

Раздел 1. Профессиональная коммуникация.

Module 1. Professional Communication

PP01. Устройство на работу. Основные виды работы, их краткая характеристика на английском языке; описание обязанностей, связанных с выполнением того или иного вида работы.

PP01. Application for a job. Jobs and their brief description in English; a description of job responsibilities.

Study the difference between skills and responsibilities

Functional Skills vs. Job Responsibilities

Functional skills are transferable skills an employee can use in various work environments or situations. Job responsibilities are specific duties or tasks an employee is expected to perform.

Functional Skills Basics

While technical skills are needed for a specific job, functional skills typically have broader application. Communication, listening, interpersonal, computer, basic math, integrity and written communication skills are common examples of functional job skills.

Job Responsibility Basics

Job responsibilities are what the company expects from an employee in a given position. They include roles, tasks and activities involved in fulfilling requirements of a certain position. Supervising, designing, creating, developing, writing, teaching, selling, servicing and decision making are all basic types of job responsibilities. Some jobs have a small number of primary duties. Teachers teach and salespeople sell, for instance. Other jobs may have a long list of responsibilities.

functional skills - функциональные навыки
transferable skills - универсальные навыки
technical skills - технические навыки
job responsibilities - рабочие обязанности
perform duties - выполнять обязанности
primary duties - основные обязанности
fulfill requirements - выполнять требования

Study the vocabulary

Jobs and Professions

Management

President – президент
vice-president - вице-президент
director – директор
manager - управляющий делами
executive officer - исполнительный директор

CEO (chief executive officer; company executive officer) - Генеральный директор
(генеральный директор; исполнительный директор компании)
deputy director - заместитель директора
managing director - управляющий компании
financial director - финансовый директор
marketing director - директор по маркетингу
general manager - главный управляющий
assistant manager - помощник менеджера
manager - руководитель отдела
production manager - начальник производства
personnel manager - начальник отдела кадров
marketing manager - начальник отдела маркетинга
sales manager - руководитель отдела продаж
project manager - менеджер проекта
supervisor – руководитель
inspector - инспектор

Office workers

office worker / office employee /office clerk - офисный работник
receptionist – администратор
secretary – секретарь
assistant – помощник
typist - машинистка

Banking and financial activities

banker / bank officer /bank clerk - банкир / банковский служащий
economist – экономист
auditor – аудитор
accountant - бухгалтер
teller / cashier - кассир
financier – финансист
investor – инвестор
sponsor – спонсор
stockbroker - биржевой брокер
tax collector - сборщик налогов

Sales and stores

sales representative - торговый представитель
sales manager - менеджер по продажам
salesperson / salesman /seller – продавец
cashier – кассир
buyer / wholesale buyer /wholesaler - закупщик / оптовый покупатель / оптовик
retailer / merchant - предприятие розничной торговли
distributor/ dealer /trader - дистрибьютор / дилер / трейдер
advertising agent - рекламный агент

Science

scientist / scholar /researcher - ученый / исследователь
explorer – исследователь

inventor – изобретатель
mathematician – математик
physicist – физик
chemist – химик
biologist – биолог
economist – экономист
psychologist – психолог

IT specialists

computer specialist - компьютерный специалист
computer programmer – программист
computer operator - оператор ЭВМ
software specialist - специалист по программному обеспечению
systems analyst - системный аналитик
systems administrator - системный администратор
web developer - веб-разработчик
web programmer - веб-программист
web designer - веб-дизайнер

Construction, repair, maintenance

builder / construction worker – строитель
developer/ contractor - застройщик / подрядчик
engineer – инженер
technician – техник
mechanic – механик
electrical engineer - инженер-электрик
electrician – электрик
welder – сварщик
Bricklayer / mason – каменщик
repairer/repairman/ maintenance man – ремонтник
caretaker / housekeeper / cleaning lady - смотритель / экономка / уборщица
plumber - водопроводчик

Law and order

Judge – судья
lawyer / attorney / barrister / solicitor – адвокат
police officer / policeman – полицейский
traffic officer / detective - сотрудник ГАИ / сыщик
guard / bodyguard / lifeguard - охранник / телохранитель / спасатель
legal adviser – юрисконсульт

