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**Г.Р. Ганиева**

**SEEKING A JOB IN**

**AN ENGLISH-SPEAKING COUNTRY**

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**Рецензенты:**

**Гатауллина Р.В.** кандидат филологических наук;

**Васильева А.А.** кандидат педагогических наук.

**Ганиева, Г.Р.**

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Пособие предназначено для работы со студентами дневного отделения первого курса всех специальностей.

Цель пособия – обучение студентов способам работы над творческими проектами, формирование ключевых компетенций, необходимых студентам в их профессиональной деятельности.

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**ВВЕДЕНИЕ**

Учебное пособие, содержащее материал по теме «Устройство на работу за рубежом», предназначено для студентов первого курса неязыковых средних специальных и высших учебных заведений. Данное пособие, построенное на принципах компетентностного подхода, позволяет реализовать метод проектов на занятиях по иностранному языку.

Цели и задачи пособия: 1) формирование коммуникативной компетенции; 2) знакомство студентов с основными видами работы по созданию собственного образовательного продукта (проекта) в учебной деятельности, в ходе которой студенты включаются в ситуацию реального использования изучаемого языка; 3) формирование готовности осуществлять самостоятельную деятельность, готовности учиться, проявлять ответственность за выполняемую деятельность; 4) формирование готовности работать в команде; 5) повышение мотивации студентов, их познавательного интереса к изучаемому материалу.

Данное пособие содержит материал, позволяющий сформировать у студентов готовность к поиску работы в англоязычных странах. Весь материал подбирался с учетом его информативности и актуальности

В основу пособия положен материал книг следующих авторов: Богацкий И.С., Дюканова Н.М. «Бизнес-курс английского языка», Джек Ричардс «Interchange», Дюканова Н.М. «Поездка в Англию».

Пособие структурировано в виде блоков (UNITS), имеющих разделы: 1) краткая интересная информация о мире, представляющая тему блока и расширяющая активный словарь (Snapshot); 2) базовые диалоги по основным темам блока для тренировки, воспроизведения и моделирования (Conversation); 3) грамматика с последующими упражнениями, дающие студентам возможность использовать изученный грамматический материал в реальных ситуациях (Grammar focus); 4) упражнения по развитию навыков устной речи на основе услышанного (Listening); 5) активная лексика (Word power); 6) упражнения по развитию навыков письма (Writing) 7) тексты для чтения с целью поиска информации и передачи содержания (Reading); 8) ситуации для развития коммуникативных умений, позволяющие расширить и персонализировать изученный материал каждого блока (Speaking). 9) ролевые игры, содержащие проблемные задания, направленные на формирование и развитие ключевых компетенций студентов.

**SEEKING A JOB**

**IN AN ENGLISH-SPEAKING COUNTRY**

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**Dear students,**

You start to work on the project devoted to traveling and working abroad. For this purpose you need to divide into teams of 5-6 students. Each team prepares its own project. To make your work easier the authors offer to make mini-projects after studying each unit of the training aid. Each unit contains the definite problem which you are to solve and then demonstrate as the result of your work. Afterwards your team is to combine these mini-projects into one. The presentation of the projects may be in the form of a film, report or a role play. It is also advisable to use different illustrations, maps, pictures, songs or poems. The original and extraordinary ideas will be highly appreciated by the experts during the defence of your projects.

The texts, dialogues, grammar and lexical exercises presented in this training aid will be helpful to you.

Good luck to you!

***UNIT I***

**MEETING PEOPLE**

**I . SNAPSHORT**

**POPULAR FIRST NAMES IN THE U.S.A.**

# Females

Jennifer Nicole Linda Sarah

Michelle Jessica Deborah Mary

**Males**

Michael Robert James John

William Steven Brian Steven

**II. WORD POWER**

*Practice reading the following word-combinations which can help you to get acquainted with each other. Write them down in your notebooks and learn them by heart.*

1. How do you do?

How are you?

How is the life?

How are things with you?

I’m glad to meet you.

I’m fine, thank you.

That’s O.K. (fine).

Just fine, thanks.

I’m (very) well.

So-so. Great, thanks.

Not bad.

Life is going its usual way.

2. How’s school? – Fine, thanks.

How’s work? – Very busy!

How’s the family? – Just fine.

3. Are you Mr. Inanov?

You are Mr. Cartwright, aren’t you?

4. Yes (you are right).

Right you are.

5. Thank you for … (coming to meet me)

Not at all. ( That’s O.K.)

6. What is Mr. Pospelov?

What does Mr. Pospelov do?

What are you?

What’s your occupation?

What are you by profession?

I’m a Director General.

I work as a Sales Manager.

7. Let me introduce my staff to you. (This is my secretary)

Glad to meet you. (Nice to meet you.)

8. Well, talk to you later. – Bye!

Well, nice talking to you. – See you later.

**III. CONVERSATION**

*1. Practice the dialogue:*

A: Hi! How are you?

B: Fine, thanks. And you?

A: Pretty good. How’s the family?

B: Just fine. And how is your work?

A: Good. Very busy.

B: Yes, me too. Well, talk to you later.

A: Bye!

B: Bye!

**IV. LISTENING**

*1. Listen to the dialogue and choose the title. Give the reason of your answer.*

1. At the airport.
2. Meeting an important person.
3. Our guest.

*2. Listen to the dialogue once again and answer the questions bellow:*

1. Who met at the airport?
2. Was Mr. Cartwright’s trip good?
3. Where are they going?
4. Is Mr. Pospelov going to discuss with Mr. Cartwright the details of their future agreement?
5. What is Mr. Pospelov?

**V. CONVERSATION**

*Read the dialogue and translate it. Check your answers.*

* Excuse me… Are you Mr. Cartwright?
* Yes.
* I’m Vladimir Ivanov, from TST System. How do you do?
* How do you do?
* Thank you for coming to meet me.
* Not at all. Was your trip good?
* Yes, thank you. I was airsick a bit, but now I’m OK.
* My car is just outside the airport.
* Oh, yes…thank you.
* Our office is in the centre of the city. It’ll take us about half an hour to get there. Mr. Pospelov is waiting for you.
* What is Mr. Pospelov? Remind me, please.
* He’s our Director General. He is going to discuss with you some details of our future agreement. Is it your first visit to Kiev?
* Yes, it is. I like Kiev. It’s a beautiful city.

**VI. GRAMMAR FOCUS: The verb *be***

|  |
| --- |
| ***PRESENT SIMPLE***  I **am** Vladimir Ivanov. **I’m=I am**  He/she **is** a General Director. **He’s = He is**  They **are** colleagues. **You’re = You are.**  **It’s = It is**  **Are** you Mr. Cartwright? **Yes,** I **am. No,** I **am not.**  **Is** he from TST System? **Yes,** he **is**. **No**, he **isn’t.**  **Is** he/she our General Director? **Yes,** he/she **is. No,** he/she **isn’t.** ***PAST SIMPLE***  I **was** airsick a bit.  We **were** at the lesson yesterday.  **Was** he busy yesterday? Yes, he **was**. No, he **wasn’t.**  **Were** you glad? Yes, I **was.** No, I wasn’t.  ***FUTURE SIMPLE***  I/We **shall be** a doctor. **I’ll be = I shall be**  You (he, she, they) **will be** at the office. **You’ll be= You will be**  **Shall** we **be** at work tomorrow? Yes, we **shall**. No, we **shan’t**.  **Will** you **be** at home tomorrow? Yes, I **shall.** No, I **shan’t.** |

*1. Complete this conversation with* **be***:*

- Excuse me, … you Vladimir Ivanov?

- Yes, I ….

- How …you?

- I… fine.

- How … your trip?

- I … airsick a bit but now I … OK.

- My car …outside the airport. We … going to our office. Mr. Pospelov … waiting for you.

- What … Mr. Pospelov?

- He … our Director General. He … going to discuss with you our future agreement. … it your first visit to Odessa?

- No, I … in Odessa two years ago.

*2. Look up this dialogue.*

**VII. GRAMMAR FOCUS: be going to**

|  |
| --- |
| **I’m going to** (do something)  I **am (not) going** **to** swim.  He/she/it **is (not) going to** drink tea.  We/you/they **are (not) going to** stay home.  **Are** you **going to** England?  **Is** she **going to** play tennis? |

*1) Complete the sentences. Use* **going to:**

a) Did you phone Tom? (after lunch) No, I …………

b) Did you have dinner? (just) No, ………………….

c) Did you paint your flat? (soon) No, ………………

d) I'm going to a party tonight. (what /wear?) .........................

e) Тот has just bought a painting. (where/hang it?) .................

f) I've decided to have a party. (who/invite?) ……………

*2) Translate these sentences:*

a) Мой брат собирается изучать испанский язык. b) Когда ты собираешься поехать туда? c) Она собирается пойти с ребенком в зоопарк. d) Что они собираются сегодня делать? e) Мы не собираемся сегодня вечером в кино. f) Вы собираетесь завтра в театр? g) Когда они приезжают? h) Мои родители собираются скоро переехать в деревню. i) Я собираюсь перечитать эту интересную книгу еще раз.

**VIII. SPEAKING**

*I. Make up your own dialogues.*

Imagine that you need to meet your pen friend at the airport. You communicated only via the Internet and via the phone and you are not sure you can recognize him by his appearance. Try to use all the word-combinations studied at the lesson.

*2.* *Role play.*

The manager of the place, you are going to work at, is introducing you to the staff. Make contact with them. (Many roles)

**IX. SNAPSHOT**

***Destination U.S.A.***

*Who visits*

Australia 2,7%

France 3,0%

Germany 5,2%

U.K. 8,6%

Mexico 11,1%

Canada 14,1%

Japan 18,5%

Other countries 37%

*.. and their favorite places*

California, New York, Florida, Hawaii, Nevada, Washington, D.C., Illinois.

*Discussion*

1. Do many tourists visit your country every year?

2. Where do they come from?

3. Which places do they like to visit?

4. What is the most interesting city in your country? Why?

5. Which places in the U.S. and U.K. would you most like to visit? Why?

**X. CONVERSATION**

*1. Practice reading the dialogue:*

* Do you like traveling?
* Of course. I travel almost every year.
* Where do you usually go?
* My favorite places to visit are Bangkok, Liverpool, Madrid, France and Stockholm. For example I was in Stockholm last summer.
* How did you like it?
* Oh, it was really very exciting! I was greatly impressed. And what about you?
* I usually spend my vacation with my parents. They live in the country. But this summer my husband offers to go to Great Britain.
* Oh, it’s great! Great Britain is a nice place to visit. Do you know where you are going to stay?
* Yes, we do. My husband’s friend lives there.
* That sounds interesting. Does he have a big house?
* Yes, he does. His family is large. They are very nice and hospitable people.
* You’re lucky.

**XI. GRAMMAR FOCUS: *Simple Tenses***

|  |
| --- |
| *PRESENT SIMPLE*  **Do** you know where to go?  **Yes,** I **do.** I usually **spend** my vacation with my parents.  No, I **don’t**. I **don’t** know.  What **does** your husband say?  He **says** we visit England first.  **Do** I (they, we, you) go to England?  Yes, I **do.** No, I **don’t** (**do** not).  **Does** he (she, it) go to England?  Yes, he **does.** No, he **doesn’t** (**does** not).  *PAST SIMPLE*  **Did** you go to Kyoto?  Yes, I **did**, and I **went** to Osaka.  No, I **didn’t** **go** to Kyoto, but I **went** to Tokyo**.**  **Did** he **stay** at the hotel?  Yes, he **did,** he **stayed** at the Grand Hotel.  No, he **didn’t.** He **didn’t stay** at the hotel.  *FUTURE SIMPLE*  I **shall** go to France. **Will** you go to London?  Yes, I **shall(will)** No, I **shall not ( I won’t)**  *We use* **Will** *with* they ,you, she, he, it.( I *and* We *is also possible*)  *We use* **shall** *with* I *and* we |

*1. Open the brackets.*

1. Where (live) the Johnsons? 2. I (not/understand) that man because I (not/know) English. 3. There isn’t a cloud in the sky, but it (be) cloudy in the morning. 4. If you don't eat anything now, you (be) hungry later. 5. Everybody in our family (help) Mummy about the house. Dad (walk) the dog, I (water) the flowers, and my brothers (clean) the rooms. 6. Mrs. Clay usually finishes her work at half past three, but she (finish) it later yesterday afternoon. 7. I'm sorry about what happened yesterday. It ( not happen) again. 8. (speak) Jane Smith English? 9. I've got some incredible news! You never (believe) what's happened. 10. (like) you swimming? 11. Mrs. Clay usually (finish) her work at half past three, but she (finish) it later yesterday afternoon. 12. Don't ask Margaret for advice. She (not know) what to do.

