

## Практическая работа №3

**Тема 4.1.** В офисе. Оформление документов.

**Цель работы:** формирование навыков монологической и диалогической речи по изучаемой теме

**Содержание работы:**

### 1. Выписать новые слова по теме:

**aim at a position** претендовать на должность  
**application** заявление о приеме на работу  
**apply for a job** наниматься на работу  
**background** происхождение, биография  
**confidence** уверенность  
**creativity** творческий подход  
**employment agency** агентство по трудоустройству  
**experience** опыт  
**fill in an application form** заполнить форму заявления  
**former** бывший, прежний  
**hire** нанимать на работу  
**interview** собеседование  
**interviewer** проводящий собеседование  
**interviewee** интервьюируемый  
**make a good impression** производить хорошее впечатление  
**make an appointment** назначить встречу  
**pressure situation** нестандартная ситуация  
**position** должность  
**proper** соответствующий  
**qualification** квалификация  
**recruitment agency** агентство по набору персонала  
**resume** резюме  
**representative** представитель  
**salary** заработная плата  
**search** поиск  
**temporary** временный

### 2. Прочитайте текст, устно переведите. Письменно ответьте на вопросы.

#### Jobsearch

Job search is a long process, which needs lots of time and effort. You can't start it without a resume. You present the most important information about yourself in it: your background, your work experience, skills and special knowledge. You should write your objective too, that is what position you are aiming at.

With your resume drawn you start direct research. You study business magazines and newspapers and look for the companies that regularly hire in your field. You can send your resume to these companies. Employment and recruitment agencies are aimed at assisting you in finding a job.

State employment agencies are funded by state labour departments. The most effective way to use their services is to visit the local office.

Only employment agencies and some recruitment agencies will actively market you to a large number of companies. The most part of recruitment agencies only present the credentials on the existing position.

It is useful to visit job fairs and career days, ask your family, relatives, friends, neighbours and acquaintances to help you in job search.

You can use web pages on Internet, such as [www.jobs.ru](http://www.jobs.ru) or [www.hro.ru](http://www.hro.ru) and other special web sites.

Interview is an important part in your job search. It is important to make a good impression and to wear proper clothes. Make sure your shoes are clean, well polished and in good condition. Don't fiddle with your hair, your hands or your clothes, don't cross the arms. Sit up straight. Keep long hair under control, don't wear too much jewelry. Try to keep eye contact with the key person in the meeting. It is not proper to ask about the salary at the first interview or criticise your former boss or company. It is not recommended to discuss personal or financial problems with the representative of the company. It is important to assure the company representatives that you are the right person for the position.

If you are offered a position, you can negotiate the offer and ask about your salary. As you can see, the process of job search is rather difficult, but it can be a rewarding too if you get the position which you have been dreaming about.

**Слова к тексту:**

objective — цель

to draw — составлять (документ)  
credentials — документы  
to fiddle — вертеть в руках, играть  
representative — представитель  
to assure — заверить  
to negotiate — вести переговоры  
rewarding — стоящий, полезный

**3. Ответьте на вопросы к тексту:**

1. What have you to start job search with?
2. What kind of information should you present in the resume?
3. What can you help in finding a job?
4. If you are invited to an interview how to make a good impression on the interviewers?
5. When is it proper to ask about the salary?
6. How would you assure the company representatives that you are the right person for the position?

**4. Запомните следующие выражения, составьте с их помощью диалоги.**

1. **I'm out of job now.** - Я сейчас без работы.
2. **She was discharged (fired).** - Она была уволена.
3. **I am busy looking for a new job.** - Я занят поиском новой работы.
4. **I'm going to change my job.** - Я собираюсь сменить работу.
5. **I've got a temporary job.** - У меня временная работа.
6. **I didn't like my job, but later I got used to it.** - Мне не нравилась моя работа, но потом я к ней привык.
7. **Business before pleasure.** - Дело время, потехе час.
8. **She gets good wages.** - Она получает хорошую зарплату.
9. **I am on half-pay.** - Я работаю на полставки.
10. **He can't find job he was trained for.** - Он не может найти работу по специальности.
11. **I have recommendations from my previous job.** - У меня есть рекомендации с предыдущей работы.
12. **Do you have the qualification we require?** - У вас есть квалификация, которая у нас требуется?
13. **Did they offer you a job?** - Они предложили тебе работу?
14. **I can't make a final decision now.** - Я не могу сейчас принять окончательное решение.
15. **We ask you to come to an interview.** - Мы просим вас прийти на собеседование.
16. **I have to make a good impression on the interviewers.** - Я должна произвести хорошее впечатление на тех, кто будет поводить собеседование.
17. **Occupation I want to devote my life to has to bring me satisfaction.** - Профессия, которой я хочу посвятить свою жизнь, должно мне приносить удовлетворение.
18. **I must think it over** - Я должен это обдумать.