

ДЕПАРТАМЕНТ ОСВІТИ  
ВІННИЦЬКОЇ МІСЬКОЇ РАДИ  
КУ «МІСЬКИЙ МЕТОДИЧНИЙ КАБІНЕТ»  
КОМУНАЛЬНИЙ ЗАКЛАД  
«НАВЧАЛЬНО-ВИХОВНИЙ КОМПЛЕКС:ЗАГАЛЬНООСВІТНЯ  
ШКОЛА І-ІІ СТУПЕНІВ-ЛІЦЕЙ№7»



**Збірник практичних вправ  
для формування мовленнєвих  
компетенцій учнів при  
вивченні теми:  
« Влаштування на роботу»**

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Рекомендовано методичною радою

Закладу « Навчально-виховний комплекс:загальноосвітня школа І-ІІ ступенів –ліцей №7 Вінницької міської ради»

(протокол № 3 від 19.12.16 )

Посібник містить мовленнєві зразки, зразки документів для влаштування на роботу в іноземну фірму, діалоги, тексти, варіанти мовних ситуацій. Система вправ забезпечує швидке й ефективно засвоєння учнями необхідних знань і вироблення в них стійких навичок ділового спілкування.

Основна мета посібника – засвоєння норм поведінки при влаштуванні на роботу та спеціалізованої лексики, а також розвиток уміння використовувати необхідні документи.

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## ВСТУП

У сучасному конкурентному світі питання пошуку та влаштування на роботу залишається актуальним. Як підготуватись до співбесіди? Як правильно скласти резюме і отримати роботу? Як написати ділового листа до роботодавця?

У даному навчально-методичному посібнику подана термінологія та вирази, ситуативно обумовлені фрази і рекомендації, необхідні для підготовки документів для працевлаштування у закордонну фірму чи міжнародну організацію, складання ділових листів і повідомлень, що відповідають сучасним реаліям бізнес-комунікації, характерним для Великобританії і США. В посібнику міститься як теоретичний матеріал, так і практичні завдання, спрямовані на використання вивченої лексики. Система вправ забезпечує швидке та ефективне засвоєння необхідних знань і вироблення в учнів стійких навичок у спілкуванні.

Мета даного навчально-методичного посібника — ознайомити студентів з особливостями писемної та усної бізнес-комунікації, викласти і закріпити основну термінологію, необхідну для оформлення основної ділової документації, допомогти їм в розвитку навичок спілкування в реальних ситуаціях бізнес-комунікації, розширити їх словниковий запас з теми «Влаштування на роботу».

Даний посібник створено для учнів старших класів шкіл, гімназій, ліцеїв, особливо для учнів, які мріють влаштуватися на роботу в іноземну фірму. Він може використовуватися і для роботи в класі під керівництвом учителя, і для самостійного вивчення англійської мови, а також рекомендований як додатковий матеріал для використання учнями при вивченні розділу «Влаштування на роботу» або «Пошук роботи».

Посібник складається з двох розділів. Кожний розділ містить теоретичний, лексичний матеріал і практичні завдання, що необхідні для подальшого розвитку опанованих мовних навичок.

Завдання посібника є формування в учнів загальних та професійно-орієнтованих комунікативних мовленнєвих компетенцій та спонукати учнів до удосконалення навичок усного та писемного мовлення в професійній сфері.

**PART I**  
**THE APPLICATION**

1. Last August, Spenlow and Jorkens Limited, importers and suppliers of photographic and optical equipment, decided that they needed another secretary to work in the import department of the company. So they advertised in the advertisement columns of a newspaper The News. This is the advertisement that they put in:

Qualified secretary/shorthand-typist required  
by importers photographic equipment,  
Tilport. Good pay and prospects for suitable  
applicant. Five-day week. Write Box X.  
1234.

Elizabeth Groves, a young shorthand-typist, read this advertisement and decided to apply for the post advertised. So she wrote a letter of application. This is the letter that she wrote:

5, Micawber Road,  
Liverpool.  
25th August, 198-

Box X 1234.

Dear Sirs,

I. am writing to apply for the post of secretary /shorthand typist  
which was advertised in today's "News".

I took my O-levels in English, history, geography and French at Barchester Girls' High School, and then studied secretarial and commercial subjects at Barsetshire Technical College.

Since leaving (= since I left) the Technical College, I have been working in an insurance office in Liverpool.

For the past two years I have been secretary to the Assistant Manager, Claims Department.

For personal reasons, however, I should like to find employment in the Tilport area.

I enclose a copy of the certificate that I obtained from the Barsetshire Technical College. I can also refer you to the following persons for information as to my character and ability:

Miss Priscilla Trollope, M.A.  
Headmistress,  
Barchester Girls' High School,  
Barchester.

U. Heep, Esq., M.Sc. (Econ.),  
Principal,  
Barsetshire Technical College,  
Barchester.

The Rev. O. Slope,  
Allington Vicarage,

Barssetshire.