**XII. SKIMMING: Touchy topics**

*1. Read the text and translate.*

In North America when people meet each other for the first time, they talk about things like family, work, school, or sports. They ask questions like “Do you have any brothers or sisters?”, “Where do you work?”, “What school do you go?” and “Do you like sports?” They also ask questions like “Where do you come from?” and “Where do you live?” These are polite questions. They are not personal or private.

But some things are personal or private, and questions about them are not polite. People don’t ask questions about a person’s salary. They don’t ask how much someone paid for something. It is OK to ask children how old they are but it is not polite to ask older people their age. It is also not polite to ask people questions about politics or religion unless you know them very well. People don’t ask unmarried people “Why are you single?”, and they don’t ask a married couple with no children “Why don’t you have any children?’

*2. Pair work. Look at the following questions. Are they polite or not polite when you meet someone for the first time in North America?*

*Polite Not polite*

a) What does your wife do? ………… ………….

b) Do you believe in God? ………… …………

c) How much money do you earn? ………… …………

d) How many children do you have? ………… …………

e) Why aren’t you married? ………… …………

f) Do you like baseball? ………… …………

g) How old are you, Mr. Lee? ………… …………

h) Are you a Democrat or a Republican?............. …………

i) How much was your watch? ……….. …………

*3. Look at these questions again. Are they polite or not polite in your country?*

**XIII. READING**

***Pair work:*** *read the information about the countries.*

a) Student A reads one text, Student B reads the second one and fill in the table.

b) Ask each other questions and complete the table.

c) Fill in with your information and tell the class about the country you want to speak.

d) Retell the information you’ve got.

|  |  |  |  |
| --- | --- | --- | --- |
|  | U.S. | U.K. | Your country |
| 1. What is the capital of the country? |  |  |  |
| 2. Where is it situated? |  |  |  |
| 3. What is the population of the country? |  |  |  |
| 4. What is a total area? |  |  |  |
| 5. What are the main rivers? |  |  |  |
| 5. Who is the leader of the country? |  |  |  |
| 1. Is it a rich country? |  |  |  |
| 7. What are the official languages? |  |  |  |
| 8. What are the big cities? |  |  |  |
| 9. What interesting places do you know? |  |  |  |
| 10. What is the climate like in the country? |  |  |  |
| 11. What is the symbol of the country? |  |  |  |
| 12. What is the national sport in the country? |  |  |  |
| 13. What famous people do you know? |  |  |  |
| 14. What is the religion like in the country? |  |  |  |
| 15. What are the industries like in the countries? |  |  |  |
| 16. What are the agricultural products like in the countries? |  |  |  |

**The United Kingdom of Great Britain**

**and Northern Ireland**

The official name of GB is the United Kingdom of GB and Northern Ireland. It occupies the territory of the British Isles. The BI lies to the north-west of Europe and consists of two main islands: GB and Ireland. Their total area is over 244.000 square km. The British Isles are separated from the continent by the North Sea, the English Channel and the Strait of Dover which is 18 miles wide. The western coast of GB is washed by the Atlantic Ocean and the Irish Sea. GB is one of the world’s smallest countries. Its population is over 57 million people. But in spite of all the territory of GB is small, the country has a wide variety of scenery. GB consists of three countries: England, Scotland and Wales. Everyone in Britain speaks English, but in some parts of Scotland and Wales people speak different languages as well. GB with NI forms the UK of GB and NI. The capital of the UK is London. England is the largest of three countries. It’s economic, political and cultural centre. It is one of the largest cities in the world and one of the world’s most important ports. It is situated upon both banks of the river Thames. But while the Thames is the deepest and the most important one, the Severn is the largest river.

Wales is the smallest land of the UK, but it is noted for its picturesque mountains with the highest peaks of GB rivers, waterfalls and lakes. Cardiff is the capital and the largest city in Wales and it’s also an important industrial centre and port. The national symbol of Wales is a leek or a daffodil.

Scotland is a land which is known for its beauty. The north of Scotland is mountainous and is called the Highlands. This is the region of mountains and rivers, small towns and villages. The highest of mountains is Ben Nevis. The best known between the lakes is Loch Ness where as some people think a large monster lives. The capital of Scotland is Edinburgh and the great industrial centre is Glasgow. The national symbol of Scotland is a thistle.

The flag of the UK is known as the Union Jack. It is made up of 3 crosses: the cross of St. George, St. Andrew and St. Patrick. Nowadays the UK is a highly developed industrial power. It is one of the most powerful countries in Europe.

**United States of America**

The USA is the South largest country in the world (after Russia, Canada and China). Including the states of Alaska and Hawaii, The US covers an area of 9 millions square km. It borders Canada on the North.Besides, it is such a great nation that it covers 4 times zone. The center of the country is drained by the Mississippi and Missouri rivers. These rivers form a 19000 km system of water ways that are connected to the Great Lakes in the North by a canal. The Mississippi is one of the world’s great rivers; it was known to American Indians as the “father of waters”. To the north – on clear days, passengers may see the five Great Lakes located between the US and Canada.

The USA is one of the greatest industrial nations in the world. With only about 5% of the world’s population and about 6% of its land area, The US produces around 25% of the world’s industrial products, agricultural goods, and services. There are many reasons, which can be explained why the USA has been able to become the leading industrial and agricultural nation. One is its size and natural resources.

The USA has often been called “a nation of immigrants” because the country was built and developed by generations of immigrants. Even today America continues to take in more immigrants than any other country in the world. The American people are always on the move – from one part of the country to another, from farm to city, from the city to the suburbs. 17% of all Americans move to new homes every year, searching for job opportunities, a better climate, or for other reasons. Today 3 out of 4 Americans live in towns, cities or suburbs.

The largest cities of the USA are New York, Los Angeles, Chicago, Boston, Philadelphia, Detroit, Houston, Baltimore, and San Francisco. New York City is America’s largest city. It is a city of great beauty and it is also a leading cultural center.

The USA is a federal republic, a union of 50 states. The flag of the USA is called "Stars and Stripes". In the USA the American flag is a very important Symbol of the country and is supposed to be treated with respect

**XIV. DISCUSSION**

*1. Group work:*

What country do you prefer to work? Why?

(Write the reasons about the country you’ve chosen (8-10 sentences).

*2. Group work: take turns talking about an interesting trip or vacation. Start like this:*

I’d like to tell you about my trip to …

*Other students ask questions like these:*

How did you get there?

Who did you go with?

How long were you there?

Where did you stay?

Did you enjoy it?

Did you like the food?

Did you do any sightseeing?

Did you buy anything?

**XV. WRITING**

*Read the postcard:*

Dear Cathy,

I just got back from London. The weather was terrible, but I had a great vacation. I went shopping and bought some clothes at Harrods. Then I went to the theatre and saw a play called “The Mousetrap”. I loved it!

Hey! Guess what! I went to Buckingham Palace one day and saw Princess Diana and Prince Charles! Well, that’s all for now,

Love, Richards.

*2. Now write a postcard to a classmate about your last vacation. Then exchange postcards.*

**XVI. ROLE PLAY**

Imagine that some of you (3-4 students) are travel agents. You are interested to convince your clients to choose countries offered by your travel agencies. Your task is to advertise the different countries in order to attract the clients. Be ready to answer the client’s questions and get them acquainted with the rout, ways of traveling showing everything on the map, offering guidebooks, advertising booklets, photos and pictures.

Others are travelers. You have enough money to travel all over the world. Your task is to choose the right agency which suits your needs. Be ready to express your likes, dislikes and preferences (opportunities), stand up your point of view.

***UNIT 2***

**LEAVING THE COUNTRY**

**I. SNAPSHOT**

**KINDS OF TRANSPORTATION**

Passenger train

Subway

Cable cars

Taxi cabs

Trolley

Jetliner

Bullet train (130 mph)

Jumbo jet

Supersonic airplane

Bus

Ferry

Ship

*1. Answer the questions:*

1. How many of these kinds of transportation did you travel on?
2. Is transportation a problem in your city? If so, why?
3. How many different forms of transportation do you take to get from your college to (a) your home, (b) your workplace and (c) the nearest airport?

**DO YOU KNOW HOW MUCH THE FLIGHT TICKETS COST?**

**Roundtrip tickets**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Аэрофлот** | **Air France** | **British Airlines** | **Delta Airlines** | **KLM** |
| **Atlanta** |  | 940 |  | 849 |  |
| **Washington** | 848 | 839 | 699 | 748 | 713 |
| **Los Angeles** | 1035 | 1062 | 903 | 950 | 968 |
| **Miami** |  | 940 | 802 | 849 | 816 |
| **New York** | 846 | 787 | 679 | 692 | 660 |
| **San Francisco** |  | 1062 |  | 950 | 968 |
| **Chicago** |  | 839 |  | 748 | 713 |
| **Glasgow** |  |  | 522 |  | 586 |
| **London** | 281 |  | 391 | 535 | 563 |
| **Manchester** | 553 |  |  | 530 | 579 |
| **Edinburgh** | 552 |  | 522 |  | 586530 |

**II SCANNING**

1. ***Individual Work:*** *Scan the information and answer the questions:*
   1. When did “Transaero” appear?
   2. Is it a big company?
   3. What are the names of others airlines?
   4. Is “Transaero” popular in our country?
   5. What kind of articles is this?

**1 TRANSAERO AIRLINES**

Transaero appeared in 1991. It is independent and conceptually new one. It accumulates and implements the best practices of world's civil aviation. It carries almost 10 million passengers to 145 airports in 56 countries and there were no accidents during its work and none of its passengers suffered. Transaero was the first Russian company to equip its [flight park](http://www.transaero.ru/english/about/planes.html) with the modern aircrafts of the world's leading manufactures and to train its pilots in such companies as Boeing, United Airlines, American Airlines and British Airways. Transaero is not only the safe flying operator in Russia. It is very liberal too. Olga Pleshakova is the leader of the company — the first woman to manage the air company in Russia. Today Transaero offers you:

* comfortable flight schedules
* wide ticket-selling network
* world-class service
* true hospitality and friendliness of the perfectly trained staff

If you believe in reliability, safety and comfort, then Transaero is your company.

