

Практическое занятие № 9

Тема 9. Деловые письма, CV. Собеседование при приеме на работу. Ведение телефонных разговоров . Международный деловой этикет

План занятия:

1. Recruitment.
2. Writing a CV.

1.Recruitment.

1.1 Answer the following questions:

1. What is important when doing a job interview??
2. How important is the first impression you produce?
3. What pieces of advice would you give someone applying for a job in Russia?

When a company is going to recruit new staff, they may advertise the job in the 'NEED HELP' section of a newspaper. Candidates who are interested can apply for the job by sending a letter of application or covering letter (US cover letter) and a curriculum vitae or CV (US resume) containing details of education and experience.

A company may also ask applicants to complete a standard application form. The HR department will select the most suitable applications and prepare a shortlist of candidates who will be invited to attend an interview. Another way for a company to hire personnel is by using a recruitment agency (US -search team), which can supply a list of suitable candidates.

A CV presents your qualifications, skills and features to the employer. It demonstrates the suitability of an applicant for the job and information about previous experience and qualifications. When compiling a CV the applicant has one objective and that is to get an interview in order to secure a job. It must be accurate

and up-to-date.

2.2 Say if the statements are true or false:

1. When a company is going to recruit new staff, they may advertise the job in the 'CLASSIFIEDS' section of a newspaper.
2. A company may also ask applicants to complete a standard application form.
3. Another way for a company to hire personnel is by looking for candidates in the street.
4. A CV mainly presents your hobbies and interests.
5. A CV must be accurate and up-to-date.

2.3 Answer the questions:

1. What should a candidate mention in a CV?
2. What is the purpose of an interview with applicants?
3. What should be done to make a success of your job interview?
4. Why are first impressions so important in business?
5. What is the main purpose of a CV?

2.4 Complete the sentences using the information from the text.

1. Candidates who are interested can apply for the job by...
2. A company may also ask applicants to...
3. Another way for a company to hire personnel is by...
4. A CV presents your qualifications,...
5. When compiling a CV the applicant has...

2.5 Render this piece of information into English

Значение английского языка

Сегодня в условиях глобализации экономики знание иностранного языка

является ключевым фактором успеха. И английский язык занимает лидирующее положение, так как еще со времен Адама Смита, известного экономиста XVIII века, является языком финансов.

С ростом финансовых рынков значение английского языка только возрастает. Это справедливо и для других областей, а не только тех, где английский язык используется традиционно — финансы и авиация. Так, распространение компьютерных технологий — особенно Интернета — привело к тому, что английский язык используется сейчас в самых отдаленных уголках мира. Молодое поколение в Сеуле, Софии, Сантьяго растет; с хорошим знанием английского языка.

В глобальном мире знание английского языка — необходимое условие высокооплачиваемой работы и успешной карьеры в бизнесе.

Даже антиглобалисты отдают должное английскому языку. Выходя с протестами на улицу, они несут лозунги, написанные по-английски, косвенно подтверждая, что процесс глобализации уже необратим.

2. Writing a CV.

2.1 Answer the following questions:

1. What additional information should you include in your CV?
2. What would make a company or organization a great place to work?
3. What's the greatest challenge for those who apply for a job?

Here is a model skeleton for a CV.

Curriculum Vitae

Name

Address

Phone number(s) [daytime phone number, with the international access code]

Email address

Date of birth [write the the month, e.g. 11 January 1990, because 11/1 = 11 January (GB) and 1 November (US)]

Nationality [always begins with a capital letter]

Marital status [Single or Married]

OBJECTIVE

[what you want to do next is more important than what you have done] e.g. A job in international marketing; A traineeship in trading; Production assistant; Account manager; Financial analyst.

WORK EXPERIENCE

[in reverse order, starting with the most recent]

e.g. Part-time Technical Assistant, Economics Faculty IT Centre (September 2009-June 2010) (repair and maintenance of department, faculty, staff, and student computers)

EDUCATION or QUALIFICATIONS

[in reverse order, starting with the most recent]

20—Master's Degree in International Management, Bigtown University (expected date of completion July 20--)

20—Bachelor's Degree in Business Administration, majoring in Finance, Faculty of Business Administration and Economics, Bigtown University

20-- High School Certificate (specializing in maths and science)

COMPUTER SKILLS

e.g. Microsoft Word, Excel and PowerPoint, Lotus Notes and Oracle Finances

LANGUAGES

e.g. Fluent in Spanish and English, some knowledge of French and Italian.

or Arabic (mother tongue), good knowledge of English, elementary knowledge of Spanish.

HOBBIES AND INTERESTS

[ideally, these will include hobbies that demonstrate qualities that are relevant to the job you are applying for]

REFERENCES [or TESTIMONIALS (US)]

The following people can provide references:

[names and addresses (and phone numbers or email addresses) of two people]

You need to bring together your qualifications and education and evidence from your personal profile that matches the employer's criteria.

The letter of application, sometimes called cover letter, can be as important as a CV because it is the first contact between a candidate and an employer. The letter of application contains four parts in which you should:

1. Confirm that wish to apply and say where you found out about the job;
2. State why you are interested in the position and your interests are the same as those of the company;
3. Show that you can contribute to the job by describing your relevant skills and experience;
4. Indicate your willingness to attend an interview.

Before making an application you should go over the job description. Job description can be limited to outlines of the work-related tasks.

2.2 Render the words into Russian:

Workforce, job-seeking, employment, personnel, unskilled job, job description, job interview, to become redundant, redundancy pay, full-time employment, supplementary benefits, curriculum vitae, staff, unemployment benefit.

2.3 Answer the following questions:

1. Why do people work?
2. What are the main stages of getting a job?
3. Are all jobs equally prestigious and rewarding?
4. What professions are most popular today?
5. How can you apply for a job?

2.4 Your company has decided to make a change to its working hours. Write an email to staff in your department:

- describing the change to working hours

- explaining the reason for this change
- saying when the working hours will change.
- Write 30-40 words

2.5 Write a CV.

СПИСОК ИСПОЛЬЗОВАННОЙ ЛИТЕРАТУРЫ

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