You may also apply to my present employers if you wish.

Their name and address are:

Cassandra Fire and Life Insurance Company, Ltd.,

Jeremiah Street,

Liverpool 4.

Yours faithfully,

2. The Secretary of Spenlow and Jorkens Ltd. read this letter, and wrote the following reply:

SPENLOW & JORKENS LTD

10-14 Pegotty Street, Tilport, Loamshire, TP1 OED

30th August, 198-

Miss E. Groves,  
5 Micawber Road,  
Liverpool.

Your ref.

Our ref. B2/F/5210/PR/JS

Dear Miss Groves,

Thank you for your letter of application for the post of secretary/shorthand-typist dated 25th August, 198-. We should be glad if you would come for an interview on 15th September at 3 p.m. When you arrive, please ask for the Personnel Manager, Mr. S. Murdstone.

Yours sincerely,

P. Random

Secretary

Spenlow & Jorkens Ltd

### Comprehension questions

- a. How does Elizabeth begin her letter to Spenlow and Jorkens? Does she address them by name? How does she end her letter?
- b. How do Spenlow and Jorkens begin their letter, and how do they end it?

### Language practice

#### *1. Study these words.*

apply

Applicant

application

advertise

advertisement

#### *Now copy and complete:*

- a. Elizabeth decided to \_\_\_\_\_ for the post.



- b. She wrote a letter of \_\_\_\_ .
- c. She was one of the \_\_\_\_s for the post.
- d. The firm \_\_\_\_d in a newspaper.
- e. Elizabeth read their \_\_\_\_ .

**2. Study these examples of present and past tenses in verbs.**

I *decide* (present) I *decided* (past) I have *decided* (perfect participle)

I *take* (present) I *took* (past) I have *taken* (perfect participle)

**Notice that in the following examples the perfect participle is different from the past tense:**

write	wrote	written
am, is	was	been
are	were	been
ring	rang	rung
do	did	done
speak	spoke	spoken

**Now answer the following questions:**

- a. What did Spenlow and Jorkens decide last August? (They ..... that they .....)
- b. Where did they advertise? (They .....)
- c. What did they put in the newspaper? (They ..... in an .....)
- d. What did Elizabeth read? (She .....)
- e. What did she write? (She .....)
- f. Did she take her O-Levels in several subjects? (Yes, she did. She ..... her O-Levels in.....)
- g. Did she study secretarial and commercial subjects at Barchesier High School? (No, she didn't. She. ....at .....)

- h.** Did she work in a bank after leaving the technical college? (No, she ..... . She ..... insurance company.)
- i.** Did she obtain a certificate from the technical college? (Yes, she .....)
- j.** Did she refer Spenlow and Jorkens to anybody (= any person or persons)? (Yes, she ..... She ..... them to ..... and ..... and .....)

**3. Note that one of the uses of the Present Perfect**

(*have* + Perfect Participle), e.g. He has worked.

and the Present Perfect Continuous

(*have* + *been* + *-ing* form), e.g. He has been working.

is to refer to an *action begun at some time in the past and continuing up to the present.*

**Choose the correct word or words:**

These customers *do/are doing/have done* business with us for/since twenty years.

We *buy/are buying/have bought* all our paint from Bourne Brothers *for/ever since* we started business.

Our sales *increase/are increasing/have been increasing for/ever since* last January

**4. Study the text, and then copy and complete the following:**

- a.** They decided \_\_\_\_ they needed another secretary.
- b.** She decided \_\_\_\_ apply \_\_\_\_ the post.
- c.** She studied English \_\_\_\_ school.
- d.** I have been working here \_\_\_\_ I left school in 1972.
- e.** I have been the Assistant Manager's secretary \_\_\_\_ two years.
- f.** I can refer you \_\_\_\_ the following persons.
- g.** They can give information \_\_\_\_ \_\_\_\_ my character.
- h.** You can apply \_\_\_\_ them \_\_\_\_ information.
- i.** Please come \_\_\_\_ an interview \_\_\_\_ 10 May \_\_\_\_ 3 o'clock.
- j.** Ask \_\_\_\_ the Personnel Manager.

**5. Note the meaning of *may* and *should* be glad if in the following examples:**

You may apply to my present employers.

= I give you permission to apply.

We should be glad if you would come.

= Please come.

Note also: When you *arrive* (Present Simple referring to Future.)

***6. Imagine you are a suitable applicant for the following posts, and write simple letters of application:***

**a.** Accountant / textile firm in Bradford / you took a degree in economics at London University / studied accountancy / you are an Incorporated Accountant / ten years' experience in commercial firms in the North of England / references.

**b.** Production Manager / oil company / degree in engineering / Birmingham University / experience : Middle East, Alaska, Nigeria / you speak a little Arabic / professional and personal references.