*2. Find the words with the following meanings:*

1. modern planes;
2. the first in the world;
3. well-taught staff;
4. collect;
5. instrument or tool, or utensil, device, appliance;

**III GRAMMAR FOCUS: Possessive case of nouns.**

|  |
| --- |
| the boy**’s** bag = a bag of the boy  Shakespeare**’s** sonnets= sonnets by Shakespeare  an hour**’s** drive=drive of an hour  today**’s** newspaper=newspaper of today  Canada**’s** population=population of Canada  London**’s** museums=museums of London  chess world**’s** championship=chess championship of the world  world**’s** civil aviation=civil aviation of the world  my country**’s** history=history of my country  **But:** the door of the garage (not 'the garage's door')  the name of the book  the owner of the restaurant  the back of the car (not 'the car back')  the beginning of the month |

*1. Join the two (or three) nouns. Sometimes you have to use -'s or -s'; and sometimes you have to use ... of*

1) the owner/that car - the owner of that car

2) the mother/Ann - Ann's mother

3) the jacket/that man 4. the top/the page 5. the daughter/Charles 6. the cause/the problem 7. the newspaper/yesterday 8. the birthday/my father 9. the name/this street 10. the toys/the children 11. the new manager/the company 12. the result/the football match 13. the garden/our neighbours 14. the ground floor/the building 15. the children/Don and Mary 16. the economic policy/the government 17. the husband/Catherine 18. the husband/the woman-talking to Mary

*2. What is another way of saying these things? Use -'s.*

1. a hat for a woman - a woman's hat 2. a name for a boy 3. clothes for children 4. a school for girls 5. a nest for a bird 6. a magazine for women

**IV. CONVERSATION:**

**AIRPLINES RESERVATIONS**

*1. Listen to the dialogue and answer the questions:*

1. Where does a person go?
2. Where is he from?
3. How much is the ticket?
4. What time and where does the plane arrive?

*2. Read the dialogue paying attention on the new words and check your answers.*

**Travel Agents:** Transaero Airline.

**Boris Boguslavsky:** I want to fly to London next week. I'd like to make reservations for a round ticket.

**T.A.:** What day are you going to leave for London?

**B.B.:** On the 12th of March.

**T.A.:** We have three flights to London on that day at 10 A.M., at 8.30 and 9 P.M. Do you have any preference about the time of the day?

**B.B.:** I'd rather leave at 9 P.M. I want to get to London early in the morning.

**T.A.:** I can make a reservation for a TWA flight. Are you going to travel first class or economy?

**B.B.:** I prefer economy. How much does it cost?

**T.A.:** 440 dollars.

**B.B.:** What's the flight time?

**T.A.:** Six hours.

**B.B.:** What's the London airport we'll arrive at?

**T.A.:** Heathrow Airport. How many days are you going to stay in London?

**B.B.:** Seven days.

**T.A.:** When would you like to fly home from London?

**B.B.:** March 22nd.

**T.A.:** All right. Your name and address?

**B.B.:** Boris Boguslavsky. 64-92 99th Street. Rigor-Park, New York 11374.

**T.A.:** And your telephone number?

**B.B.:** (718)439-7286.

**T.A.:** Will you pay by credit card?

**B.B.:** Yes, by Master Card. Number...Valid until January 15, 1990.When can I get my tickets?

**T.A.:** You'll have them two days before your departure.

*4. Practice the dialogue in pairs.*

*5. Look up the dialogue.*

*6. Complete the dialogue.*

- Good afternoon. British airlines.

- Good afternoon. I would like to ….

- Let me see … I’m very sorry, sir. We have no seats left for Madrid on Tuesday.

- …

- Just a minute, sir … Yes. We have some seats left for Wednesday.

- OK, …

- It’s 198 pounds, sir, including airport taxis.

- …

- Yes, it is a non-stop flight. The flying time is about 6 hours.

- …

- The arrival is at 2.15 p.m. your name and address, sir?

- ….

- What is your telephone number?

- ….

- Thank you. Your booking number is 761 31.How will you pay: cash or by a credit card?

- ……..

- Here is your ticket and that’s your change.

- …

*7. Make your dialogue.*

**V. GRAMMAR FOCUS:**

|  |
| --- |
| **Would** you **like to open** your luggage? – Yes, I’d like to. No, I wouldn’t like to.  **Would** you **like** some extra payment?  **Would** you **like to see** my passport and visa?  I **would like to make** a reservation, please.  I **would like =** I**’d like**  I **would like to buy** a ticket for a plane to Barcelona.  I’**d like** a return ticket. |

*1. Express what you want according to the models.*

1. You want a return ticket. - **I’d like a return ticket.**

2.You want to make a reservation. – **I’d like to make a reservation, please.**

You want (to) 3. a new timetable 4. book a cabin 5. an extra service 6. book a single room for the 10th of August 7. a full copy of the bill 8. pay by credit card 9. have some US dollars 10. a good car.

*2. Express what you want to ask about according to the model.*

1. You want to ask if the clerk wants some extra payment. – **Would you like some extra payment?**

2. You want to ask if the clerk wants to see your passport and visa. – **Would you like to see my passport and visa?**

You want to ask if the clerk wants (to)

3. an advance payment. 4. to accept the payment now. 5. to check your reservation. 6. your picture for the visa. 7. your business card. 8. to write down your phone number. 9. to show you to your room. 10. the price-list back.

**VI. WORD POWER**

*1 translate the following word-combinations into Russian:*

**fasten seatbelts, on-stop flight, take off, fly at an altitude of, flight time, arrive (in, at),.**

*2. Find the synonyms.*

journey

entrance

luggage

fill in

overweight

schedule

non-stop

round-trip

one way

booking office

excess weight

time-table

ticket office

single

return

baggage

entry

trip

direct

complete

*3. The following is a list of signs you may see in an airplane or an airport in America. How many signs do you understand?*

EXIT

FASTEN SEATBELTS

NO SMOKING

LAVATORY OCCUPIED / LAVAROTARY VACANT TRASH

RETURN TO YOUR SEATS

FLOTATION DEVICE UNDER YOUR SEAT

EMERGENCY EXIT

36A WINDOW

36B AISLE

ENTRANCE

PUSH / PULL

OUT OF ORDER

CUSTOMS

PASSPORT CONTROL

TAXIS

GATE

CHECK-IN

DEPARTURES ARRIVALS

FOREIGN EXCHANGE

MAIN LOBBY

LOST AND FOUND

*4.* ***Pair work:*** What will you take to a trip? *Add these words to the table.*

Backpack, credit card, health insurance, medication, money, belt, passport, plane tickets, shorts, sleeping bag, Swiss army knife, tent, traveler’s checks, vaccination, visa, windbreaker, driver’s license.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TRIP** | | | | |
| **Travel documents** | **Money** | **Health** | **Traveling gear** | **Clothing** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*5. Now add five more words to the table. Then compare with other students.*

**VII. WRITING**

*1. Think about the route of you traveling. Complete the table:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| The country | The airport | The date of depart | The date of return | The type of a ticket | Things to take with |
|  |  |  |  |  |  |

*2. You have arrived to another country to work. Write a letter to your parents or friends, informing them about your flight.*

*3. Individual work: describe your latest trip, showing the photos and expressing your feelings.*

**VIII. CONVERSATION: AT THE CUSTOMS**

*1. Put* **x** *next to the questions the officer at Customs asks:*

a) Where are you from?

b) May I see your passport?

c) Are you a student?

d) Are you traveling alone?

e) Do you have anything to declare?

f) Have you been here before?

g) What’s the purpose of your visit?

h) Where are you going?

i) Where are you going to stay?

j) How long are you going to be here?

k) Open your luggage, please.

*2. Listen to the dialogue and answer the question:*

What does it mean if you go into the Green Channel?

**Customs officer:** Would you like to put your luggage on here? Thank you. Where are you from?

**Traveler:** From Madrid.

**Customs officer:** Madrid. Are you a resident in Spain, or do you live in the UK?

**Traveler:** I live in Spain.

**Customs officer:** Can I see your passport, please? Thank you. Now long are you going to stay in the UK?

**Traveler:** For a week.

**Customs officer:** Are you on holiday or on business?

**Traveler:** I’m on business.

**Customs officer:** Have you anything to declare?

**Traveler:** No.

**Customs officer:** Would you like to open your luggage, please.

**Traveler:** Here you are.

**Customs officer:** What kind of goods have you got? Cigarettes, whisky?

**Traveler:** No, just personal things.

**Customs officer:** Thank you. Please, go through here.

*3. Look up the dialogue.*

*4. Make up your dialogues.*

**IX. WORD POWER**

*1. Match the nouns in columns A and B to make compound nouns. (More than one answer is possible.)*

For example: subway + entrance= subway entrance

**A**

subway

traffic

bus

bicycle

stop

parking

street

news

taxi

**B**

entrance

stop

light

station

sign

lane

stand

jam

space

*2.* Pair work: *How many compound nouns can you make beginning with these words?*

Police telephone fire train

**X. CONVERSATION: RIDING A BUS**

*1. Read the dialogue and answer the questions:*

1.How often do the buses run?

2. What are the usual intervals between the bus arrivals?

3. How much is the fare?

**A:** Pardon me, do the buses stop here?

**B:** Yes, most downtown buses stop at this corner.

**A:** I want to go to Washington Avenue.

**B:** Then take any bus except number 12. The number 12 turns off at Richmond Street.

**A:** How often do the buses run?

**B:** They run according to the schedule that you see over there. In fact, the buses don't always run on schedule.

**A:** What are the usual intervals between the bus arrivals?

**B:** About every fifteen minutes. Oh, a bus is coming. It's number 5. It’s your bus.

**B:** A ticket, please. (Driver giving a ticket)

**A:** How much is the fare?

**Driver:** One dollar.

**A:** Will you accept a dollar bill?

**D:** Yes. Stand back from the door. Move to the rear. Let the passengers off.

**A:** I'm afraid I’ll miss the public library.

**D:** Which one?

**A:** The library on Washington Avenue.

**D:** Okay. I'll tell you where to get off.

(Several minutes later)

**D:** Get off at the next stop. Cross the street. It's a big building. You won’t miss the library there.

**Rider N:** Would you point out the City Theater as we go by?

**D:** It's on Third Avenue. It's the next stop.

**N:** Thank you.

1. *Look up the dialogue.*
2. *Make up your own dialogue.*

**XI. CONVERSATION**

1. *Listen the dialogue and answer the questions:*
   1. *Where is his work place?*
   2. *How often does the bus come?*

**A:** Excuse me, officer. Could you tell me how often the number 6 bus comes?

**B:** You just missed it, ma’am, but it will be another one in half an hour.

**A:** Oh, no! Then could you tell me where Adam Street is?

**B:** Two blocks east and one block north, ma’am.

**A:** Thank you. And just one more thing. Do you know where the subway is?

**B:** Right behind you, ma’am. See that sign?

**A:** Oh! Thanks a lot.

*2. Look up the dialogue.*

*3. Make your dialogue.*

**XII. GRAMMAR FOCUS: Indirect questions from Wh-questions**

|  |
| --- |
| **Wh-questions with *be* Indirect questions**  Where is the bank? Could you tell me **where**  **the bank is?**  Where is Oak Street?Do you know **where Oak**  **Street is?** |

|  |
| --- |
| **Wh-questions with *do* Indirect questions**  How often does the bus come? Can you tell me **how**  **often the bus comes?**  When do the banks open? Do you know **when the**  **banks open?**  What time does the market close? Do you know **what time**  **the market closes?** |

*1. Make indirect questions from these Wh-questions.*

1. How much does a taxi to the airport cost? b) Where is the nearest subway station? c) What time does the last bus come? d) When do the government offices open? e) Where is the train station? f) How often does the airport bus leave? g) Where are some good restaurants around here?

*2. Now write four indirect questions about things in your city.*

*3.* Pair work: *Take turns asking your questions.*

**XIII. CONVERSATION**

*1. Listen to the dialogue, answer the questions:*

a) Where is the bank?

b) Is a person A a citizen of the city?

*2. Practice the dialogue.*

**A:** Excuse me, please. Do you know where the nearest bank is?

**B:** Well, the City Bank isn’t far from here. Do you know where the Main Post Office is?

**A:** No, not really. I’m just passing through.

**B:** Well, first go down this street to the traffic light.

**A:** OK.

**B:** Then turn left and go west on Sunset Boulevard for about two blocks. The bank is on your right, just past the post office.

**A:** All right. Thanks!

**B:** You’re welcome.

**XIV. GRAMMAR FOCUS**

|  |
| --- |
| **First, go** down this street to the signal.  **Next, turn** right and **go** east on King Street for about two blocks.  **Then look** for the Sears Building.  **Finally, cross** the bridge and you’re there. |

*1. Number the sentences from 1 to 11 to make a conversation. Then practice it with a partner.*

**A**

………Did you say Blade Street?

