



BUSINESS ENGLISH

# **BUSINESS ENGLISH**



## Цели и задачи курса

- **Целью** изучения курса «Деловой английский язык» является обучение *разговорной речи, аудированию, чтению и письму.*
- В ходе занятий уделяется внимание не только углублению знаний по английскому языку, но и привитию навыков правильного поведения в странах английского языка.

# Актуальность курса

## Основные трудности:

- участие в совещаниях 79%
- общение с деловыми партнерами 77%
- общение по телефону 74%
- проведение презентаций 70%
- написание деловых писем и служебных записок 54%
- обработка информационных потоков 48%
- работа с устными и письменными инструкциями 40%
- чтение специальных журналов 32%
- чтение документации 27%

# Цели и задачи курса

- Курс характеризуется преобладанием устных форм работы и ориентирован на формирование навыков ведения деловой беседы в ходе встреч, переговоров и приемов, активного запаса фраз-клише, сопутствующих такому диалогу, а также одновременное освоение правил служебного этикета (речевого, поведенческого), развитие социокультурной компетенции, а именно умения участвовать в коммуникации в соответствии с нормами, принятыми в деловом мире.
- Разнообразие содержания речи учащихся достигается как за счет разнообразия употребляемых лексических единиц, так и за счет привлечения эмоционально окрашенной лексики.



# ЦЕЛИ УРОКА

- Развивать и совершенствовать коммуникативные умения и навыки говорения, чтения, аудирования, письма
- Активизировать активный словарь урока
- Учить оценивать личные качества при выборе работы
- Учить составлять резюме и письмо для приема на работу
- Учить взаимодействовать и работать в команде





# **WELCOME TO BUSINESS ENGLISH**



# GETTING A JOB



**RESUME**

**CURRICULUM VITAE**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Further studies: \_\_\_\_\_

Work experience: \_\_\_\_\_

Date	Employer	Position	Pay

### Grand Hotel

is looking for a...  
the successful...  
- excellent communication...  
- fluent English...  
- serious responsible...  
- able to work...  
- relevant experience...  
- essential...  
We provide:  
- excellent working conditions...  
- flexible working hours...  
- competitive salary...  
- benefits...  
Please send your CV to: ...  
Name: ...  
Address: ...  
E-mail: ...



Names and addresses of three referees:

- MS E SPINK, LONGFORD SECRETARIAL COLLEGE, BRIGHTON, SUSSEX BR9 HRD
- MR J CHAMBERS, CHAMBERS TRUCKS, 33 JEVINGTON ROAD, BRIGHTON, SUSSEX BR9 5OB
- MR S MAYER, BUFFALO BOOKS, 29 BAKER STREET, LONDON N1F 4AB

# OUR GOAL-SETTINGS



✓ To evaluate abilities and personal qualities in relations to different jobs



✓ To practise active vocabulary



✓ To write a CV and a letter of application



✓ To discuss the necessary job interview skills for a role-play

✓ To learn proper communication skills



# WARM-UP

Select one or two adjectives to characterise the job you want:

- Reliable
- Creative
- Well-paid
- Interesting
- Individual
- Competitive
- Easy
- Prestigious
- Long-term
- Up-to-date
- Boring
- Enthusiastic
- Monotonous
- Mutual
- Responsible
- Intimate

