

**КОНТРОЛЬНОЕ ЗАДАНИЕ № 2 по дисциплине «Деловой иностранный
(английский) язык»
ТРУДОУСТРОЙСТВО**

ВВ! При выполнении упражнений №№ 3, 5, 7 используйте информацию, касающуюся Вас персонально!

Упражнение 1. Переведите следующие письма.

Анонсирование вакансии

A) Dear (name),

Doe Corporation has a work environment that promotes diversity, embraces change, and provides leadership opportunities to every team member. We are on a fast track within the applications industry and are seeking highly qualified professionals to take us even further.

So if you are looking to make a move and are a highly motivated professional who welcomes new challenges, take a look at Doe Corporation...We have your next great opportunity!

Contact us at (phone, fax, and e-mail).

Sincerely,

.....

B) The technological Support Division has positions open for two technical support representatives in the Springfield office. Both positions require a B.S. in computer science and three years experience in the software industry. The closing date of applications is May 5. Interested persons should submit an application with a resume and a cover letter.

Technical support representatives provide telephone and on-line assistance to users of Doe's Vision and mainline software products.

Duties include:

- handling telephone enquiries
- answering on-line questions
- faxing hardcopy answers from our database

Questions concerning these positions can be answered by Eric Doe in Human Resources, extension 5555.

C) The position of Sports Page Editor will become vacant on November 29. Eric Doe, the current editor, has accepted a similar position with the Springfield Post.

We want to fill this position internally, if possible. Previous writing and editing experience is a must. The deadline for applications is November 15.

Please submit a standard application with your resume and a cover letter explaining your interest in this position.

If you have further questions, call Jane Doe at extension 55555.

Упражнение 2. Переведите письменно текст.

A headhunter is a job recruiter who specializes in matching highly skilled professionals with corporate clients. (S)he might be an independent contractor or work through an agency. Using a headhunter eliminates the need to place an advertisement for the open position and then address the inevitable list of applicants, most of which will be unfit for various reasons. A headhunter does the tedious work of finding good candidates, providing an initial screening mechanism, which saves corporation valuable time. In turn the headhunter is paid a fee if (s)he is able to find the right candidate, typically a small percentage of the annual starting salary of the filled position.

Упражнение 3. Ознакомьтесь с вводными замечаниями и составьте собственное резюме на русском и английском языке по образцу.

Как написать резюме

Резюме – краткая автобиография; пишется, как правило, в произвольной форме, но есть несколько основных моментов, которые должны обязательно присутствовать:

1. Хронология, как правило, идет в обратном порядке, от современности к прошлому.
2. Резюме пишется в 3-м лице, безличными конструкциями.
3. Выделяются Ваши сильные стороны: образование (в том числе курсы, стажировка и т.д.), опыт работы (название организации, сфера деятельности, должность, обязанности), профессиональный опыт (участие в проектах, знание определенной специфики, профессиональные знания и опыт), профессиональные навыки (ПК-пользователь (указать программы, с которыми работали), знание иностранного языка), другие знания и навыки (водительское удостоверение, загранпаспорт), увлечения, рекомендации.
4. Имеет смысл подготовить несколько вариантов, один на одной, другой на 2-3 страницах, с различной компоновкой разделов.

Резюме должно быть кратким, грамотным, красиво написанным, четко изложенным - лучше уместить все на одной странице. Для собеседования Вам понадобится более подробный вариант.

Образец резюме

John H. Mill
38 Park Avenue, Ap. 50
New York, N.Y. 11298
Tel. (312) 493-8332
E-mail: pigtwins@gtmail.com

OBJECTIVE	A position of a bookkeeper
SUMMARY	12 years of experience in every routine work in this field. Perfect knowledge of computers and statistics.
QUALIFICATIONS	Make up all kinds of financial reports, balances and production planning.
EXPERIENCE	
2005-present	FRISCO DOCKS, Inc. San Francisco, California. Deputy Chief of Planning, Commerce Dept. In charge of account books, statements, new ideas in planning.
2000-2005	SAKHA Co., Ltd. New York Accountant. Prepared accounts and balance sheets of every kind.
EDUCATION	LONDON SCHOOL OF ECONOMICS London, Great Britain, Bachelor (Ec.)
PERSONAL	Arrived in the United States January, 1995. British subject. Married. One child.
REFERENCES	Available upon request.

Упражнение 4. *Переведите письменно следующие письма.*

Подтверждение получения резюме

A) We have received your resume, portfolio and application for employment. In order for us to move ahead in our selection process, could you please complete the enclosed questionnaire and return it to us by the end of the month? Thank you for your cooperation.

B) We acknowledge receipt of your resume and application for a position at Doe Software and sincerely appreciate your interest in our company.

We will screen all applicants and select candidates whose qualifications seem to meet our needs. We will carefully consider your application during the initial screening and will contact you if you are selected to continue in the recruitment process. We wish you every success.

C) Thank you for sending your resume in response to the Media Relations job posting. The deadline for applications is April 29. At that time, we will review all applications and invite the five most qualified to interview. We will notify all applicants of our decision no later than May 5. We appreciate your interest in Doe International. Best wishes in your job search.

