



BUSINESS ENGLISH

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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

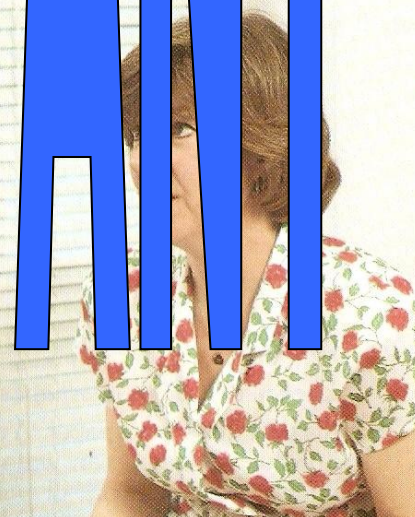
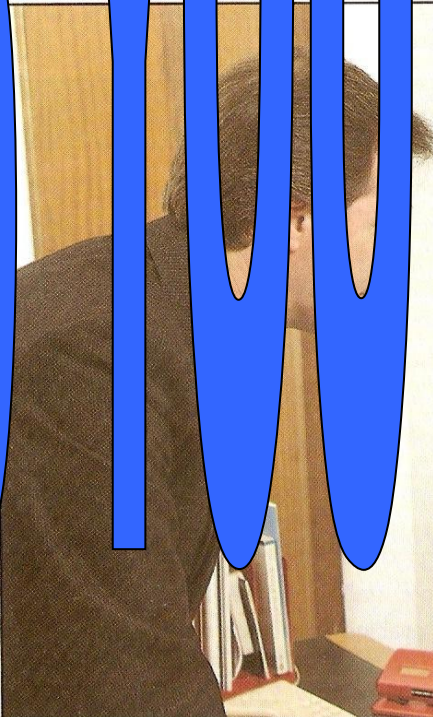




**WELCOME TO
BUSINESS ENGLISH**



SECRETARY



Grand Hotel

is looking for a secretary
 The successful candidate should have
 excellent communication skills
 fluency in English
 a strong sense of responsibility
 ability to work well under pressure
 relevant experience as a secretary
 essential

We provide:
 excellent working conditions
 flexible working hours
 competitive salary and benefits

Please send your CV and references to:
 Human Resources
 Grand Hotel, 100 Victoria Road, London
 Email: hr@grandhotel.co.uk

RESUME / CURRICULUM VITAE

Name: _____

Address: _____

Telephone: _____

Further studies: _____

Work experience: _____

Names and addresses of three referees:

MS E SPINK, LONGFORD SECRETARIAL COLLEGE, BRIGHTON, SUSSEX BR9 4RD

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

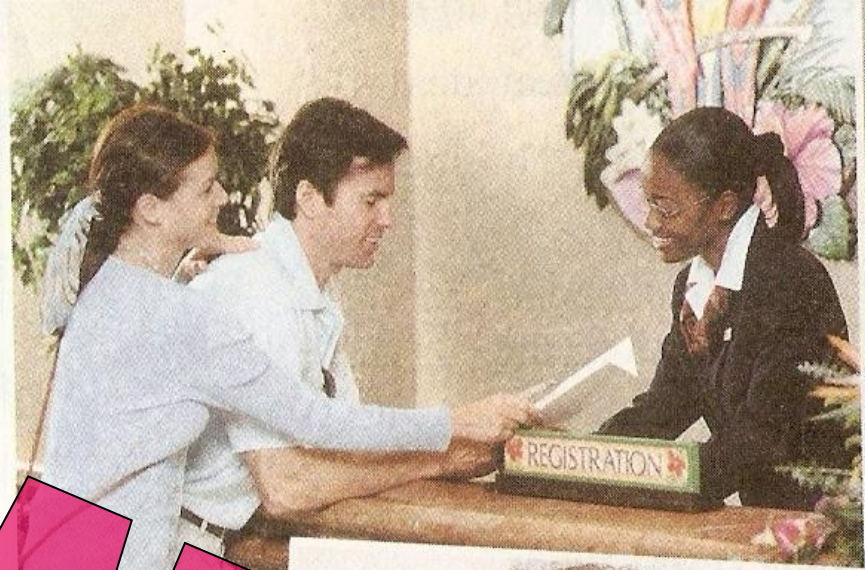
Resign from a job

Sack/fire smb

Be out of work

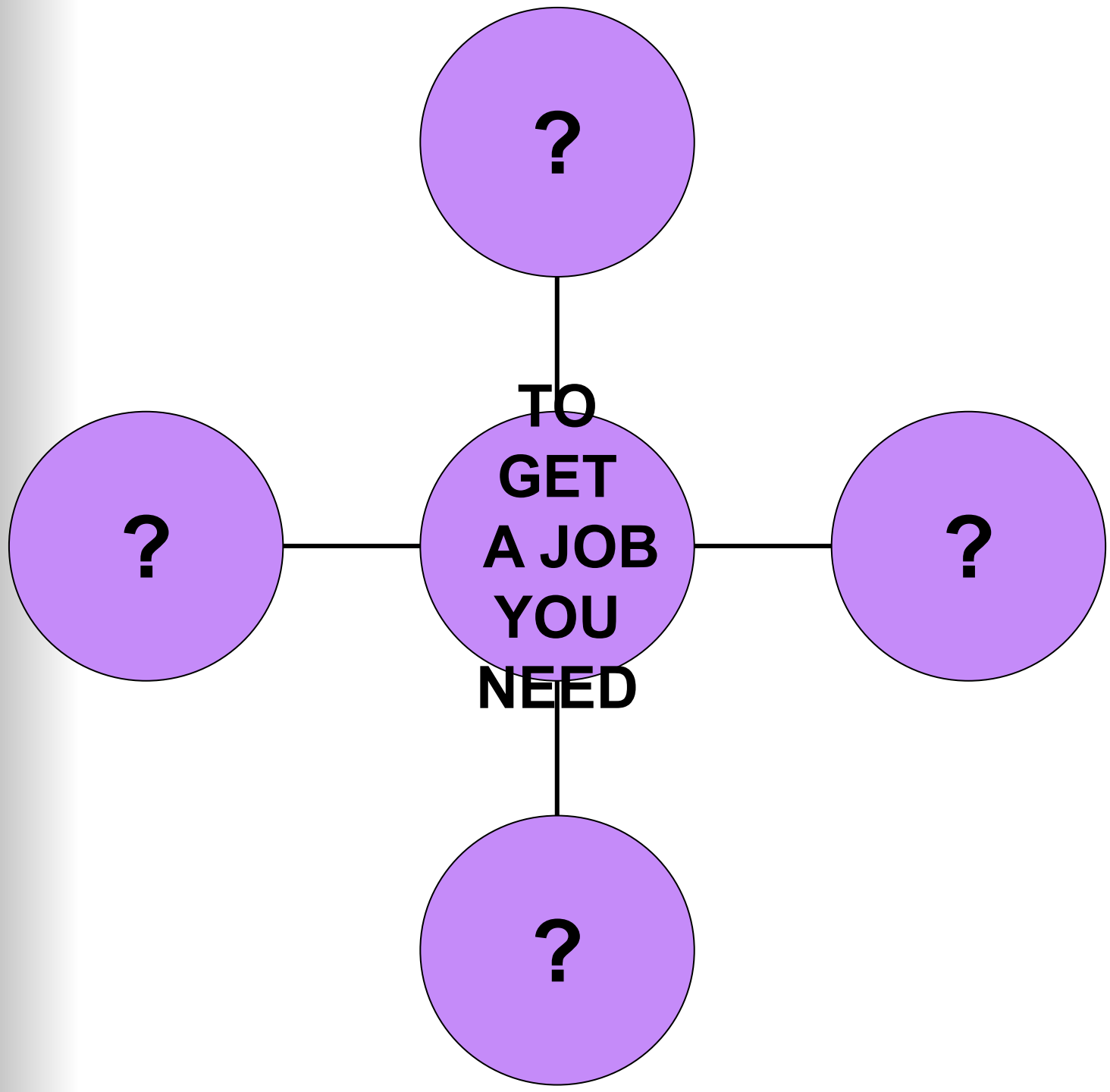



Write a CV



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



A CV	A LETTER OF APPLICATION
1 3 5 6 7 8	2 4



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

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support:

Giving an opinion:

I suppose

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judge

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

MR J CHAMBERS, CHAMBERS TRUCKS, 33 JEVINGTON ROAD, BRIGHTON,
SUSSEX BR9 5OB

MR S MAYER, BUFFALO BOOKS, 29 BAKER STREET, LONDON N1F 4AB

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

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,

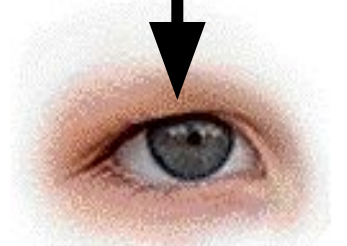
подпись

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

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