## AN INTERVIEW

*Spellow and Jorkens Limited have asked Elizabeth Groves to come for an interview, and now their Personnel Manager, Mr. Murdstone, is interviewing her.*

MR. MURDSTONE: You are applying for a post here. I have read your letter, but now I want to ask you a few personal questions. First, how old are you?

ELIZABETH: Twenty-four, sir.

MR. MURDSTONE: I see. So you left school about seven years ago. What were your best subjects at school?

ELIZABETH: English and history. And I liked French, too. And art. I didn't like mathematics or science much. Chemistry was my worst subject.

MR. MURDSTONE: Mathematics is sometimes very useful in office work.

ELIZABETH: Oh, well, I can do, simple arithmetic, and I have studied bookkeeping.

MR. MURDSTONE: What have you been doing for the last seven years? I believe you have had some secretarial and commercial training.

ELIZABETH: Yes, I have. When I left school I went to Bassetshire Technical College and took a course in shorthand-typing, bookkeeping, office practice, and some other subjects.

MR. MURDSTONE: How long was this course?

ELIZABETH: One year.

MR. MURDSTONE: And what did you do when you left the technical college?

ELIZABETH: I went to work in an insurance company in Liverpool.

MR. MURDSTONE: Did you stay there long?

ELIZABETH: I've been there for six years. I'm still working there.

MR. MURDSTONE: You have been in the same office ever since you left the technical college?

ELIZABETH: Yes, I have. [8]

### Comprehension questions.

- a. What post is Elizabeth applying for?
- b. When did she go to the technical college?
- c. How long did the course take? (It took .....)

d. Where did she go when she left the Technical College?

### Language practice

#### ***1. The Present Perfect is made up of has/have plus the Past Participle.***

Here are some examples:

*I have read* your letter of application.

*I have done* some bookkeeping.

You *have had* some secretarial training.

#### ***We can say:***

Mr. Murdstone *has read* Elizabeth's letter of application, *so he knows something about her*. She *has had* some secretarial and commercial training, *so she is (at least partially) trained*.

#### ***Now answer these questions:***

**a.** Why does Mr. Murdstone know something about Elizabeth?

*Because he has .....*

**b.** Is Elizabeth a trained secretary?

*Yes, she ..... training.*

**c.** Does she know anything about bookkeeping?

*Yes, she ..... some bookkeeping.*

**d.** Why is Elizabeth in Spewlow and Jorkens' office?

*She is ..... because ..... interview.*

**e.** Can you write shorthand?

*No, I can't. I ..... studied it.*

#### ***2. Now look at the Past Simple: left, was, were, liked, went, took, stayed, decided, needed, advertised, put, read, wrote, etc.***

Here are some examples:

When *did* she leave school? She *left* seven years ago.

What subjects *did* she *like* best when she was at school?

She *liked* English, but she *didn't like* science.

When *did* she go to the Technical College? She *went* there after she *left* school.

What *did* she *do* when she *went* to the Technical College? She *did* a great deal of work.

She *worked* hard. She *took* a course in secretarial subjects.

*Did* she *take* commercial Spanish? No, she *didn't*.

**Select the correct form of the verb in each of the following sentences:**

a. Are you still at school? No, I *left/have left*.

b. When did you *leave/have you left* school? I *left/have left* last July.

c. What did you *do/have you done* when you *read/have read* the advertisement? I *wrote/have written* a letter of application.

d. Why are you tired? Because I *worked/have worked hard* and *wrote/written* many letters.

e. Is the manager in his office? Yes, he is. He just *came/has just come*.

f. He *came/has come* about five minutes ago.

g. Elizabeth Groves is an applicant for a post in Spenlow and Jorkens' office. She *applied/has applied* for a post, and Mr. Murdstone is interviewing her. He *read/has read* her letter of application, and now he wants to ask her some personal questions. Elizabeth *left/has left* school seven years ago. Her best subjects at school *were/have been* English and history. She *liked/has liked* French, too, but she did not *like/has not liked* mathematics. However, she can do simple arithmetic, and *studied/has studied* bookkeeping. When she *left/has left* school, she *went/has gone* to the Barsetshire Technical College and *took/has taken* a course in shorthand-typing and other subjects. A year later she *went/has gone* to work in an insurance office in Liverpool. She is still working in this office. She *is/was/ has been* there for about six years.

## PERSONAL INFORMATION

MR. MURDSTONE: That is very interesting. Do you like your present work?

ELIZABETH: Yes, I do. I find it interesting.

MR. MURDSTONE: In that case, excuse me, but can you tell me why you want to leave your present post and are applying for a post in this firm?

ELIZABETH: Well, you see, my father died about six months ago. My mother has just bought a house at Tilbeach, near Tilport, and I want to live with her. She is all alone because my sister has just got married - she married an electrical engineer - and they've just gone to Nigeria.