Other

Firefighter – пожарный
Tailor – портной
travel agent / travel guide - турагент / путеводитель
model – модель
politician – политик
editor – редактор

proofreader – корректор
librarian – библиотечкарь
farm worker – фермер
specialist / expert / consultant / adviser - специалист / эксперт / консультант

Describing a job

have a job in electronics / a position as secretary / a teaching job
have an interesting job/ a boring job/ a good job/ a difficult job/ a challenging job
have a well-paid job / a highly paid job/ a low-paid job; a badly paid job
have a full-time job/ a part-time job/ a permanent job/ a stable job/ a temporary job
to work full-time/ to work part-time/ to have a part-time job
to work overtime; to work on weekdays; to work on Saturdays
have a day off
to be on the staff

Job-related phrases

What do you do? What business are you in?
I am a teacher. / I am a car dealer. / I am a freelance writer. / I am a sales representative.
I sell computers.
I work as a psychologist. / I work as a stockbroker.
I work at a bank. / I work at a small travel agency./ I work at a hotel. / I work at a transportation company
I work for a newspaper. / I work for a film company.
I am in real estate./ I am in advertising.
I have a small business of my own.
I am a homemaker. I work at home.
I am unemployed at the moment. / I am looking for a job right now.

Confusing words: work, labor, job, position, profession, occupation

work (работа, труд любого характера)

hard work; easy work; manual work; physical work; intellectual work

I have a lot of work today. He is at work now. My work is very interesting. What work do you do?

labor, BrE labour (труд, работа, тяжёлый труд)

manual labor; physical labor

Manual labor is hard and tiring.

job (работа, должность, оплачиваемый наёмный труд)

an interesting job/ a boring job/ a good job/ a difficult job/ a challenging job

He lost his job last month. Do you like your new job? She wants to change her job.

position (положение, должность, место)

a position as an office clerk

How long did you work in your previous position?

profession (профессия)

by profession

The profession of a doctor requires a lot of training. He is a lawyer by profession.

occupation (занятие, профессия)

Write your name, age and occupation on this line. What is his occupation? What is your favorite occupation? – Reading

ПР02. Устройство на работу. Современные требования к кандидату при поступлении на работу. Основные документы при принятии на работу.

ПР02. Application for a job. Job requirements. Employment documents.

Related vocabulary

to look for a job / to find a job - искать работу / найти работу

to hire/ to be hired — принять на работу

to apply for a job/to get a job/ to offer a job- подать заявку на работу / устроиться на работу / предложить работу

to fire/ to be fired/ to be laid off - уволить / быть уволенным

to lose one's job / to retire - потерять работу / выйти на пенсию

to quit/ to quit one's job/ to leave/ to resign – уволиться

employment; unemployment/ unemployed/ jobless/ job seeker - трудоустройство; безработица / безработные / безработный / в поиске работы

letter of application for a job - письмо о приеме на работу

resume / CV – резюме

job interview – собеседование

work agreement/ contract/ employer; employee/ co-worker - трудовой договор / контракт / работодатель; сотрудник / сотрудник

promotion – продвижение по карьерной лестнице

Useful phrases

I am looking for a job in marketing. I am looking for a job as a driver. - Я ищу работу в маркетинге. Я ищу работу водителем.

I am seeking a position as librarian. I am seeking a position as office clerk - Я ищу должность библиотекаря. Я ищу должность офисного клерка

She is looking for a place as a cook. - Она ищет работу поваром.

I'd like to apply for a job. I'd like to apply for the position of shop assistant. - Я хотел бы устроиться на работу. Я хотел бы подать заявление на должность продавца.

He was offered the position of salesclerk. - Ему предложили должность продавца.

She has a position as cashier. - У нее должность кассира.

Read the information about CV / resume.

What is a CV?

A CV, which stands for curriculum vitae, is a document used when applying for jobs. It allows you to summarise your education, skills and experience enabling you to successfully sell your abilities to potential employers.

In the USA and Canada CVs are known as résumés. These documents tend to be more concise and follow no particular formatting rules.

How long should a CV be?