# VOCABULARY REVISION

*TASK: Group the words and phrases into three categories*

Getting a job

Leaving a job

Not having a job

*Be unemployed*

**Retire**

***Make smb redundant***

***Be retired***

**Have a job  
interview**

**Be out of  
work**

***Look for a job***

***Write a CV***

**Sack/fire smb**

**Resign from a job**

**Apply for a job**





**Getting a job**

**Leaving a job**

**Not having a job**



***Look for a job***

***Be retired***

***Be unemployed***

**Apply for a job**

**Retire**

***Make smb redundant***



**Have a job interview**

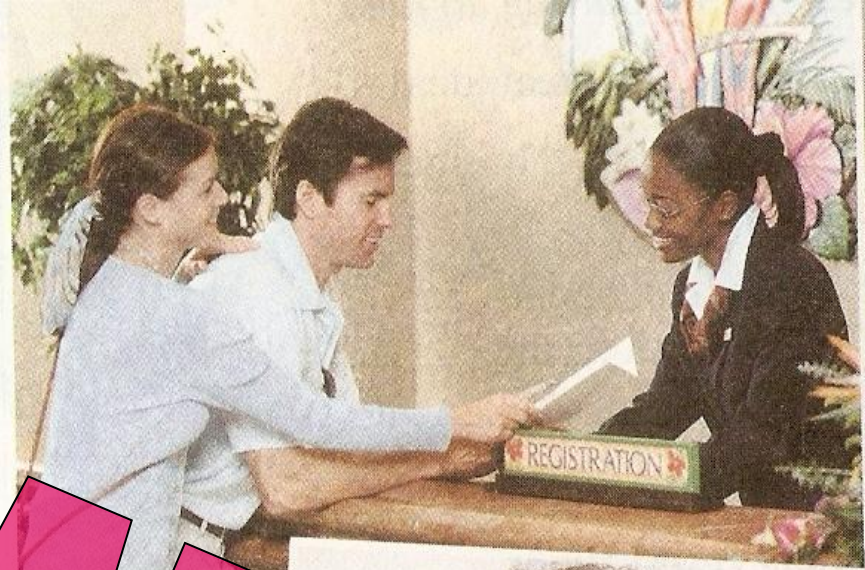
**Resign from a job**

**Sack/fire smb**

**Be out of work**

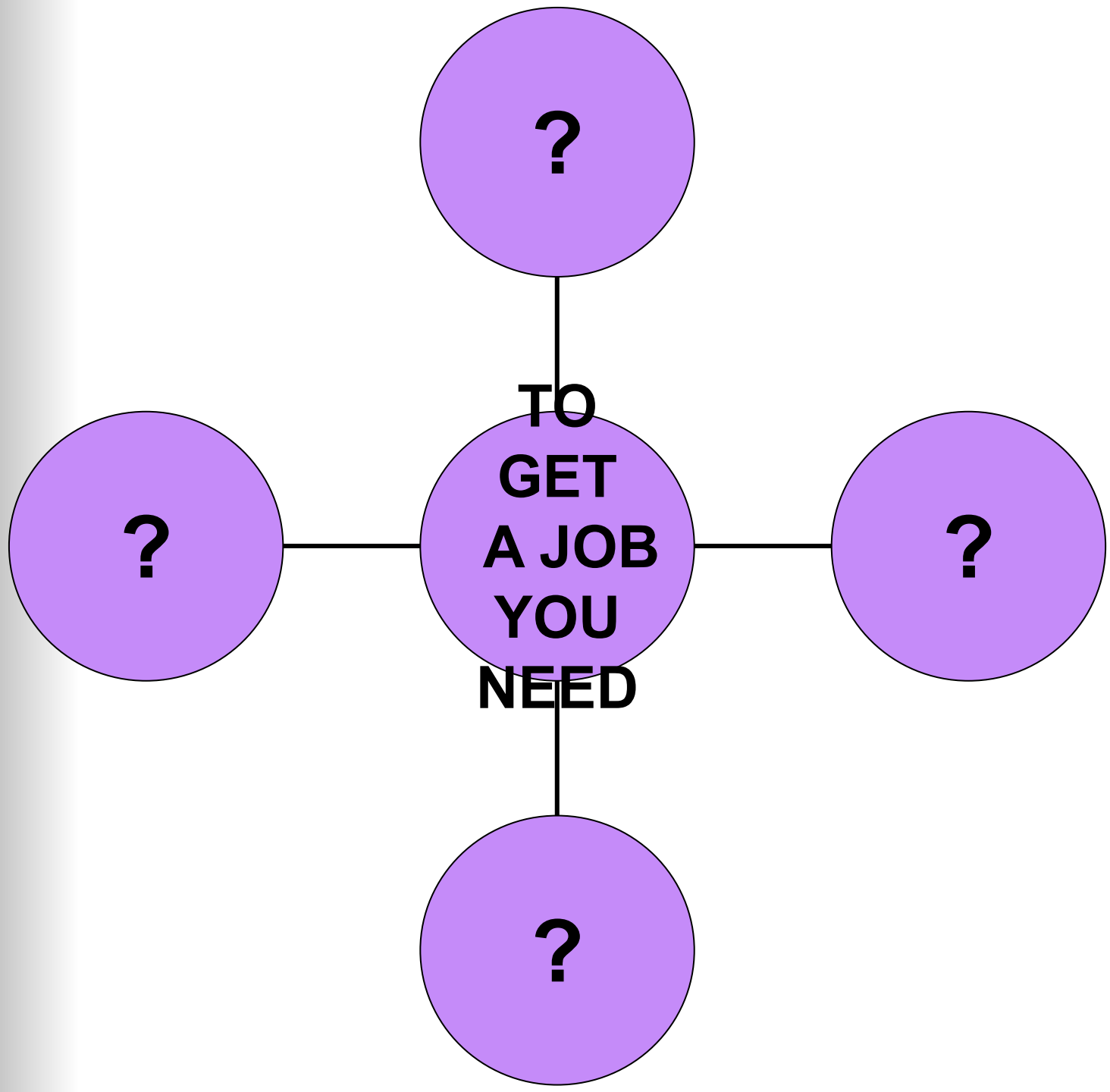



***Write a CV***



# SPEAKING







# Put the following steps in the order you think you should follow when you are looking for a job:

- a) Decide what you want to do
- b) Research the jobs available
- c) Look at your skills and education in relation to the career opportunity
- d) Think whether you need training/  
more training
- e) Prepare a CV and a letter of  
application
- f) Get the training or education you  
need



- ❖ **Decide what you want to do**
- ❖ **Look at your skills and education in relation to the career opportunity**
- ❖ **Think whether you need training/ more training**
- ❖ **Get the training or education you need**