MR. MURDSTONE: You have personal reasons for living and working in this area.

ELIZABETH: Yes, that's right. Besides, I think work in this kind of business must be very interesting, too, and you say there are good opportunities for responsibility and promotion.

MR. MURDSTONE: Have you had any experience of our type of work?

MR. MURDSTONE: Do you know anything about optical or photographic equipment?

ELIZABETH: Well, I don't know very much about it, but my boyfriend is an optician, and he has sometimes told me about his work. And he has always been interested in photography. My father, when he was alive, was interested in photography, too. So I have learnt something about it.

MR. MURDSTONE: We do a lot of business with Germany. Do you know any German?

ELIZABETH: I didn't learn German at school, but I have been to Germany and Austria a few times on holiday, and I have learnt a little. So I can speak it a bit. But I'm afraid I don't know any technical or commercial German.

MR. MURDSTONE: Perhaps you will learn some. Well, Miss Groves, there is one more thing I want to ask you. How much did you earn in your previous employment?

ELIZABETH: Sixty pounds a week for a five-day week.

MR. MURDSTONE: I see. Well, I shall write to check your references, and then get in touch (= communicate) with you again and tell you our decision some time this week.

ELIZABETH: Thank you. Good-bye, sir.

MIL MURDSTONE: Good-bye, Miss Groves.

## Comprehension questions

**1. Complete and answer these questions:**

- a. \_\_\_\_ Elizabeth like \_\_\_\_ present work?
- b. When \_\_\_\_ Elizabeth's father die?
- c. Where is her sister now? Who(m) did she marry?
- d. Is Elizabeth's boyfriend interested in photography?

**2. Here is an incorrect statement based on the comprehension passage:**

Elizabeth finds her present work uninteresting.

**Here is the true statement:**

Elizabeth doesn't find it uninteresting; she finds it interesting.

**Now change the following statements to make them true:**

- a. Her sister has married an accountant.
- b. Elizabeth knows about optical equipment because she studied it at the university.
- c. She speaks German very well and knows a great deal of technical and commercial German.
- d. She earned forty-five pounds a week in her previous employment.
- e. Mr. Murdstone has told her his decision.

**3. Fill in the gaps in the following passage:**

Elizabeth \_\_\_\_ her present work, and is \_\_\_\_ in it. But she is applying \_\_\_\_ this post in Tilport because \_\_\_\_ father \_\_\_\_ six months ago, her sister has \_\_\_\_ \_\_\_\_ electrical engineer and \_\_\_\_ just \_\_\_\_ to Nigeria, and \_\_\_\_ mother who \_\_\_\_ just \_\_\_\_ a house near Tilport, is all alone. She \_\_\_\_ not \_\_\_\_ any experience of the business of selling optical equipment, but \_\_\_\_ boyfriend is \_\_\_\_ optician, and \_\_\_\_ sometimes \_\_\_\_ her about \_\_\_\_ work. Unfortunately she \_\_\_\_n't \_\_\_\_ German at school, but she \_\_\_\_ to Germany and Austria a few times on holiday, and in this way she \_\_\_\_ a little, and can speak it a bit. She \_\_\_\_ always been \_\_\_\_ in languages.



## Language practice

**1. Study these words and notice how they are pronounced. The stressed part is in bold type.**

**PHO**tograph, pho**TO**grapher, pho**TO**graphy, photo**GRAPH**ic, photo**GRAPH**ically.

**2. The words *interest* and *interesting* are often used in English.**

Study these examples:

My work interests me.

My work is very interesting.

I find my work interesting.

I have interesting work.

I am very interested in my work.

**3. Notice how the word *must* is used in the following example.**

. . . work in this kind of business *must be* very interesting . . .

(= I think/am sure that work in this kind of business is very interesting.) Here *must* is used to indicate certainty or near-certainty (not obligation).

**Now change the following sentences by using *must* in this way:**

**a.** I am sure that there are good opportunities for promotion.

There must .....

**b.** I am sure you do a lot of business with Germany.

You .....

**c.** I am sure that the managing director earns a lot of money.

The managing director ..... earn .....

**d.** I am sure this restaurant is expensive.

This .....

**e.** I think she wants to leave her present post.

She ..... want .....

**4. The Past Tense of must (= certainty) is formed by using must + have + Perfect Participle. Here are some examples:**

I am sure she has just left school.

She *must have* just left school.

I am sure her father died many years ago

Her father *must have* died many years ago.

Now change the form of the following sentences by using the construction *must have*:

**a.** I am sure you learnt some German when you were on holiday.

You must have .....

**b.** I am sure her experience has been useful.

Her .....

**5.** Imagine you are Mr. Murdstone, and you are making a report of this interview. What are the good points and the bad points in her application?

What training has she had? How much experience has she had, and what kind (= type) of experience? What does she know, and what does she not know? What can she do? Is she the right (= correct) person for this post?