A standard CV in the UK should be no longer than two sides of A4.

What to include in a CV?

- **Contact details –**
- Include your full name, home address, mobile number and email address. Unless you're applying for an acting or modelling job you don't need to include your date of birth or a photograph.

- **Profile** - A CV profile is a concise statement that highlights your key attributes and helps you stand out from the crowd. Usually placed at the beginning of the CV it picks out a few relevant achievements and skills, while expressing your career aims. A good CV profile focuses on the sector you're applying to, as your cover letter will be job-specific. Keep CV personal statements short and snappy - 100 words is the perfect length. Discover how to write a personal statement for your CV.
- **Education** - List and date all previous education, including professional qualifications. Place the most recent first. Include specific modules only where relevant.
- **Work experience** - List your experience in reverse date order, making sure that anything you mention is relevant to the job you're applying for. If you have plenty of relevant work experience, this section should come before education.
- **Skills and achievements** - This is where you talk about the foreign languages you speak and the IT packages you can competently use. The key skills that you list should be relevant to the job. Don't exaggerate your abilities, as you'll need to back up your claims at interview. If you've got lots of job-specific skills you should do a skills-based CV.
- **Interests** - "Socialising", "going to the cinema" and "reading" aren't going to catch a recruiter's attention. However, relevant interests can provide a more complete picture of who you are, as well as giving you something to talk about at interview. Examples include writing your own blog if you want to be a journalist, or being part of a drama group if you're looking to get into sales.
- **References** - You don't need to provide the names of referees at this stage. You also don't need to say 'references available upon request' as most employers would assume this to be the case.

How to write a good CV

- Use active verbs when possible. For example, include words like "created", "analysed" to present yourself as a person who shows initiative.
- A good CV doesn't have any spelling or grammar mistakes. Use a spell checker and enlist a second pair of eyes to check over the document.
- Avoid generic, over-used phrases such as "team player", "hardworking" and "multitasker". Instead, provide real-life examples that demonstrate all of these skills.
- Tailor your CV. Look at the company's website and social media accounts, look to see if they've recently been mentioned in the local press and use the job advert to make sure your CV is targeted to the role and employer.
- Create the right type of CV for your circumstances. Decide whether the chronological, skills-based or academic CV is right for you.
- Don't put the term 'curriculum vitae' at the top of the page.
- Make sure your email address sounds professional. If your personal address is inappropriate create a new account for professional use.
- Don't lie or exaggerate on your CV or job application. Not only will you demonstrate your dishonesty to a potential employer, but there can be serious consequences too. For example, altering your degree grade from a 2:2 to a 2:1 is classed as degree fraud and can result in a prison sentence. Take a look at this advice and guidance on degree fraud for students.
- If posting your CV online don't include your home address, as you could be targeted by fraudsters.
- You should always include a cover letter unless the employer states otherwise.

Study the rules of writing a cover letter (сопроводительное письмо).

What is a cover letter?

A cover letter is a document sent alongside your CV when applying for jobs. It acts as a personal introduction and helps to sell your application. A cover letter is necessary as it gives you the chance to explain to an employer why you're the best candidate for the job. You do this by highlighting relevant skills and experience; therefore you should always write your cover letter with the position you're applying for in mind.

How to write a cover letter

Keep your cover letter brief, while making sure it emphasises your suitability for the job. It can be broken down into the following sections:

- **First paragraph** - The opening statement should set out why you're writing the letter. Begin by stating the position you're applying for, where you saw it advertised and when you are available to start.
- **Second paragraph** - Cover why you're suitable for the job, what attracted you to this type of work, why you're interested in working for the company and what you can offer the organisation.
- **Third paragraph** - Highlight relevant experience and demonstrate how your skills match the specific requirements of the job description. Summarise any additional strengths and explain how these could benefit the company.
- **Last paragraph** - Use the closing paragraph to round up your letter. Reiterate your interest in the role and indicate your desire for a personal interview. Now is the time to mention any unavailable dates. Finish by thanking the employer and say how you are looking forward to receiving a response.

Read through the document and cut out any unnecessary words and sentences. Don't fill up space by repeating what's already covered in your CV.