



Mathematics

10-th form

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«Opportunities are often things you haven't noticed the first time around»

Catherine Deneuve



Proverbs

- What is worth doing is worth doing well
- Many hands make light work
- No pains, no gains
- The work shows the workman
- Работа показывает работника
- Если уж делать что-то, то делать хорошо
- Без усилий нет достижений
- Когда рук много, работать легче

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Complete the definition with
the words from the right
column



Vocabulary

1. Someone who applies for a job is called an...


2. Being able to use a computer is an important ... these days

3. When you apply for a job, you are often asked to attend a job...


- Interview
- Test
- Qualification
- Skill
- Applier
- Applicant
- Experience
- Candidate
- Manager
- Self-employed




Vocabulary




4. If you run your own small business, you are ...



5. If you have done something for a long time, you have a lot of...



6. Degrees and diplomas show your...

- 
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Jobs



Listening



Application letter



When you apply for a job, you write **a letter of application** which goes together with CVs.

Letters of application represent who you are to a potential employer.

The application letter is your first communication with the person that can give you your dream job.

1. What is the goal of sending a letter of application?
2. What's the style of application letters?
3. What does the style of an application letter depend on?

True or false:

1. A letter of application could be sent to any person in the company. F
2. You should send your CV with a letter of application, it'll help you to stand out from other candidates. T
3. The longer an application letter is the better. F
4. A letter of application should be less formal than your CV. T
5. Employers want to hire real people, not robots, that's why genuine and friendly application letters are usually appreciated. T



Computer practice



Match the gaps (1-7) in the letter with the phrases (a-g).

a) As you can see from my CV 3

b) I am willing to 5

c) I believe that 2

d) I look forward to 7

e) I do not have 4

f) I am writing in response to 1

g) Please do not hesitate to 6

1 |

2 |

3 |

4 |

5 |

6 |

7 |

8 |

9 |

10 |

a) Closing

b) Drawing your reader's attention

c) Name and address of a company

d) Initiating further action

e) Salutation

f) Details

g) Signature

h) Date

i) Your name and address

j) Showing your qualification and skills



Job interview



«Success is a ladder that cannot be climbed with your hands in your pockets»





P.53 ex. F - Discuss the statement

I know exactly what I want to do when I grow up



Well done!

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