**6.** Write an imaginary interview similar to this, or interview one of your fellow-students for an imaginary job (= post)[8].

## PART II

### THE APPLICATION

*"Chemical Machinery" is a company based in northern France. It manufactures heavy machinery for the chemical industry, every department in "Chemical Machinery" uses computers, and as the organisation grows, the computer systems grow with it. The company now decides that it needs a Divisional Software Engineering Manager. This lesson is about finding the right person for this job.*

*Peter Field is a Staff Controller at "Chemical Machinery". Together with the Data Manager of the company he composes notes of the job description. Notice how careful he is to say exactly what the employee will have to do.*

#### **Draft Job Description**

Divisional Software Engineering Manager (DSEM). The DSEM is responsible to the Data Manager for:

- a) ensuring that all software used by the Company maintained in good operational condition at all times;
- b) maintaining the strictest security with regard to computer programmes;
- c) liaising with manufacturers and consultants in keeping software up to date and in overcoming problems or errors in programmes;
- d) writing new programmes, applications, etc. as required.

In several days the following advertisement appeared in a number of daily newspapers and special journals:

#### **DIVISIONAL SOFTWARE ENGINEERING MANAGER CHEMICAL**

MACHINERY is an expanding multinational company, active in chemical engineering and marketing its products and services to the petro-chemical industry. Our West European Division, located in France, is urgently seeking an ambitious Software Engineer to build and take charge of an enthusiastic team. The successful applicant is likely to be under 35 and to have an outstanding track record in the field of software engineering (not necessarily relating to the chemical industry). He or she currently holds a post of responsibility at middle management level and is fluent in

French and English. Salary negotiable. Expense allowance, company car, fringe benefits.	Apply with C. V. and
names of two referees to:	Dept F, Chemical
Machinery SA, Apdo 235, Lille, France,	before 17
January 1992	

*Raymond Roussel is a French computer programmer working in Great Britain. He read the "Chemical Machinery" advertisement. He decided to send an application letter to Peter Field. He phoned Mr Field telling him that he wanted to be an applicant for the post and that he would send an application letter and his curriculum vitae. Here is his application letter:*

Flat 9, 25 Newcastle  
Road Conselt  
Co Durham DU4 3ME  
England  
5 January 1992  
Mr Field  
Staff Controller  
Chemical Machinery  
Apdo 235,  
Lille, France

Dear Mr Field

Application for the post of Divisional Software Engineering Manager

Further to our telephone conversation this morning, I can confirm that I wish to apply for this post. I enclose a copy of my cv.

You will see that I have added the name of one of my referees, Mrs Helen Andrews. You may contact her at any time. If you require other referees, perhaps you will be so kind as to let me know.

I can come to Lille for interview at almost any time, provided I have at least three days' notice.

Yours sincerely

Raymond Roussel

*Raymond also sent his cv. There are many "right" ways to write a cv. Raymond has made his short and simple. He knows that all business documents must be easy to read and understand. That is why he has divided it into sections and tabulated it: the main headings are on the left of the page, the sub-headings a little further to the right. We can see at once where each section starts and ends.*

*This is the cv. that Raymond sent to Peter Field.[1:170]*

## CURRICULUM VITAE

### (A) PERSONAL INFORMATION

1985-87

name: Raymond Roussel

home address:

present address

### (C) EMPLOYMENT

1987- 88

date and place of birth:

1988 - 89

nationality:

sex:

1989-90

marital status:

### (B) EDUCATION

1990—

secondary education:

current salary

1976-79

further education:

1979—80

### (D) OTHER INFORMATION

1980—85

Languages

PhD in Systems Engineering

(E) REFEREES

Mrs Helen Andrews  
Manager, Industrial Clients Department,  
Topdown Systems Ltd  
Unit 37, Medomsley Road  
Consett County Durham DU 11 SAE,  
England

(name of other referees will be supplied  
on request)

Rue Moreau-Nelaton, 48, Apt 15a  
Paris, France  
Flat 9, 25 Newcastle Road Consett  
Co Durham DU4 3ME  
England

14.5.61 in Paris, France  
French  
male  
single

Senior High School in Paris  
High School Graduation Certificate

military service

University of Lyon:  
BSc in Computer Studies

University of Paris:

*Several days later Helen receives a reference request from the Staff Controller of  
Chemical Machinery. This is her reference letter:*

I took a year off and, with some friends,  
sailed round the world in a 12-metre  
sailing cruiser

Franco-Italian Bank, Milan:

Systems Analyst

Imprimery Ledoux, Paris: Control  
Systems

Supervisor

Topdown Systems, UK: Client  
Consultant

(promoted to Senior Software  
Development Engineer, July 1991)  
equivalent to \$48,000 plus car and  
bonuses

French (native)

English (fluent, spoken/written)

Italian (fairly fluent)

TOPDOWN SYSTEMS LTD Unit 37

Medomsley Road Consett County Durham DU 11 SAE England

Mr P.Field

Staff Controller

Chemical Machinery

Apdc 235

Lille, France

29 January 1992

CONFIDENTIAL

Dear Mr Field

Applicant for post of Divisional

Software Engineering Manager:

Dr Raymond Roussel

Thank you for your enquiry dated 24 Januar. Dr Roussel has worked for this company since October 1990, first as a Client Consultant, and since

July 1992 as a Senior Software Development Engineer. Although appointed to the Marketing Department, he has been attached to the Industrial Clients Department since the date of his promotion.