……….I’m trying to find La Taverna Restaurant.

………Excuse me, I’m lost.

………OK. Thanks very much.

………To the traffic light, OK.

……….On Henderson Avenue. Could you tell me how to get there, please?

**B**

……..Well, first go along Nathan Road to the traffic light.

………Oh, I know where that is. It’s on Henderson Avenue.

………No, Blake Street. Go down Blake until you get to Henderson. La Taverna is on the left.

……….After that, cross the street and then go down Blake Street.

……….Oh, what are you looking for?

*3. Translate the following word-combinations:*

certainly (sure, of course), with pleasure, well, let me see, walk straight on, walk down/up Fifth Avenue for ten blocks(to 50th Street), the building is on the right (left), pass two blocks, turn (to the) right (left), take the first (second) turning to the right (left), cross the street, walk as far as the corner, and you will be right there, you will see it in front of you, and you will see it on your right (left), miss, go east, south, north, west).

*4. Translate into English*

1) Поверните налево. 2) Поверните направо. 3) Идите прямо. 4) Идите вдоль по улице. 5) Перейдите на другую сторону улицы. 6) Пройдите два квартала. 7) Стоянка такси находится перед банком. 8) Второй поворот налево. 9) Дойдете до светофора, поверните направо.

*5. Make up your own dialogues, using these word-combinations.*

**XV. GRAMMAR FOCUS: Preposition of place**

|  |
| --- |
| The department store is **on** Grant Street.  It’s **between** Second and Third Streets.  It’s **across from** the Grand Hotel.  There’s a newsstand **in front of** the hotel.  There’s a gas station **behind** the hotel.  The gas station is **on the corner of** Washington and Second.  The gas station is **next to** a parking lot.  The parking lot is **near** the City Bank. |

*1. Ask your partner how to get to the nearest places in your town.*

the drug store the parking lot the post office

the department store the bookstore the Institute

A: I’m trying to find … Is there one around here?

B: Yes, there’s one on … Street. Let me tell you how to get there. First, …

**XVI. GRAMMAR FOCUS: Prepositions *on, in, at, for, since***

|  |
| --- |
| The Delta flight will arrive **in** New York **at** 15: 05. (**in** + cities and countries)  I’ll meet you **in** the airport **on** the 24th of July. (**in** + inside a building)  I’ll meet you **at** the information desk. (**at** + exact place inside or outside)  I’ll leave Moscow **for** New York **on** Tuesday.  We have been flying **for** an hour already.  Alice arrived in Atlanta **in** June.  I don't like going out **at** night.  Will you be here **at** the weekend? |

*1. Put in the prepositions.*

a) We're having a party --- Saturday. b) I've got an interview next week. It's --- 9.30 --- Tuesday morning. c) Mozart died --- Vienna in 1791 --- the age of 35. d) Sue isn't usually here --- weekends. She goes away. e) The road is busy all the time, even --- night. f) Ann's birthday is --- March. g) We've got some friends staying with us --- the moment. They're staying …Friday. h) Pauline got married --- 1991. i) Pauline got married --- 18 May 1991. j) Chris is getting married --- this year. k) The train arrives --- station --- 4.15 A.M.

**XVII. ROLE PLAY:** Your group takes part in the international interchange students program.

Divide into two groups. The first group are Russian students. They are going to visit an English-speaking country on this program. They are to choose the kind of transport, book tickets, go through the customs.

Other students are the residents of the English-speaking country. They are to meet the Russian students, think over the program of their staying and show them round the city.

***UNIT 3***

**JOB HUNTING**

**I. SNAPSHOT**

**THE 10 HOTTEST JOBS IN THE UNITED STATES**

1) Teacher - 606, 000

2) Nurse – 473, 000

3) Executive – 466, 000

4) Computer analyst – 445, 000

5) Truck driver – 271, 000

6) Social worker – 187, 000

7) Lawyer – 183, 000

8) Financial manager – 182, 000

9) Computer engineer – 177, 000

10) Accountant – 120, 000

*1. Answer the questions:*

a) Does any information surprise you? Why?

b) What jobs do you think are “hot” in your country? Are they the same as the jobs above?

*Rank the jobs from the most interesting (1) to the least interesting (10).*

**II. CONVERSATION**

*1. Practice reading the dialogue:*

**A**: Where do you work?

**B**: I work for Thomas Cook Travel.

**A**: Or, really? And what do you do there?

**B**: I’m a guide. I take people on tours to Europe.

**A**: That sounds interesting!

**B**: Yes, it’s a great job. I love it! And what do you do?

**A**: I’m a student, and I work part-time, too.

**B**: Oh? Where do you work?

**A**: I work in a fast food restaurant. I cook hamburgers.

**B**: Big Macs?

**A**: No, Whoppers! I work for Burger King.

*2. Pair work:* What kind of work are you interested in? Why?

* + 1. well paid f) prestigious
    2. interesting g) not to sit the whole
    3. in a large and famous company day in the office
    4. quiet h) to travel a lot
    5. in an industry which has a future

**III. READING**

*1. Read these ads and fill in the blanks with the correct job.*

chef

English teacher

guide

manager

nurse

receptionist

sport instructor

waiter

…….: college grad with degree in English. Work in language school in Italy. Write to Da Vinci School, P.O. Box 234, Rome, Italy.

……..:part-time or full time job in doctor’s office. Greet patient and answer the phone .Mornings and afternoons. Interesting work. Call Dr. Strangelove at 524-7423.

……: part time job at Asian Garden Restaurant. Cook Chinese and American meals. Work evenings. Call Mr. Chang at 955-6511.

…….: full-time job in department store in camera and TV section .Supervise 6 salesclerks. No evening work. $ 22, 000. Call Mr. James at 7318959.

…….: full-time job in hotel. To help with games and to teach tennis, golf, and swimming. Good English and Japanese needed. Write Mrs. Sato, Pacific Hotel, Honolulu, Hawaii.

…….: take South American tourists on bus tours in Canada and the U.S. Need good Spanish and English. Call 815-7880.

*Which jobs need:* A college degree? Good English? A foreign language? *Full time? Part time?*

*2. Ask and answer questions about occupations.*

Who…

* Wears a uniform?
* Stands all day?
* Sits all day?
* Handles money?
* Talk to people?
* Works hard?
* Works at night?
* Carries a gun

*Example: A*: Who wears a uniform?

*B*: Police officer wears a uniform.

**IV. SPEAKING**

*1. Think what kind of person you are. You may use the following words to describe yourself and other people:*

to be reliable to be well-organized to be intelligent

to be adaptable to be flexible to be loyal

to be energetic to be friendly to be professional

to be hardworking to be honest to be ambitious

to be experienced to be responsible to be communicative

to be modest to be patient to be sensitive

to be practical to be independent to be romantic

to be punctual to be sociable to be helpful

*2. Are these adjectives positive or negative? Write* **P** *or* **N** *next each word. Do you know any people with these personality traits?*

bad-tempered……**N**…..

creative……………..

critical………………

disorganized………..

efficient……………

forgetful……………

generous………….

hardworking………

impatient………….

level-headed……..

moody……………

punctual………….

reliable………….

strict……………

“My neighbor is bad-tempered…”.

*3. What do we mean:*

1. when we say that a person is:
   * *reliable, hardworking, sociable, helpful, ambitious, friendly, professional, experienced.*
2. when we say that a person is:
   * *unreliable, dependent, unfriendly, inexperienced, dishonest, indifferent, unsuccessful, irresponsible, helpless, inflexible?*

*4. Translate the following words and if you can say in what context you can use them:*

to apply to advertise to interview

application advertisement an interview

applicant advertiser interviewee

to employ to appear to suit (a suit)

employment appearance suitable

employer to disappear suitability

employee

*5. Look at the list of skills and qualities in the box.*

Which of them are necessary for the jobs you have studied?

Discuss this with your partner as in the example.

*Example:* To be a \_\_\_\_\_\_\_\_ you need to have good \_\_\_\_\_\_\_\_ skills and to be \_\_\_\_\_\_

|  |  |
| --- | --- |
| **Skills**  computer skills  typing skills  driving skills  telephone skills  interpersonal skills  artistic skills  language skills  mathematical skills  managerial skills  financial skills | **Qualities**  to be reliable  to be well-organized  to be intelligent  to be honest  to be ambitious  to be experienced  to be responsible  to be modest  to be patient  to be sociable |

**V.****GRAMMAR FOCUS: Comparisons**

|  |
| --- |
| A lawyer is **better paid than** A teacher is **not as well paid as** a a teacher. lawyer.  A lawyer earns **more than** a A clerk **doesn’t** earn **as much**  clerk. **as** a lawyer.  Teaching is **more challenging** Office work is **less challenging**  **than** office work. than **teaching.**  Being an accountant is **as** Being a clerk is **not as**  **challenging as** being a teacher. **challenging as** being a teacher.  A teacher has **better benefits** A journalist has **worse benefits**  **than** a journalist. **than** a teacher.  **The best thing** about being a **The worst thing** about being a  teacher is the vacations. teacher is correcting homework. |

*1. Match the information to make sentences.*

*A*

a) A high school teacher doesn’t earn

b) Working on a construction site is more dangerous

c) The worst things about being a doctor

d) One of the best things about being a flight attendant

e) A taxi driver is not as well paid

B

1………….. is getting free air travel for yourself

2. …………..as much as a doctor

3. …………..than working in an office

4……………. as an airline pilot

5. …………..are the long hours and having to work on weekends and evenings

*2. Now complete the phrases in column A with your own information. Then compare with a partner.*

*3.* Pair work: *Compare these jobs. Use your own information.*

a nurse and a doctor

a teacher and a student

a mechanic and an engineer

a pilot and a flight attendant

**VI. CONVERSATION**

*1. Listen to the dialogue and answer the questions:*

1. What does a job selling children’s books require?

**Brad:** Any interesting jobs listed on the Internet today?

**Sue:** Well, there are a lot of retail jobs – selling clothes and stuff. But you have to work Saturdays and Sundays.

**B:** Hmm. I hate working on weekends.

**S:** Hmm…so do I. oh, here’s a job in sales. It’s a job selling children’s books to bookstores.

**B:** That sounds interesting.

**S:** Yeah. Let’s see. You need to have a driver’s license. And you have to work some evenings.

**B:** I don’t mind working evenings during the week. And I enjoy driving. So, what’s the phone number?

**S:** It’s 798-3455.

1. *Read the dialogue and translate.*
2. *Look up the dialogue.*
3. *Make up your dialogues.*

**VII. GRAMMAR FOCUS: Gerunds; short responses**

|  |
| --- |
| *Affirmative statements with gerunds. Agree. Disagree.*  I **like driving.** So do I. Oh, I don’t.  I **hate working** on weekends. So do I. Really? I like it.  I**’m good at using** computers. So am I. I’m not.  *Negative statements with gerunds. Agree. Disagree.*  I **don’t mind working** evenings. Neither do I. Well, I do.  I**’m not good at writing** reports. Neither am I. I am.  I **can’t stand making** mistakes. Neither can I. Oh, I don’t  mind. |

*1.* Pair work: *Match the phrases in columns A and B to make statements about yourself. Then take turns reading your sentences and giving short responses.*

A

1. I don’t like….

2. I’m not very good at…

3. I’m good at…

4. I hate…

5. I can’t stand…

6. I’m interested in…

7. I don’t mind….

8. I enjoy……

B

a. talking to the phone

b. working with a team.

c. solving problems.

d. sitting in meetings.

e. commuting to work.

f. making coffee for my boss

g. organizing my time.

h. learning languages.

**A:** I don’t like commuting to work.

**B:** Neither do I.

*2.* Group work: *write five more statements about yourself like the ones above. Then talk about your statements. Other students ask for more information.*

**A:** I’m interested in working abroad.

**B:** Really? Where would you like to work?

**A:** Maybe in Mexico or Chile.

**VIII. DISCUSSION**

*1.* ***Pair work*** *.*You are looking for a job. Which of these things do you want in a job? Answer the questions. Then ask your partner the same questions.