- ❖ **Research the jobs available**
- ❖ **Prepare a CV and a letter of application**

# A CURRICULUM VITAE



<b>A CV</b>	<b>A LETTER OF APPLICATION</b>
<b>1 3 5 6 7 8</b>	<b>2 4</b>





# LISTENING COMPREHENSION

Language  
support:

Giving an opinion:

I suppose

As far as I can  
judge


It's necessary to  
say

I'd like to point  
out

I consider

I'd like to stress

If I'm not mistaken

- Why do some people have difficulties looking for a job?
  - What is CV about?
  - In what order should you put the facts in the CV?
  - What is the purpose of a letter of application?
- 



# LISTENING COMPREHENSION

Language  
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Giving an opinion:

I suppose

As far as I can  
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It's necessary to  
say

I'd like to point  
out

I consider

I'd like to stress

If I'm not mistaken

- Is there any difference between a CV and a letter of application?
- Can you use the same CV/letter of application when applying for different jobs?
- How does Oliver Donovan recommend sending a CV and a letter of application?





# CURRICULUM VITAE

(Please write in block capitals)

Surname: .....

Address: .....

First name(s): .....

13, QUEEN'S CRESCENT

D.o.b.: .....

LONDON SW1T 5JJ

Marital status: .....

Tel no: .....

Children: .....