He is one of four SSDEs in my Department, who report direct to me. I have found him a willing and agreeable colleague and a very competent member of my team. He is dependable and hard working. On three occasions, as Project Leader of important client projects, he has shown effective leadership qualities. He has a natural aptitude for understanding and solving problems. He is a good communicator, and although he sometimes appears to lack confidence in English, this has not been a serious obstacle in his work. Having studied the particulars of the post for which he has applied, I can confidently recommend him.

Yours sincerely

(Mrs) Helen Andrews

Manager, Industrial Clients Department

*"Chemical Machinery" had several applicants for the post of Divisional Software Engineering Manager. All of them were interviewed (see below in the lesson). After the selection interview Raymond Roussel was accepted for this post while others were rejected. The following letter was sent to Dr Roussel:*

CHEMICAL MACHINERY

21st February 1992

Dear Dr Roussel

On behalf of Chemical Machinery, I am pleased to offer you the post of Divisional Software Engineering Manager, subject to the conditions specified in the enclosed contract.

The starting salary will be US \$4750 per month, payable in local currency. There will be a probationary period of six months, at which time the position and the salary will be reviewed. Thereafter the salary will be reviewed annually. Reasonable relocation expenses will be met. You will be entitled to a company car. Further particulars of salary scales, fringe benefits and conditions of employment are enclosed.

If you wish to accept the post, please let me have your acceptance in writing within seven days.

I look forward to welcoming you to Chemical Machinery in the near future

Yours sincerely

P. Field

Staff Controller

*Having received this letter Dr Roussel sent his letter of acceptance to Mr Field, Personnel Department Controller, Chemical Machinery. Here is this letter:*



Dear Mr Field

Post of Divisional Software Engineering Manager

I am writing to confirm what I told you in the telephone conversation today. I am pleased to accept your company's offer of this post on terms outlined in your letter of 21 February 1992. I look forward to joining Chemical Machinery and to contributing to the company's work.

Yours sincerely

Raymond Roussel

*Then Dr Roussel notifies the company in which he worked before by the following letter:*

Miss J. F. Matthews

Personnel Department

Topdown Systems Ltd

Dear Miss Matthews

I am writing to tell you that I have decided to accept an offer of employment with another company. I am therefore giving you my notice in accordance with the terms of my contract.

Yours sincerely

Raymond Roussel

Industrial Clients Department

Chemical Machinery

## ACTIVE VOCABULARY

Staff Controller — інспектор відділу кадрів

Data Manager — начальник відділу обробки даних

job description — опис посадових обов'язків

Divisional Software Engineering Manager (DSEM) — начальник відділу програмного забезпечення

to liaise with smb. — встановлювати, підтримувати зв'язок з ким-небудь

team — група, колектив

to be under 35 — бути у віці до 35 років

track record — послужний список

fringe benefits — побічні вигоди, привілеї

cv; c.v. (curriculum vitae) — анкета, складена тим, хто поступають на роботу

referee — особа, що дає рекомендацію

BSc (Bachelor Science) — бакалавр природних наук

computer studies — комп'ютерна техніка

PhD (Philosophia Doctor) — доктор філософії

to take a year off — узяти відпустку на один рік

sailing cruiser — парусна яхта

supervisor — керівник, начальник відділу

to be promoted to... — отримати підвищення на посаду ...

salary — заробітна платня

bonuses — преміальні

reference request — запит дати кому-небудь рекомендацію

enquiry — запит

Client Consultant — консультант відділу по обслуговуванню клієнтів

to report to smb. — підкорятися кому-небудь

dependable — надійний

hard-working — працелюбний

to have a natural aptitude for smth. — мати природну схильність до чого-небудь

to lack — бракувати, не вистачати

particulars — повні дані; подробиці

to interview smb. — проводити співбесіду з ким-небудь  
selection interview — співбесіда при відборі кандидатів на посаду  
to accept smb. — прийняти кого-небудь  
to reject smb. — відмовити кому-небудь  
subject to conditions — з дотриманням умов, при згоді на умови; якщо буде згода на умови  
probationary period — випробувальний термін  
to be entitled to... — мати право на ...  
in writing — письмово  
to confirm — підтверджувати  
to notify smb. — повідомляти кого-небудь  
in accordance with terms contract — відповідно до умов контракту  
interview — інтерв'ю, співбесіда  
reference — рекомендація  
application letter — лист із заявою  
to phone (to telephone) smb. — подзвонити по телефону  
application — заява (при влаштуванні на роботу)  
further to our telephone conversation — після нашої телефонної розмови ...;  
протягом нашої телефонної розмови ...  
to apply for post (position) — подавати заяву про прийом на роботу (на вакантну посаду)  
to enclose smth. — прикладати {який-небудь документ} до листа  
notice — повідомлення  
heading — заголовок  
sub-heading — підзаголовок  
marital status — сімейне положення  
single — неодружений; незаміжня  
married — одружений; заміжня  
confidence — упевненість