***Me My partner***

***Yes No Yes No***

Do you want to …

1. talk to people?
2. help people?
3. perform in front of people?
4. work from 9 to 5?
5. make your own schedule?
6. use a computer?
7. use a telephone?
8. work outdoors?
9. work in an office?
10. have a private office?
11. work at home?
12. travel?
13. have a high salary?
14. speak English?
15. wear a uniform?
16. wear a suit?
17. wear blue jeans?

*2.* ***Class activity***: *Think of a good job for yourself .Then tell the class.*

“I want to be a musician, because I want to…”

*3.* ***Writing activity:*** *Write the job for your partner. Then tell the class.*

*“It’s better for Peter to be a doctor. He is suitable for this position because he likes to… /doesn’t like to…”*

*4.* Group work: *What are your skills and job preferences? Take turns asking questions like these and others of your own.*

Are you good at ……

1) communicating with people?

2) remembering names?

3) solving problems?

4) making decisions quickly?

5) meeting deadlines?

Do you ….

1) have any special skills?

2) have any special certificates or diplomas?

3) have any experience?

4) speak any foreign language?

Do you like….

1) traveling?

2) commuting?

3) working evenings?

A: Are you good at communicating with people, Juan?

B: Oh, sure. I enjoy talking to people. How about you, Su Hee?

C: Oh, I don’t. I’m a little shy. What about you, Maria?

A: ………………….

*5. Write either about a job you would be good at or a job that you could never do. Give at least three reasons for your choice.*

I think I’d make a good flight attendant because I’m very friendly person and enjoy meeting people. Also, I love to travel ……

**IX. READING**

*1. Read the text.*

**Find the job that’s right for you**

Nearly 50% of all workers have jobs they aren’t happy with. Don’t let this happen to you! If you want to find the right job, don’t rush to look through the ads in the newspaper. Instead, sit down and think about yourself. What kind of person are you? What makes you happy?

According to psychologist John Holland, there are six types of personalities. Nobody is just one type, but most people are mainly one type. For each type, there are certain jobs that might be right and that are probably wrong.

* The **Realistic** type is practical and likes working with machines and tools.
* The **Investigative** type is curious and likes to learn, analyze situations, and solve problems.
* The **Artistic** type is imaginative and likes to express himself/herself by creative art.
* The **Enterprising** type is outgoing and likes to persuade or lead other people.
* The **Conventional** type is careful and likes to follow routines and keep track of details.

If you think about who you are, *you can make the right job decision.* Liz is a good example. Liz knew she wanted to do something for children. She thought she could help children as a school counselor or a lawyer. She took counseling and law courses – and hated them. After talking to a career counselor, she realized the problem was that she’s an Artistic type. Liz studied film, and she now produces children’s TV shows – and loves it.

*2. Based on the information in the article, check (V) the job you feel would* not *be a good choice for each personality type. Then explain your answers to a partner.*

**1. Artistic**

actor

computer programmer

photographer

songwriter

**2. Conventional**

accountant

bookkeeper

inventor

secretary

**3. Enterprising**

painter

manager

politician

salesperson

**4. Investigative**

detective

model

psychologist

researcher

**5. Realistic**

carpenter

factory worker

mechanic

reporter

**6. Social**

doctor

nurse

writer

teacher

*3.* Pair work. *Talk about these questions.*

1. Which personality type are you most similar to? What kinds of jobs do you think would fit your personality?

2. Can you think of someone who has the wrong job for his or her personality? Explain why.

**X. CONVERSATION.**

*1. Skin the dialogue and answer the questions.*

1. Why does Mr. Klimenko come to a TST Systems?
2. Why is he looking for a new job?
3. Is TST Systems a promising company?
4. What is it doing?
5. What kind of persons does the company look for?
6. What will Mr. Klimenko’s responsibilities and obligations?

*7.* What kind of person is Mr. Klimenko?

**A:** Good morning, sir.

**B:** Good morning. Come in. Mr. Klimenko, isn’t it? Please take a seat. Please fill in this application form while I’m signing these letters. … There, that’ll do. Please, tell me, Mr. Klimenko, how long were you in your last job with Alpha?

**A:** Five years. I am only leaving because the firm is moving to Sevastopol, but I think a change will do me good.

**B:** What do you know about our company? Have you got any questions for me?

**A:** I know that this is a very promising company, so what will be the major focus of efforts in the next few years?

**B:** We are expanding our activity with English-speaking countries, buying equipment and technologies from them and runningtraining programs here. We need a team of creative persons to make our company competitive in the world market.

**A:** What responsibilities and obligations do you suggest during the first year?

**B:** Well, first of all to be responsible for our contacts with English partners, buy equipment and be skillful in negotiations. And to travel very much.

**A:** Yes, I see.

**B:** So tell me what are your three main strengths?

**A:** I think they are: responsibility, loyalty, energy.

**B:** O.K. How do you relieve everyday tensions?

**A:** I am accustomed to work under pressure.

**B:** Are you a leader by nature?

**A:** Yes, I think so, because I make contacts with people very easily.

**A:** All right. Now, Mr. Klimenko I am quite prepared to offer you a job with us. You have excellent references from your previous job. What do you find a fair salary?

**B:** Equivalent of $500.

**A:** I think you’ll start from $450 for the experimental period.

**B:** All right. When do you want me to start?

**A:** In a week, if possible.

**B:** I’m afraid I’ll start working only since October 10.

**A:** No problem. See you on the 10th then?

**B:** Yes, certainly. Thank you very much. Goodbye.

**A:** Goodbye.

**XI. WORD PRACTICE**

*1. Translate and practice reading the following words and word-combinations.*

**fill in the application form**, **leave (left, left) the company, expand the activity, buy equipment, a team of creative persons, competitive company, be responsible for, be skillful in negotiations**, **be accustomed to work under pressure, make contacts with people easily.**

*2. Make up your own sentences with each word expression.*

*Work in groups, reading your sentences and translating them.*

*3. Fill in the gaps:*

1. It is very interesting to work in a … … … .2. The transaction (сделка) was successful because the manager was … …. . 3. It’s 5 o’clock. The work is over and the staff is going to … the company. 4. This firm … … from English-speaking countries. That’ why it needs an interpreter to translate technical manual of the equipment. 5. He is communicative and … … … . 6. This company has a future because it is a … …. . 7. Take a seat please, take a pen and ………… 8. Personnel department … …. hiring and firing people to work. 9. A chairman likes Pete because he is responsible and … …. …. . 10. Mike is very successful in his business. He thinks he will …. …. soon.

*4. Match the pairs:*

1. be skillful 1. the application form

2. make contacts with 2. activity

3. be going 3. equipment

4. competitive 4. creative people

5. fill in 5. in negotiations

6. a team of 6. a company

7. expand 7. to do something

8. be accustomed 8. people easily

9. buy 9. to work under pressure

10. leave 10. company

*5. Translate from Russian into English.*

1. Садитесь, пожалуйста. 2. Заполните, пожалуйста, анкету. 3. Как долго вы работали в фирме Альфа. 4. Наша фирма переехала в другой город. 5. Что вы знаете о нашей фирме? 6. Мы планируем расширить нашу деятельность. 7. Нам нужна команда творческих людей. 8. На мировом рынке наша компания занимает ведущее место по производству медицинского оборудования. 9. Вы должны уметь вести переговоры, много путешествовать и хорошо ладить с людьми. 10. Я привык много работать.

*6. Read and translate the dialogue.*

*7. Look up the dialogue.*

*8. Make up your own dialogues.*

**XII. GRAMMAR FOCUS: Present Continuous**

|  |
| --- |
| *PRESENT CONTINUOUS*  Why **are** you **leaving** your job? – Because the firm **is moving** to another city.  **Is** a director **signing** the letters? – No, he **is not (isn’t) signing** the letters.  Where **are** they **going**? – They **are going** to France.  *PAST CONTINUOUS*  What **were** you **doing** at 8 o’clock yesterday? - I **was having** breakfast.  Mr. Brown **was making** a call when his secretary brought in the morning post.  Why it was so noisy at 6 in the evening yesterday? **Were** you **quarrelling**? – No, we were not.  *FUTURE CONTINUOUS*  What **will** you **be** **doing** at 5 o’clock tomorrow? – I**’ll** still **be working.**  He **will not be working** on a new play during this summer.  I **will be meeting** them at the station.  **Will** you **be staying** here long? – Yes, I **will.**  I **will be studying** English when you **come.** |

*1. Put in the verbs in brackets in the Present Continuous.*

*a)* What’s the matter? Why … the child … (cry)? *b)* Hurry up! The train … (start) in five minutes. *c)* Don’t phone from 5 to 6 – he (have) English. *d)* When I got up that morning, the sun ……..(shine) brightly and the birds…….. (sing). *e)* Why are you in a hurry? If you arrive at 8 o’clock, they (still/cook) the meal. *f)* Now we … (read) The Fairy Tales by Oscar Wilde. *g)* It………. (rain) cats and dogs as I …………(walk) towards their house. *h)* This time tomorrow they (sit) in the train on their way to Chicago. *i)* What….. you …….(do) at this time yesterday? *j)* Somebody stole the money from Dad’s pocket while he………… (sleep). *k)* What song … they … (sing) now? *l)* Don’t disturb her, she … …. (work) at her essay. *m)* What … you … (do)? I … … (eat) an apple pie. – What…… you…….. (do) between one and two? I phoned you several times. – I…………. (play) the piano and heard nothing. *n)*  He (sleep) when you come back tonight. *o)* What … you … (hide) behind your back? *p)* They … … (not stay) in this room now. *q)* I …………(sit) by the window when I heard the noise. *r)* Please be quiet. I ............. (try) to concentrate. *s)* Look! It *...........................* (snow). *t)* Why .......... (you/look) at me like that? Have I said something wrong? *u)* When I arrived, Tom…………. (lie) on the sofa and ………(speak) over the phone.

**XIII. PRACTICE**

*1. Open the brackets and practice the dialogue.*

**A JOB VACANCY**

**Dick**: Victor, I hope I………….(not call) too late

**Victor** :No, Dick. I ………… (watch) television. How are you?

**Dick**: I am fine. I………… (call) you at such a late hour because I have good news for you. An hour ago, I spoke to a friend of mine. He's on the board of directors at "A & B Instrument Company". They ……….. (look) for a specialist for an immediate opening of a software programmer. I think this is an excellent opportunity for you.

**Victor**: Dick, you are absolutely right I agree with you completely. But I'm a bit afraid because of my poor English.

**Dick**: Stop worrying about it. All you need is to explain your previous experience.

**Victor**: I hope so. But I'm still worry about the use of English tenses. Nevertheless I'll try my best. I'm going to see the interviewer.

**Dick**: Okay. Would you write down the address?

**Victor**: All right. I………(listen).

**Dick**: 620 Broadway, 25th floor. Ask for personnel. Don't leave home without your resume. Good luck.

**Victor**: Thank you, Dick

*2. Make your dialog using the information below.*

**XIV. READING**

*1. Read the articles and then complete the chart*

In her job, Jane must leave the house at 8 o’clock as she must be at the office a little earlier than 9 to get ready for her work and bring the mail. She has a lot of duties at the office. She must work hard till one o’clock. She can go out for lunch but she must be back at the office at 2 o’clock. She must type different documents, answer telephone calls, make appointments and do many other things.Sometimes she must have business trips. Jane can speak two foreign languages. She earns $12, 000 a year.

Ted must give out hundreds of telephone numbers every day. He must also talk to people all day. He earns around $20,000 a year. But he can’t feel very secure – a lot of operators are losing their jobs because of automation. Computers do everything these days. So he is studying to be a computer programmer at night school.