Упражнение 5. *Составьте собственное сопроводительное письмо, используя образец, клише и выражения.*

Sample of Covering Letter

Mark Diamond
4701 Pine Street, K-13
Philadelphia, PA 19143
Tel. 1-(215-748-3037
April 2, 2012

Dear Mr. Marinichenko:

I am a first-year student in the MBA program at the Wharton Business school in Philadelphia.

I understand that you are heading the independent Ukrainian airline. I have heard from my friend Mr. Bill Eastmann, a student at Duke University's Fuqua School of Business, that you might wish to have an American MBA student work with your airline this summer as an intern. I am very interested in the possibility of such an internship during the summer 2013.

My professional experience has given me an in-depth knowledge of the air transportation industry. I have, in particular, worked for American Airlines, the Federal Aviation Administration, and Kurth & Company, Inc., an aviation consulting firm where I was Manager of Airline Analysis. My responsibilities included the study of schedules, fares, equipment selection, and financial results. Notably, I prepared numerous feasibility studies for both jet and turboprop routes, including passenger and cargo flights, for proposed transatlantic and transpacific services.

I wish to place this experience at the disposal of your airline. I believe strongly that my knowledge of the deregulated air transportation industry in the USA could be quite beneficial to your carrier.

I have enclosed a copy of my resume. If my background and qualifications are of interest to you, please telephone me on _____. I would be interested in meeting you in mid-April in New York to discuss further the possibility of such a summer position, and your requirements.

I look forward to hearing from you soon.

Yours sincerely,
Mark Diamond

Клише и выражения сопроводительного письма

With reference to your advertisement in “ _____ ” of Tuesday, 10, I would like to apply for the position of _____ in your company.

I recently heard from.....that there is a vacancy in your sales department.

I am used to working on my own.

I appreciate the opportunity to work on my own initiative and to take a certain amount of responsibility.

During training for my present job I took courses in.....

Since my present position offers little prospect for advancement, I prefer to be employed in an expanding organization such as yours.

I am at present earningper month.

Thank you for your offering me the post/ position of....

I have pleasure in accepting this position.

I am looking forward to commencing work on....

Упражнение 6. Переведите письменно следующее письмо.

Принятие предложения о работе

I am pleased to accept your offer to join Doe Corporation as a marketing representative. The meeting with your marketing staff convinced me that I will be working with a successful team in a dynamic company, and I look forward to contributing to the team's efforts. As you requested, I have signed and enclosed the contract which details my salary as well as commission bonuses.

I appreciate the literature you sent on the company's retirement and insurance programs. Thanks also for offering to answer questions I may have concerning these benefits.

I understand that my salary will begin with \$30,000 per year and that my immediate supervisor will consider a salary increase when I demonstrate expertise in an advanced programming language.

The start date of June 1 is acceptable and I look forward to thanking you in person when we meet at 9:00 a.m. in your office at that date/

Упражнение 7. Заполните приводимую ниже анкету.

Sample of Application Form

Personal
NAME _____

ADDRESS _____ PHONE NO _____

DO YOU HAVE VALID DRIVER'S LICENCE Yes No

MARITAL STATUS _____ DEPENDENTS _____

EDUCATION

Name of School	Year graduated	Course Taken or Degree
_____	_____	_____

LANGUAGES

Russian	Excellent	Good	Fair
English	Excellent	Good	Fair

EXPERIENCE (Give present or last position first)

TYPE OF BUSINESS/ INDUSTRY _____

EMPLOYED (Month & Year)

From _____ to _____

POSITION(S) HELD _____

SUPERVISER'S NAME _____

DESCRIBE YOUR DUTIES _____

WHY DID YOU LEAVE _____

PERSONAL REFERENCES _____

Упражнение 8. *Переведите письменно благодарственное письмо.*

После собеседования, проанализировав свое поведение, подумайте, как Вы можете улучшить впечатление о себе. Если Вы пошлете благодарственное письмо интервьюеру, это будет больше, чем вежливый жест. По правилам бизнес-этикета письменную благодарность необходимо посылать всегда, когда кто-то потратил более 15 минут на то, чтобы сделать что-то для Вас. У ВАС ДОЛЖНО БЫТЬ ВРЕМЯ писать подобные письма! Письма с выражением благодарности следует посылать не позднее 24-48 часов со времени Вашей встречи с кем-либо.

Ms. Lori Roberts
Director of Personnel
Johnson Corporation
Austin, Texas 78777

Dear Ms. Roberts:

Thank you for your time and attention during my interview with you last week. I appreciated the opportunity to discuss my qualifications and aspirations with you.

I hope that all the questions were answered to your satisfaction, but, of course, I would be happy to supply any further information you may need.

I am very interested in the growth potential of the position we discussed, and I hope you will consider me as a serious candidate.

I am looking forward to hearing from you soon.

Sincerely yours,
Jeanne Smith

1730 Green Street
Austin, Texas 78776
(512) 554-1730

Упражнение 9. *Составьте в соответствии с правилами бизнес-этикета письменный отказ от предложенной работы, используя следующие клише.*

I regret to inform you that am unable to accept the position, since I have received another, more attractive one.

I feel that my experience in this field would not be used to its full capacity in above position. Therefore I have to decline....