## COMPREHENSION QUESTIONS

1. What is a general scheme of applying for a job?
2. Why do "Chemical Machinery" need the post of a Divisional Software Engineering Manager?
3. Who composed the draft job description?
4. What are the general functions of the DSEM according to the description?
5. Where are advertisements of companies and firms published?
6. What are the requirements for the applicant set by "Chemical Machinery" in accordance with the advertisement?
7. Who applies for the post of DSEM and what is he?
8. What documents has an applicant to present to apply for a proposed post?
9. In what way is a curriculum vitae written?
10. What is a track record of an applicant?
11. What general headings and sub-heading does a c.v. have? What is their layout?
12. What is a referee? What are his functions?
13. What is a reference? Who writes it and when?
14. Who usually sends a request to a referee to give his (her) reference for an applicant?
15. Who interviews applicants for a post of the company?
16. How are applicants selected?
17. If the company select one applicant, how do they notify him about it?
18. What are the actions of the applicant, selected for the post, after he receives a notification of the company?
19. What does the applicant write to the company in which he worked before?
20. How long did it take Dr Roussel to change the place of work according to the example given above?

## VOCABULARY PRACTICE

**Exercise 1.** *Use the clues to help you (to) complete the sentences. The words are all in text above:*

Clues:

1. As the company grows, the computer systems ...
  2. The Staff Controller together with the Data Manager of the job description.
  3. Chemical Machinery is an company.
  4. Our West European Division is urgently ... an ambitious Software Engineer.
  5. The successful applicant is ... to be under 35.
  6. He or she currently holds a post at middle management level and is ... in French and English.
  7. Raymond Roussel decided to send to Mr Field.
  8. Further to our.....this morning, I can confirm that I wish to apply for this... .
  9. I can come to Lille for the interview any time, provided I have at least three das' ... .
  10. Several days later Helen receives a from the Staff Controller of Chemical Machinery.
  11. He is one of four SSDEs in my Department, who to me.
  12. He is ... and hard-working.
  13. He has a natural ... for understanding and solving problems.
  14. He sometimes appears to lack ... in English.
  15. Having studied the ... of the post for which he has applied, I can confidently ... him.
  16. The starting ... will be US \$4750 per month.
  17. There will be a .. of six months.
  18. Reasonable ... expenses will be met.
  19. Further ... of salary scales, fringe benefits and conditions are ... .
  20. If you wish to accept the ... please let me have your ... in writing within seven days.
- [2:180]

**Exercise 2.** *Read and translate the text. Pay attention to some structures and phrases used at an interview.*

## At an Interview

**Interviewer:** Are there any questions you want to ask us?

**Applicant:** Yes, I'd like to know more about the people I'll be working with.

**I:** Well, this is a new post. We're not quite sure which department it will be in — Marketing or Technical.

**A:** The thig is, I see my career developing more towards marketing.

**I:** Marketing's rather a big jump. After all, as an engineer, you won't be directly involved in selling.

**A:** You never know! Anyway, I'm certainly going to be involved in product development.

**I:** Well, maybe you have a point there. It depends on how you look at it.

**A:** OK, let's say I'm going to be on the marketing side. Perhaps you can tell me who I'll be working with.

**Exercise 3.** Complete the following ideas with your own words.

1. As "Chemical Machinery" is expanding ...
2. The organisation uses computers and as it grows ...
3. Notice how carefully the Staff Controller ...
4. The DSEM is responsible for...
5. Chemical Machinery is seeking ...
6. The successful applicant is likely to ...
7. He or she currently holds ...
8. Further to our telephone conversation ...
9. He knows that business documents must be easy to read and understand. That is why ...
10. I took a year off and ...
11. Dr Roussel has worked for this company since October 1990 ...
12. He is one of four SSDE in my Department who report direct to me. I have found ...
13. After the selection interview Raymond was ...
14. The starting salary will be ...
15. Further particulars of salary ...
16. I am writing to confirm ...

17. I am pleased to accept ...

18. I look forward to joining ...

**Exercise 4.** *You are interviewing a candidate who does not appear to have the right qualifications for the job. Read these examples:*

I speak fluent Russian and Japanese. Yes, but what we need is someone who can speak Ukrainian.