Robert’s clients are business travelers. He must make plane, hotel, and car reservations for them. His annual salary isn’t very high – only $24, 000 – but he likes his job. It’s pretty secure, because travel is growing today. Also, he must often travel in order to learn about cities, hotels, airlines, and tours. And when he does, everything is free – the plane tickets, the hotel rooms, etc.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Name*** | ***Job*** | ***Salary*** | ***What must***  ***they do*** | ***One good thing about the job*** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**XV. GRAMMAR FOCUS: Modal Verbs**

|  |
| --- |
| **Must** I copy the letter? –No, you needn’t. You **can** do it later.  **Must** I speak to the President? – Yes, you **must** do it right away. The matter is urgent  I **can’t** translate the contract. **Can** you help me? – I’m sorry, I **cannot.**  **May** I take you dictionary? – Certainly, you **may.** |

*1. Put in the modals verbs: may, must, can*

* 1. I … write with my left hand. *b)*… she miss her classes tomorrow? *c)* She … do the exercise again.  *d)* I think you … have a glass of lemonade. It won’t do you any harm. *e)* I …speak English. *f)* You … always come in time to classes. *g)* You … take any book you like. *h)* What time … we come tomorrow? *i)* Lena … not swim.

*2. Translate in to English.*

a) Мы можем хорошо писать. b) Она может войти. c) Ты должен говорить по-английски со своими друзьями. d) Ты можешь взять словарь, он мне не нужен. e) Катя не больна, можешь навестить ее. f) Мой отец может водить машину. g) Мы должны сделать эти задания к понедельнику h) Можно мне взять эту книгу? i) Должны ли мы идти туда сейчас? – Нет, не нужно. j) Можно нам взять Аню с собой? k) Можешь ли ты ответить на этот вопрос? l) Кто может перевести это предложение? m) Можно мне задать вам вопрос?o) Вы можете подождать меня в соседней комнате? n) Где мне вас ждать? p) Я не могу сказать вам об этом. q) Он не может идти так быстро, он еще маленький. r) Они не могут прийти. s) Я не могу пойти с вами, я очень занят. t) Вам нельзя оставаться здесь.

*3. Write the things you must do right away and what you can do later. Use the following expressions:*

answer the letters, translate a contract, and prepare some documents, write the e-mail, make some calls, type different documents, answer telephone calls, make appointments.

**XVI. GRAMMAR FOCUS: Modals for necessity and suggestions**

|  |
| --- |
| ***Describing Necessity***  You **have to** get visa.  You **must** take warm clothes.  You **don’t have to** get a passport.  ***Giving Suggestions***  You **would better** talk to your father.  You **ought to** go with your friend.  You **should** take a sleeping bag.  You **shouldn’t** go by yourself. |

*1. Give advice for someone who is thinking of taking a vacation abroad. Then compare with a partner.*

1. You must get a passport.
2. …pack too many clothes.
3. …buy a roundtrip ticket.
4. …make hotel reservations.
5. …get health insurance.
6. …check the weather.
7. …get traveler’s checks.
8. …carry lots of cash.
9. …take a lot of luggage.
10. …check on visas.

k) …carry your wallet in a back pocket.

***2. Pair work****. Give four more pieces of advice*

**XVII. SPEAKING**

*1.* Group work:*Work in groups of four. One of you is a chief of a company or organization. You need to hire a new employee. Decide on the type of company you work for using the ads below. Other students are candidates. Interview the candidates and choose the best one.*

***The Job Interview***

Can you speak foreign languages?

What computer skills do you have?

Can you type?

How well can you work on a team?

Are you good at managing people?

How well can you work under pressure?

Are you punctual?

Why are you applying for this job?

Why do you think you’d be good for this job?

Do you have any experience in this kind of work?

Do you have any special skills? What are they?

How well can you…? (have an argument)

Are you good at…?

What do you think are your strengths and personal qualities?

Why are you leaving your present job?

Do you have any questions you’d like to ask us?

*Finish the interview like this:*

Thank you very much for coming today .We’ll be in touch.

*1. SPORTRACK AUTOMOTIVE MANUFACTURING PLANT ACCOUNTANT is seeking an experienced Plant Accountant. Candidates will need experience in general office administration and accounting, maintaining a standard cost system and performing monthly closing of books and cost analysis. BS/BA in accounting with 5 years experience and advanced computer skills required. Experience with AS/400-Based Accounting and ERP Software preferred. Sport Rack offers a competitive salary with a full benefit package and opportunity for advancement. Some travel will be required.*

*Contact Information: Interested candidates should e-mail resume with salary history to:* [*cconditt@aasllc.com*](mailto:cconditt@aasllc.com)

2. MS PRIMARY HEALTH CARE ASSOCIATION is looking for a Receptionist/Secretary. Candidates will need excellent computer skills with proficiency in Microsoft Word and Corel Word. Knowledge of standard office operating procedures and telephone etiquette. Must have good communication skills with ability to compose routine correspondences and ability to organize work assignments. Competitive Salary, Great Opportunity. College degree or 3 years experience. Contact Information: Submit resume to MPHCA, P.O. Box 11745, Jackson, MS 39283-1174. EOE. Deadline for accepting resumes August 16, 2004.

*3. JACKSON'S ALL-SUITE EXTENDED STAY HOTEL has job opening for: chief engineer 1 year hotel or apt maintenance experience required. Duties include HVAC (central air condition system), plumbing, electrical, general equip., grounds & supervision of maintenance worker. Contact Information: Resume to 853 Centre Street Ridgeland, MS 39157 or Fax to 601-899-8612*

4. NOBLE LOGISTIC SERVICES is seeking drivers. $3,500 - $5,500 Monthly Independent Contractors needed for rural route delivery. Must have full-size pick-up truck with 16-18ft. enclosed cargo trailer OR 16-24 ft. Box truck with lift-gate. Contact Information: Call 866-657-3354.

*3.* ***Group work****. Tell the group the interesting things you have learned about your partner.*

**XVIII. READING**

**A LETTER OF APPLICATION**

*I. Read the advertisement.*

|  |
| --- |
| Busy health club requires outgoing person for part-time work (including late hours). June to September. Good command of English. Must be adaptable. Please write to: The Manager, Sundance Health Club, Harbour Lane, Chichester, Sussex, PO 1 2JE including a recent photograph. |

*2. Read a letter of application.*

Rua de Gloria 10 3000 Coimbra Portugal

15th April 2003

The Manager,

Sundance health Club,

Harbour Lane,

Chichester,

Sussex,

PO1 2JE.

Dear Sir/Madam,

I’m writing in reply to your advertisement in “Health and Fitness” magazine for the part-time work in your health club.

I’m a 20-year-old Portuguese student and I come from Coimbra in the north of Portugal. At present I am still studying at college but I am taking my final exams in May. I have studied English for six years but I want to spend some time in England in order to improve my spoken English.

I am interested in sport and fitness and at home I go to a sports centre three times a week. I am also a member of the college swimming team. I get on very well with people and I like making new friends. I don’t mind doing any sort of work including cleaning, washing up and helping in the gym.

I am prepared to work any hours but ideally I would like to work in the afternoons and evenings only so that I can attend English classes in the mornings. I have friends who live in Chichester. So accommodation is not a problem. My term ends on 28th May, so I would be able to start on 1st June.

I look forward to hearing from you.

Yours faithfully, Paulo Freitas.

*3. Answer the questions:*

1. Who is writing a letter? What is his name?
2. What is the purpose of his letter?
3. How old is Paula?
4. Where is he from?
5. Does he know English well?
6. What kind of person is he?
7. Do you think he will be suitable for this job? Why?

*4. Answer the questions: have you ever done one of the following jobs? Did you enjoy it? Was it well-paid?*

*If you were a student or did not have a full-time job, which job would you like to do in the summer? Why?*

washing up in a café or restaurant

being a waiter/waitress in a café or restaurant

selling ice-creams or hamburgers in the street

renting sun umbrellas and sun loungers on the beach

being a tour guide

looking after children in a summer camp

working on a farm

working in a health or sports club

working in a record or music shop

working in a night club or disco

other……

*5. Choose one of the ads above and writhe your letter of application.* *In pairs discuss the information you need to include in your letter of application for the job. Make notes under the following headings.* *Use Paulo’s letter as a guide.*

-you and your personal details

-knowledge of English

-current course of study, current job

-suitability for job

-availability

-any questions

**Word-combinations and phrases for writing a letter of application:**

*- With reference to your advertisement in “Kiev Post” of Tuesday, January 10, I would like to apply for the position of … in your company.*

- *I am writing to enquire about the possibility of employment with your company.*

*- I recently heard from … that there is a vacancy in your sales department*

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

*- During training for my present job I took courses in marketing*

*- I am adaptable, reliable and willing to retrain*

*- My past experience may be useful to you*

*- Since my present position offers little prospect for advancement, I would prefer to work in an expanding organization such as yours*

*- I am at present earning … per month.*

*- Thank you for offering me the post/position of*

*- I have pleasure in accepting this position.*

- *I am looking forward to commencing work on September 1.*

**XIX. WRITING**

*1. Write CV, application form, recommendation and resume using the examples below.*

**APPLICANT’S LETTER**

Maria Solovyev

2141 Starling Avenue,#401

Bronx, N.Y. 10462

March 12,1989

Stephen J.Cobel & Co.

470 Eighth Avenue , Suite 302

New York, N.Y. 10018

Dear Sir:

I am writing you because of your advertisement in the Sunday, March 12, issue of New York Times. 10 years of bookkeeping experience have qualified me to seek employment at a company like yours.

I am enclosing my resume that will inform you of my work experience as a bookkeeper. I would greatly appreciate your granting me an interview at your convenience.

Sincerely yours

signature

Maria Solovyova

Enclosure

**RESUME**

Alexander Bermann

376 West 186th Street, Apartment #6-3

New York, N.Y. 10033

Tel.(212) 973-6792

**OBJECTIVE**  A position as a mechanical engineer

**SUMMARY** 15 years varied experience in mechanical engineering. Designed and developed both automatic and special machines. Installed machinery and equipment. Familiar with use of industrial engineering

techniques and machine shop practices.

**EXPERIENCE** Brown Manufacturing Co

1986-1988 Paterson, N. J.

Design Engineer. Planned and designed both automatic and special machines, instrumental system, and pneumatics.

1974-1986 Kharkov Machine Works

Kharkov,USSR.

Design Engineer at the Automation Department Designed various automatic machines. Installed machinery and equipment

**EDUCATION**  Kharkov Polytechnic Institute.

1969-1974 Kharkov,USSR

M.S. in Mechanical Engineering.

**PERSONAL** Arrived in the United States August 1989.

Permanent US resident.

Married, two children.

**REFERENCES**  Furnished upon request, mechanical engineer, and varied experience to design, to develop, to install equipment, familiar with automation department, design engineer.

**APPLICATION COVER SHEET**

**FIRST NAME**: *Kate*

**MIDDLE NAME**: *Olegovna*

**LAST NAME**: *Pushkina*

**SEX: MALE / FEMALE**

**ADDRESS**: *Russia, Kazan, Sovetskaiya Ave. 35, apt.356*

**PHONE NUMBER**: *(8432) 344265*

**E-MAIL:** *kate@rambler.ru*

**COUNTRY OF BIRTH** : *Russia*

**DATE OF BIRTH**: *August,25 1980*

**DO YOU HAVE A VALID DRIVER’S LICENCE?**

**YES NO**

**MARITAL STATUS**: *Single*

**NO. OF DEPENDENCE** : *No*

**EDUCATION:** *High*

**SKILLS(BACKGROUND):** *Typing, computer*

**EXPERIENCE** (where you worked for the last 5 years)

**COMPANY :**  *“Piramid”* Ltd.

**ADDRESS /TEL:** *Russia Kazan Moscow Ave.35 (8432) 722553*

**POSITION HELD** *: Manager*

**SINCE \_*12****.09.1999* **TILL** n*ow*\_

**DUTIES**: *I worked with documents*

**SUPERVISOR’S NAME**: *Mr. Pospelov*

**WHY DID YOU LEAVE**: *Time table didn’t suit me.*

**ANOTHER INFORMATION**: *I’m very sociable and easygoing person. People trust me and I trust them. I am able to solve the problem when there is one.*

**XX . SСANNING**

**PREPARING FOR A JOB INTERVIEW**

*1. Before you start write the answer to this question:*

What questions is an employer going to ask you in an interview?

