

**2. Be professional:**

**A**. If your email address is [funny but unprofessional](http://www.cnn.com/2007/LIVING/worklife/08/29/cb.resume.irks/index.html), it may turn off potential ***employers***.

**B**. If necessary, create a new email address solely for resumes (and don't forget to check it for responses!).

**3. Be concise:**

**A.** Write out [everything you want to include on your resume](http://www.washingtonpost.com/wp-dyn/content/article/2007/01/04/AR2007010401315_pf.html). You can trim it down to one page later.

**B.** Use [easy-to-read fonts and a clear design](http://www.lifeclever.com/give-your-resume-a-face-lift/) to make your resume more appealing.

**Step 4: Choose a Resume Style**

1. There are [several types of resumes](http://www.cnn.com/2006/US/Careers/06/14/cb.resume/index.html): chronological, functional, combination/combined and video.

2. You should think about your situation and create the [best resume for your experience and desired job](http://www.cnn.com/2006/US/Careers/06/14/cb.resume/index.html).

3. Most ***recruiters*** want [your resume to show your career progression](http://career-advice.monster.com/resumes-cover-letters/Resume-Writing-Tips/Is-a-Combination-Resume-Right-for-You/article.aspx). Therefore, [chronological](http://www.mahalo.com/how-to-write-a-resume#Chronological_Resumes) or [combination resumes](http://www.mahalo.com/how-to-write-a-resume#Combination_Resumes) (resumes that list your work history in chronological ***order***, starting with your most recent job) are the most common types.

4. If you have [no work history or have worked multiple jobs over a short period of time](http://resume.monster.ca/6913_en-CA_p1.asp), an unconventional format may show you in a better light.

5. Pick the type of resume that is best suited to you and your ***goals***.

6. If you're unsure what type that is, try writing your resume in two or more formats, then ask for feedback from friends or relatives. An objective eye may tell you which format is best for you!

7. Most resumes should fit on one page. However, if the information is truly important and necessary, two pages is ***acceptable***.

## In conclusion we want to wish you *successful* job hunting and good luck!

## 2. Дайте определения словам из текста, выделенным курсивом, как в примере.

## *Resume* is a brief, customized summary of your skills, abilities, professional experience and interests.

## 3. Заполните таблицу, образуя новые слова, как в примере.

## resign interview advertise apply employ invest provide combine change

## industry qualified progress recruit successful adaptable produce order

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Noun** | **Person** | **Verb** | **Adjective** | **Adverb** |
| resignation | **-** | resign | resigned | resignedly |

**4. Составьте резюме, соответствующее занимаемой вами должности или желаемой должности в сфере ваших профессиональных интересов.**

**5. Заполните пропуски в тексте подходящими по смыслу словами и письменно переведите его.**

**Preparing for the interview**

Interviews can be nerve-wracking and preparation is very important. You will be better equipped to answer questions and you will walk in to the interview feeling more confident. Here are some tips for preparing for an interview.

If you have (1) the interview stage, your CV and letter of application must have been (2)! The company now wants to know more about you. But there is still more work to do if you want to get that job! Make sure you have (3) the company as thoroughly as possible - use the Internet, company reports, recruitment literature etc. (4) yourself of why you applied to this company. Make a list of the skills, experience, and interests you can (5) the organization. Finally, try to predict the questions you will be expected to answer - imagine you are the interviewer!

1. achieved/gained/reached/arrived
2. effective/important/impressive/significant
3. researched/discovered/inquired/examined
4. remember/remind/imagine/summarize
5. show/present/offer/demonstrate

# 6. К словам из столбика (A) подберите выражение с тем же значением из столбика (В) и письменно переведите их.

# А В

|  |  |
| --- | --- |
| **to predict** | to do what is meant to be done well |
| **researched** | to show |
| **impressive** | admirable |
| **to demonstrate** | it makes you feel nervous, scared |
| **nerve-wracking** | found out a lot of information about something |
| **effective** | an aim or objective shared with other people |
| **achievement** | what I want to do/achieve |
| **common goal** | something good that you have managed to do |
| **my aim** | to enjoy being with people |
| **decisive** | good at making decisions quickly |
| **to be impatient** | to dislike having to wait |
| **to be sociable** | to guess |

# 7. Прочитайте и письменно переведите текст, выполните задания к нему.

# How to create a good impression at your first interview

# The interview is designed to find out more about your personality and to see if you are suitable for the job. The interviewer will do this by asking you questions. If you want to get this job, you have to impress the person who is interviewing you. There are some rules you should follow to impress your future interviewer (BUT BE CAREFUL! Some pieces of advice are absolutely unsuitable, if you don’t find them, no doubt, you will make a mess of your interview!):

# Find out as much information as you can about the job beforehand.

# Walk into the interview chewing gum, sucking on a sweet or smoking.

# Sum up your qualifications and experience and think about how they relate to the job. Why should the employer employ you and not somebody else?

# Choose your interview clothing with care; no one is going to employ you, if you look as though you are just from a disco. Whether you like it or not, appearance counts.

# Be on time, or better a few minutes early.

# Bring with you any certificates of your work or letters of recommendation.

# Bring a pen; you will probably be asked to fill in an application form. And write neatly. The interviewer will be looking at the application during the interview; he or she must be able to read it.

# Have a drink beforehand to give you courage.

# Give the interviewer a hard time by giggling or be argumentative.

# Admit it you do not know something about the more technical aspects of the job. Stress that you are willing to learn.

# Concentrate on what the interviewer is saying, and if he or she asks if you have any questions, have at least one ready to show that you are interested.

# Sell yourself. This doesn’t mean exaggerating or making your experience or interests seem unimportant (if you sell yourself short, no one will employ you).

# Ask questions at the end of the interview. For instance, about the pay, hours, holidays, or of there is a training programme.

**А. Выберите правила, которым кандидату следует (DOs) / не следует (DON'Ts) придерживаться в ходе собеседования, используя информацию из текста.**

|  |  |
| --- | --- |
| DOs | DON’Ts |
| 1. | 1. |

# В. Закончите предложения в соответствии с содержанием текста.

# The only way to get the job is to ….

# Bring with you any… or … if you have any.

# At the close of the interview you should ask about….

# You should bring a pen as you need to….

# The employer will probably employ you if you have … and … related to the job.

# 8. Ниже приведены наиболее распространенные вопросы, задаваемые на собеседовании. К вопросам из столбика (А) подберите соответствующие ответы из столбика (В).

# А В

|  |  |
| --- | --- |
| 1. Why did you choose this company? | A. People say I'm sociable, organized, and decisive. |
| 2. What are your strengths/weaknesses? | B. My aim is to have a position in the Management Team. |
| 3. How would your friends describe you? | C. I have excellent time management, but I can be impatient for results. |
| 4. What is your greatest achievement? | D. Because I think I will find the work environment both challenging and rewarding. |
| 5. How well do you work in a team? | E. I always support my colleagues and believe we should work towards a common goal. |
| 6. Where will you be in 5 years? | F. Leading the University football team to the national Championships. |

**9. Напишите следующие предложения в страдательном залоге:**

1. The exhibition / visit / already?

2. The windows / clean/ today.

3. The message / read /yesterday.

4. The thief / arrest?

5. The photo / take / tomorrow.

6. These songs / sing/ often.

7. The sign / see / not/ two hours ago.

8. A dictionary / use / not/ at 5 p.m.

9. The credit cards / accept / not/ recently?

10. The ring / find / not by this time tomorrow?