And I have three years' experience. Yes, but what we need is someone with at least 5 years' experience.

Now you go on in the same way. The notes show what sort of person you need for the job.

You need someone:

a) who can speak French;

b) with at least ten years' experience;

c) over thirty;

d) with research experience;

e) with an engineering degree;

f) who can work in a team;

g) who has worked overseas;

h) who is willing to travel extensively; i) who can build an enthusiastic team; j) who can work as a computing programmer.

## GRAMMAR EXERCISES

**Exercise 1.** *Supply the prepositions where necessary.*

A letter from an applicant for the secretarial post advertised in a newspaper

(home address)

Blake and Son Personnel Services

PO Box 203 9

January 1998

London SW1, 6JN

Dear Sir

I am interested ... applying for the post of secretary ... your company, which was advertised ... the Daily Telegraph, 4 January 1998.

I am ... present working ... Watson and Sons Ltd in Crawley, where I have been Personal Secretary ... the Head ... the Legal Department ... the past 2 years. This position also includes responsibility ... translating and occasional interpreting ... meetings ... overseas clients.

I enclose my curriculum vitae and will be happy to give you any further information, should you require it.

Yours faithfully,

JOAN BELL

**Exercise 2.** *Supply the proper articles where necessary. Trans/ate the text.*

...Data Servicing Department had ... staff of ten, out of ... total staff n ... London office of 150. ... company had ... turnover, in 1998, in ... region of US \$20m. I was responsible for ... staff of seven and fori.. functioning of all data processing services within ... company and all data communication. In 1998 I also planned and supervised ... installation of ... equipment and software, and organised ..., training courses for all employees.



Del Conte is ... small, but successful, firm of ... financial and investment consultants. We have ... clients in ... most European countries, North America and Japan. I am responsible for maintaining ... firm's data processing system, which is in ... contact throughout ... day and night with ... world's major stock exchanges and money markets. I also maintain ... software which processes ... portfolio values, clients' accounts, etc.

**Exercise 3.** Use the adverbials "rather" or "quite" in the following sentences:

1. What do you think of the new manager?
2. Oh, I ... like him. He is ... good.
3. Are you sure? Yes, I'm ... sure.
4. You have made a mistake. You're ... right. I've made a mistake.
5. Can I have a word with you? Well, I am ... busy at the moment.
6. Is it all important? Yes, it is ... .
7. Did she do it well? Yes, I thought she did .. well.
8. Are you surprised that Raymond decided to sail around the world? Yes, I'm ... surprised that he did so.
9. Do you agree with him? No, I don't ... agree with him.
10. Are you ... sure that he is good for this post? Yes, I'm ... sure.
11. Do you think your travel was useful? Yes. actually I think it was ... useful for my career because I tested a new navigation equipment.

In the examples given above before other words "quite" means "completely" or "rather" also has two meanings. It can also mean "to a small degree".

**Exercise 4.** Transform the following questions into indirect speech in the Past Indefinite Tense form according to the model:

"My name is Raymond Roussel".

He asked what my name was.

"What post do you hold in the company now?"

He asked what post I held in the company then.

"Can you show me your certificate?"

He asked me whether (if) I could show him my certificate.

"Have you already written your track record?"

He asked if I had already written my track record.

1. Have you been to France before?
2. How long have you been working for Blake and Son company?
3. When did you do your military service?
4. Have you travelled much?
5. When were you at university?
6. Are you applying for the post of secretary?
7. Can you send me your curriculum vitae?
8. What is your marital status?
9. What year did you get your PhD?
10. What other companies have you worked for?
11. Did your studies at the university lead to a degree?
12. Can I give your name as a referee?
13. Could I have a quick word with you?
14. Who do you report to in your department?
15. Have you already sent a reference request to him?
16. What is your salary in the firm at present?
17. Have you got a natural aptitude to this job?
18. Is he a dependable and hard-working man?
19. What other companies have you worked for?
20. Did your studies at the university lead to a degree?
21. Can I give your name as a referee?
22. Could I have a quick word with you?
23. Who do you report to in your department?
24. Have you already sent a reference request to him?
25. What is your salary in the firm at present?
26. Have you got a natural aptitude to this job?
27. Is he a dependable and hard-working man?
28. How many people were selected as applicants for this job?
29. How many applicants were rejected?

30. What are fringe benefits at your post?
31. Have you already confirmed that you accept this post?
32. How long was your probationary period at the post of personal secretary?
33. What were the terms of the contract signed by two firms?
34. Did the boss ask you to notify him in writing?r this job?
34. How many applicants were rejected?
35. What are fringe benefits at your post?
36. Have you already confirmed that you accept this post?
37. How long was your probationary period at the post of personal secretary?
38. What were the terms of the contract signed by two firms?
39. Did the boss ask you to notify him in writing? [2:189]

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