*2. Scan the dialogue and check your answers.*

*3. What questions will you ask?*

*4. Practice the dialogue in pairs using all information you have got.*

**Jack:** Now you have a reasonable resume. By reading it the employer can see what abilities qualify you for a job as an electronics engineer. Your job objective is indicated. I hope your revised resume will lead to job interviews.

**Peter:** Thinking of an up coming interview, I am scared. My English is not good enough, and I don't know how to behave when being interviewed

**J:** Before going to the interview, try to get the information about the company or the job you would like to get to.

**P:** You are perfectly right, Jack. But how can I overcome my nervousness?

**J:** If you are well informed your confidence is up. You are familiar with the American terminology in your field aren’t you? You are an experienced specialist; you will be asked questions that you can answer easily. You won't be nervous in upcoming interview. Your best guide is to rely on your own common sense. There are, however, some common rules for the interviews.

**P:** Could you give me some examples?

**J:** When greeting the representative of the company, wait until he moves to shake hands. You should also wait until he offers you a seat.

**P:** But what about usual questions people are asked in an interview?

**J:** The most common questions are, for instance: Why are you interested in joining our company? Why do you feel qualified for this job? What do you know about the company? Do you enjoy working with others? Are you willing to work overtime? Tell me about your experience. What can I do for you?

**P:** Are there any unusual questions?

**J:** You should anticipate questions as: Why should I hire you? What are your three greatest strengths for this job?

**P:** I see. These are rather tricky questions. Are there any topics I should avoid discussing with the interviewer?

**J:** In discussing your previous job, avoid criticizing former employers or fellow workers. Don’t discuss your personal, domestic or financial problems unless you are specifically asked about them.

**P:** If I get a job, may ask questions referring to the salary?

**J:** Absolutely. You can state the salary you want, but not until the employer begins to talk about it.

**P:** I greatly appreciate your giving me this valuable information.

*5. Are you ready to answer the questions in the dialog?*

*6. What reasons will you find to prove your necessity?*

*7. Find the information about behavior during an interview. Make a list of what you should do or not.*

**XXI. ROLE PLAY**

Several days ago there appeared an advertisement for a job in the newspaper “Moscow Times”. Some of you decided to apply foe this job while the others are going to be interviewers. The applicants will have to write application letters and their CVs and later they will be called for an interview one at a time. Finally, the successful applicant is called back into the interview room and offered the job.

The head of the Personal Department must look through the CVs and application letters, be ready to explain about the job and the obligations and take notes the applicants’ appearance, general impression, speech, answers to questions.

The applicants must write an application letter, be ready to answer the questions of the interviewers and put your own questions.

***UNIT 4***

**ACCOMMODATION**

**I. SNAPSHOT**

**Do you know how much does it cost to rent …**

**Charlotte Moscow**

The apartment $ 400 $ 400.00 per month

The room in the apartment $ 50 $200.00 per month

The room in the hotel $ 100 $ 89.00 per night

The house $1,000.00 $1,000.00 Month

The dormitory $ 30 $ 150.00 a month

Villas $1,500.00 $100.00 per night

Where would you like to stay? Why?

**II. CONVERSATION**

*I. Read the dialogue.*

**Dave:** Hello?

**Jim:** Hi. My name’s Jim Brady. I’m calling about the ad for a roommate.

**Dave:** Oh, yes.

**Jim:** Are you still looking for someone?

**Dave:** Yes, we are.

**Jim:** Oh, good. I’m really interested.

**Dave:** Well, there are four of us, and it’s a fairly small house, so we want someone who’s easy to get along with.

**Jim:** Well, I’m pretty sociable.

**Dave:** Great! Can I ask you a few questions?

*2. Think of three questions Dave might ask Jim. Write the questions down. Use these words: easygoing, emotional, generous, independent, moody, patient, proud, sociable, unreliable.*

*3. Reproduce the dialogue, using your information.*

*4. Make your dialogue.*

**III. GRAMMAR FOCUS: Questions**

|  |
| --- |
| **1.** *Yes/No questions*, we wait the answer yes or no  **Are** you still looking for someone?  **Can** I ask you a few questions?  **2**. ***Wh-questions***, we wait the description.  **Why** are you still looking for someone?  **When are** you leaving the room? I am leaving in three days.  **What time do** you serve breakfast? We serve breakfast at 9 a.m.  **Where can** I make a telephone call? You can make a telephone call.  **How long do** you wish to stay? I am going to stay for three nights.  **How long does** it take you to get to the place you live in? It takes me half an hour to get there.  **Which** room **do** you prefer? I prefer a single room facing the garden.  **Who** **is** speaking? It’s Mr. Cartwright speaking.  **Whose** luggage **is** this? This is mine.  **3**.*Tag questions,* we know something but not sure.  You **are** still looking for someone, **aren’t you?**  I’**m** a student, **aren’t I**?  We **don’t** live here, **do we?**  **4.** *Or-question*, we give the choice.  Are you still looking for **someone or not**? |

1) Make the questions.

a)We often visit our friends. b) My sister usually reads English books on Saturday. c) I always answer all letters. d) Our teacher speaks English very well. e) This doctor works at a big factory. f) Mary and I live in the hospital nice, big house. g)Our children often go for a walk to that park. h)  Ann and Nick work at the same factory. i) Her elder son comes home from school at 2 o clock. j)They often borrow books from the public library. k) George as a rule stays at university till 8 o clock in the evening. l) At eleven o clock my parents listen to the news on the radio and then they go to bed.

**III. CONVERSATION: LOOKING FOR AN APARTMENT**

*1. Listen to the dialogue and answer the questions:*

1. What is the reason of Igor Koltunov’a calling?

2. What apartment is he interested in?

3. Is the rent high?

4. Is there any furniture in the apartment?

**M:** Oceanfront Realty. Bob Murphy speaking.

**K**: Hello. My name is Igor Koltunov. I'm calling about the ad.

**M:** Which one?

**K:** The two-bedroom apartment. How much is the rent?

**M:** 700 a month. You have also to pay a 700 dollar deposit that you will get back when you move. The agency's fee amounts to one month rent.

**K:** Is there a lease which I must sign?

**M**: Yes, there is. It’s a two-year lease.

**K:** When can I see the apartment?

**M**: You can see it today after three o'clock

**K:** What about four o'clock? Is that all right?

**M:** Okay. I’ll meet you at the apartment. 240 Beach Street, Apt. 5A.

**K:** That's fine, thanks.

**M:** This is the living room.

**K:** It's rather large. What about bedrooms? Let's have a look at them. They have a beautiful ocean view. How many closets are there?

**M:** Two clothes closets and a linen closet.

**K:** Where is the bathroom*? (Opens the door to the bathroom)*

**M:** It has a shower and a bathtub. Now let's go to the kitchen. As you can see it's modern. It has a new sink and stove. There's space for a dishwasher. The refrigerator is new. Do you like the apartment?

**K:** Yes, I do. Unfortunately the rent is rather high.

**M:** You won't find anything cheaper in this neighborhood.

**K:** I'll think it over. Thank you.

**M:** You are welcome.

(Two days later).

**K:** I'd like to rent the apartment you showed me two days ago. Is it still available?

**M:** Yes, it is. I'll take the apartment. I like it.

**K:** Okay. You can sign the lease in my office.

*2. Practice the dialogue.*

*3. Make up your own dialogue.*

**IV. GRAMMAR FOCUS: There is/are**

|  |
| --- |
| **There is** central heating.  **There’s no** free maid service.  **There are** tennis and basketball courts.  **Is there** a roommate living with you? Yes, **there is** *or* No, **there’s not.**  **Are there** any shops near by? Yes, **there are** *or* No, **there are not.** |

*1. Jennifer rented the apartment. Look at the information below and write sentences about the place she lives in with* ***There is/ are*** *or* ***there is no/ aren’t***

1. A castle? (No) b) Any restaurants (yes, a lot) c) A hospital? (Yes) d) A swimming pool? (No) e) Central heating? (Yes) f) A roommate? (No) g) A microwave oven (No) h) A laundry facilities (No)

**V. READING**

*1) Read these letters and find five differences between the places they live in.*

My name is William Brown. I’m a receptionist at the hotel. I moved to this city not far ago and I’m very happy that I found a new job. Yesterday I rented a room in a forty-story building which is not far from my new work place. There is central heating, air conditioning, laundry facilities, and microwave oven. There is free maid service. The room isn’t very large, but it’s rather nice. It has two windows and a small balcony. The balcony and one window overlook the street, the other window the court-yard. It takes me a quarter of an hour to get to my work place. I also have a roommate. He’s a good pall. He’s well-tempered so I’m lucky to share the room with him. The best thing is that the room is very cheap to rent and I must pay once a month. I signed the papers for a year and it means that the rent will never be raised. In addition, there are tennis and basketball courts, two swimming pools, and a playground. There are two parking spaces for each apartment.

*My name is Jennifer Wan. I’m a chef at the restaurant. I live alone. I rented a studio not far ago. Yesterday I moved in. My apartment is in the suburbs. There is no furniture there, so I’m going to buy some. There is central heating, air conditioning, laundry facilities, and microwave oven. The apartment is very large and so nice. It has a big balcony. There is a parking space in the yard. It takes me half an hour to drive to work. There is twenty-four-hour security service. The place is great. It’s not too noisy here. It’s more expensive than a room downtown but I’m aloud to have some pets and I wish to have a cat.*

1. *Which place would you like to live in? Why?*

**VI. CONVERSATION**

*1) Listen to the dialogue and answer the questions:*

1) Who moved to the new apartment?

2) Where is it?

3) Are there any furniture?

**A:**  I hear you have moved to a new apartment Steve. Is it true?

**B:** Yes, it is. One of these days we'll arrange a house warm-party. And I want you and your wife Carol to be present.

**A:**  Thank you for the invitation. How do you like your new apartment?

**B:** It is very comfortable. It is a three bedroom apartment with modem conveniences: electric stove and a lot of built-in cupboards.

**A:**  On what floor is it?

**B:**  Our apartment is on the tenth floor of a high-rise dwelling house. We've got two elevators which work round o'clock.

**A:** Is it far from the centre of the city?

**B:**  Rather. It takes me about an hour to get to the centre by bus and by metro. If I drive a car, it takes me thirty minutes.

**A:**  I see. Have you bought new furniture?

**B:**  We've bought wall units, two armchairs and a new icebox. We are planning to buy two carpets and a dining set.

**A:**  Good luck!

**B:** Thanks. Are you going to move to a new apartment?

**A:**  But we have just moved to a two-room apartment.

**A:**  What a coincidence! Your apartment is comfortable, isn't it?

**B:**  Yes, very. My wife has arranged everything very nicely and I like it very much. We don't have much furniture, but we have got everything we need.

**A:**  I am glad to hear it.

*2. Read the dialogue in pairs paying attention to the new words.*

*3. Look up the dialogue.*

*4. Make up your own dialogue.*

**VII. GRAMMAR FOCUS: PERFECT TENSES**

|  |
| --- |
| *PRESENT PERFECT*  **Have/has done**  I’**ve reserved** a single room.  You **have reserved** a single room.  **Have** you **brought** any documents with you? - Yes, I **have** *or* No, I **haven’t**  I **haven’t taken** my passport with me.  *Use* **Have** *with* I, you, we, they  *Use* **Has** *with* she, he, it  *PAST PERFECT*  I didn't know who she was. I **had** never **seen** her before.  We weren't hungry. We'**d** just **had** lunch. We**’d** = we **had** |

# *Complete these conversations with the Present Perfect:*

**A:**………..you ever………(get) a traffic ticket?

**B:** Yes, I……….Once I got a ticket that cost me 50$!

**D:** ……….you ever……… (be) late for an important appointment?

**C:** Yes, I………I was 30 minutes late for my wedding. Would you believe it!

**H:**……….you ever………..(forget) your airline ticket at home?

**K:** No, I…………… And you?

**H:** Yes, I…….. It was a week ago when we were on vacation in France.

***2. Pair work:*** *1) Ask questions to each other.*

Have you ever done any of these things? Have you ever…….