## Education and further studies

Dates	Schools/colleges (names and addresses)	Qualifications
		GCE O LEVELS
	PRESTON PARK 6TH FORM COLLEGE, PRESTON, LANCS.	
		SECRETARIAL DIPLOMA

## Experience

Dates	Place of work (with address)	job	pay

## Names and addresses of three referees

MS E SPINK, LONGFORD SECRETARIAL COLLEGE, BRIGHTON, SUSSEX BR9 HRD

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SUSSEX BR9 5OB

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# LAYOUT OF AN OFFICIAL LETTER

**M  
A  
R  
G  
I  
N  
S**

**M  
A  
R  
G  
I  
N  
S**

**1. The heading**

**2. Inside address**

**3. The date**

**4. The salutation**

**5. The body**

**6. Complimentary close**

**7. Signature**

**8. P.S.**

**9. Enclosures**

13 Queen's Crescent  
London SW1T 5JJ

Ms Helen Ferns  
Box 6390  
Evening Star  
64 Fleet Street  
London EC4J 6BB

27 November 2008

Dear Ms Ferns,

I **saw**..... your advertisement in the Evening Star and I would  
..**like**...to ...**apply**.. for a job of receptionist.

I **enclose**.. a full curriculum vitae. As you can **see**..... I **worked**.... as a  
receptionist before I ...**had**....children. I can .....**use**..... a PMBX switchboard  
and I ..**can**..... type.

Buffalo Books **gave**..... me a very good reference when I **left**..... my job.  
Now my two children are **growing** up and I ....**would**.. like to .....**go**.... back to  
work.

I **look**..... forward to **hearing**.....from you.

Yours sincerely,  
Signature  
Mrs. Lorraine Welder

Apply  
Can  
Enclose  
Gave  
Go  
Growing  
Had  
Hearing  
Left  
Like  
Look  
See  
Saw  
Use  
Worked  
Would

# Grand Hotel Volga

is looking for a receptionist

The successful candidate should have:

- ◆ excellent communication skills.
- ◆ fluent English.
- ◆ sense of responsibility.
- ◆ ability to work well under pressure.

Relevant experience is a plus but not essential.

We provide:

- ◆ excellent working conditions.
- ◆ flexible working hours.
- ◆ competitive salary and benefits.

Please send your CV to the Human Resources manager: Natalia Andreeva by e-mail: [andreeva@Volga.ru](mailto:andreeva@Volga.ru)

Dear Sir/Madam,

I saw your advertisement last week and decided to write. I hope the job of receptionist will be good for me.

I am currently a 2-year student of tourism and I would like to work for your hotel – I have worked in the hotel several times taking part in different seminars and I like it very much. It will be good to work there. My knowledge of English and Spanish will help me to communicate with customers.

I have worked in a travel agency for six months and it was not that interesting as the job of a receptionist in your hotel will be. Helping my Mum in a book shop was extremely boring but at least it gave me some experience of dealing with angry customers.

I am sending my CV in the attachment.

Don't hesitate to contact me at any time.

Best wishes,

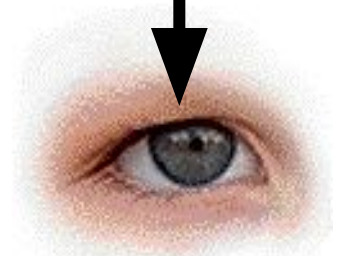
*подпись*

Mikhail Konstantinov

# JOB HUNTING



CV



???





**TO BE DONE AT HOME:**

**The Krasnoyarsk  
Vedomosty** 

**is looking for a secretary**

Candidates should possess the following qualifications and qualities:

- fluent English (written and spoken)
- PC skills
- good interpersonal skills
- teamwork skills
- ability to work under pressure

Please send your CV by e-mail: [Vedomosty@krasnet.ru](mailto:Vedomosty@krasnet.ru)



# ROUNDING-UP

Please share your opinions of today's lesson. Start like this:

*Today's lesson was useful for me because....*





My dear students,

I'm very grateful for you and your work. I really appreciate your success in our mutual work. Your results are excellent.

I look forward to meeting you at our next class again.

Yours,

Yelena V. Kabanova