* 1. tipped in a restaurant 2) been in a traffic accident 3) been fired 4) flown on the helicopter 5) stayed at the hotel 6) had a roommate 7) had a job abroad 8) lost you luggage 9) been lost in the city

*2) Think of five interesting or unusual events and write he question for each other one like this:*

Have you ever met famous people?

*3. Read the situations and write sentences from the words in brackets, using Past Perfect.*

1. You went to Jill's house but she wasn't there. (she/go/out) She had gone out. 2. You went back to your home town after many years. It wasn't the same as before. (it/change/a lot) 3. I invited Rachel to the party but she couldn't come. (she/arrange/to do something else) 4. You went to the cinema last night. You arrived at the cinema late. (the film/already/begin) 5. I was very pleased to see him again after such a long time. (I/not/see/him for five years) 6. I offered Sue something to eat but she wasn't hungry. (she/just/have/breakfast).

**VIII. WRITING**

*Now write 5 the most interesting sentences using these phrases about yourself and your partner and the information you’ve got above.*

I have often…

I have…several times.

I have never….

I have collected money for charity several times but Bob hasn’t.

**IX. SPEAKING**

***1. Pair work.*** *Take turns asking the questions below. Find out about your partner’s home and neighborhood.*

1) What kind of home do you live in? (apartment, house, other)

2) How long have you lived there? Since\_\_\_\_\_\_\_\_ (month/year)

3) How far from your Institute is it? About \_\_\_\_\_\_\_\_\_ (distance/time)

4) How big is it? About \_\_\_\_\_\_\_\_\_ (square feet/meters)

5) How many rooms does it have? \_\_\_\_\_\_\_\_\_ rooms total.

6) Does it have …? (air conditioning, central heating, a dishwasher, a washing machine, a microwave, a dryer, a view, a pool )

7) Are there any … in your neighborhood?(restaurants, supermarkets, movie theaters, recreation facilities)

8) Is your neighborhood …?(shops, parks, schools, crowded, safe, clean, quiet)

9) What are your neighbors like?

10) Do a lot of families with young children live there?

11) Are there many older people living there?

12) Is there good transportation nearby?

13) What do you like most about the neighborhood?

14) Is there anything you don’t like about it?

**X. WRITING**

You are to live abroad, because of your new job. You’ve found the place to stay in. Describe it, using the information above. Give your attitude.

*I am in London now. I’m staying in a small apartment downtown. It is a studio. It is very comfortable and not very expensive. It is very close to my work place. It takes me only twenty minutes to get there. There is a supermarket, a good restaurant…. My apartment has …. I like it because ….I don’t like it…….*

**XI. ROLE PLAY*:*** *Rent the place to live in**using the ads below.*

*a) Write to the person with questions you would like to be answered.*

*b) Ask the questions to the realtor.*

The Crest Luxury Wall Street Rentals  
Souring ceilings, oversized windows, pre-war opulence with contemporary style. For a limited time, The Crest will also cover moving expenses. Experience the downtown evolution. "Apartment and Roommates NYC DC BOS CHI LA SF"  
Sublet.com is the marketplace for sublets, apartments and roommates. Posted by owners & No broker fees! Browse & List in all major cities, FREE!

Apartment Rentals In the USA - Rent.com  
Rent.com is a free, easy service. Search over 2.3 million apartments by location, price and size. Register and view photos, floor plans and 360-degree virtual tours. Get $100 when you rent.

Free Apartment Search - Apartment Guide  
Search over 6,000,000 apartments, see floor plans, view property photos or virtual tours, find a roommate, plan your moving service and much more. ApartmentGuide.com - your apartment resource guide. Roommate Finder Easy Roommate 100.000 Rooms to Rent

Houston Apartments--Quick and Easy\*  
I work with Thousands of Apartment Complexes & Townhouses in the Houston, Texas area and have been offering my services since 1980. My services are free. The apartment pays me. Let me work for you. $1,000.00 GIVE AWAY SEPT.15th. Up to $300 rebate.

**XII. LISTENING**

*I. Listen to the dialogue and answer the questions:*

1. What is the name of the hotel?
2. How many days is Mr. Klimenko going to stay at the hotel?
3. What room has he reserved?

*2.* *Listen again and check your answers.*

*1. Read and translate the dialog marking new words.*

**A:** Hello. Northern Star Hotel. Can I help you?

**B:**  Yes, I’ve reserved a single room with bathroom, for three nights, from Wednesday, the 12th of February, to Friday, the 14th of February, inclusive.

**A:**  Let me see… Yes, sir. You have reserved a single room for three nights with English breakfast, is that right?

**B:**  Yes, that’s right.

**A:**  What is your name, please?

**B:**  It isn’t for me, it’s for Mr. Klimenko.

**A:**  Could you spell it, please?

**B:**  Yes, of course. K-L-I-M-E-N-K-O.

**A:**  Have you brought any documents with you? I need to fill in the papers.

**B:**  Oh... I’m sorry. I haven’t taken my passport with me. I’ve got only my credit card. I have forgotten about it.

**A:**  That’s OK .Thank you, sir.

**B:**  Shall I send a deposit?

**A:**  No. It isn’t necessary, sir.

**B:** Thank you very much.

*2. Repeat the dialogue after the teacher paying attention on pronunciation.*

*3. Read the dialogue in pairs.*

*4. Look up the dialogue.*

*5. Make your dialogue.*

**XIII. READING ”Traveling notes!”**

1. *Read the abstracts from the magazine for tourists:*

*Before you read answer the questions:*

1. How can you book a room at the hotel?
2. What kinds of accommodation can one get in New York hotels?
3. Who helps the guests with their luggage?
4. Who is in charge of rooms?
5. What information about the guests does the receptionist usually write into the register?
6. Bills are usually paid at weekly intervals, aren’t they?
7. Do you tip in your country?
8. In what kinds of places do you give tips?
9. How much do you usually tip?

“…In New York there are a lot of good hotels. Rooms in most of them are with all modern conveniences: air conditioning, a private bathroom, a telephone, a TV set, a video player and others. The service is usually quite satisfactory. You can book accommodation by telephone or cable. It is advisable to do it beforehand particularly if you are visiting the city in summer when it can be overbooking of the hotels. You can take a single room, a double room or a suite.

Supposing you have booked accommodation in a New York hotel. When your taxi drives to the entrance of the hotel the porter helps you with your luggage. In the lobby of the hotel you go to the reception desk. The receptionist, who is in charge of rooms, asks you to enter your name, nationality and permanent address in the register. Or you may have to fill in a form. When you are through with the formalities you will get the key to your room and a pageboy will help you to take you luggage up to your room.

At the hotel you can get various services. You can have your suit pressed or dry cleaned, your shirt ironed, or your laundry done. You should only ring for the maid and she will see to that everything is done. They can also book tickets for your seats at the theatre and recommend you what sightseeing you can see.

Bills are usually paid at weekly intervals. If you are going to leave the hotel you should notify the management about it and you will get your bill ready.

Before leaving the hotel it is customary to tip the attendants.

If you are traveling by car, you can stay in a highway motel. The motel has a lot of advantages…”

“… *Canadians and Americans usually tip in places like restaurants, airports, hotels, and hair salons because people who work in these places get low salaries. A tip shows that the customer is pleased with service.*

*At the airport, porters usually get a dollar for each bag. Hotel bellhops usually get a dollar for carrying one or two suitcases. A hotel door attendant or parking valet also gets about a dollar for getting a taxi or for parking a car. Many people also tip hotel maids, especially when they stay in a hotel for several days. They usually leave a dollar a day.*

*The usual tip for other kinds of service – for example, for taxi drivers, barbers, hairdressers, waiters, and waitresses – is between 15 and 20 percent of the check. The size of the tip depends on how pleased the customer is. In most restaurants the bill however, if the group is large, there may be a service charge. There is no tipping in cafeterias or fast food restaurants…”*

*2. How much should you tip someone who:*

Takes your bag?

Parks your car at the hotel or restaurant?

Serves you in a fast food restaurant?

*3. What tip should you leave for the following:*

A $27 haircut? A $50 restaurant check? A $14 taxi fare? *does not include a service charge;*

**XIV. WORD POWER:**

*1. Practice reading the following word-combinations and phrases.*

Can I help you?

Have you booked a room?

I’m afraid we’re (full) booked up.

It looks out onto the gardens

It’s very quiet/at the back of the house.

Would you like to see it?

The room costs $... a night per person.

Meals are (not) included.

The main doors are locked at…

The swimming pool, (restaurant, lift , bar, garage) is over there (on the first floor, in the basement, behind the hotel)

You could have it sent up/in your room.

Lunch is served from … till (to) …

I’ll have your things/bags sent up.

I booked a room (with bath) for (two) days.

I believe you have a room booked for me.

Have you (got) any rooms (for tonight)?

(I’m looking for) a single/double room with (out) shower/bath/W.C. for tonight/one night/two days/a week.

Is the room quiet/large/facing the street?

What time do you serve breakfast?

What time (when) does the restaurant (bar) open (close)?

Could (would) you wake me up at …, please?

Could (would) you call me at…, please?

Where can I make a telephone call?

Are there any letter/messages for me?

Would (could) you call me a taxi?

Would (could) you get me a porter?

I’m going to … tomorrow.

When/what time must I leave the room?

I’d like my bill/to check out.

*2. Individual work: Complete the dialogue. Tell the receptionist that you have booked a room.*

**Receptionist:** Good afternoon. Can I help you?

**You:** ………………………………………….

**Receptionist:** What was the name?

**You:** …………………………….

**Receptionist:** How long do you wish to stay?

**You:** ……………………………………….

**Receptionist:** There is a room on the second floor for 22$ per night and one on the fourth floor for 19$. Which one would you like?

**You:** …………………………………………..

**Receptionist:** It’s an inside room facing the yard.

**You:** …………………………………………..

**Receptionist:** Yes, this room is very quiet and comfortable. Would you please fill in this form? Write your address, name, profession, duration of stay.

**You:** ……………………………………………………

**Receptionist:** Yes, sir. Give me your passport, please.

**You:** ………………………………………………….

**Receptionist:** Thank you, sir. Here’s your key. Room 205.

**You:** ………………………………………………………..

**XV. WRITING**

*1) You decided to stay at the Royal Hotel. Complete the information on the form in order to book room for you. Think of the most suitable dates.*

**THE ROYAL HOTEL**

*Room Reservation Request*

*Please reserve (insert numbers of rooms):*

King size bed Twin bed Double bed Single bed

From night of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To morning of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

With breakfast without breakfast

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate time of arrival\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**XVI. ROLE PLAY:**

**Group of Russian students:**

You are looking for a place to stay in. You may rent a room in some house or book a room in a hotel. Discuss the advantages and disadvantages of both variants and choose the most convenient one for you. Think over the following questions:

When do you want the room?

How long do you want the room for?

Do you want a single/double/bath/shower, etc?

What questions will you ask to find out the following information?

- the price of the room

- how to get to the hotel

- what time you can have dinner

**Group of foreign students:**

Look at the information, and be ready to give the first group the following information and help them in their accommodation:

- the price of different types of rooms

- how to find a room

- how to get to the hotel

- what time dinner is available

What questions will you ask to find out the following information?

- the caller's name/address/telephone number, etc.

- the type of room he or she wants (double/single/with bath/shower)

- when he or she wants the room, and for how many nights

Practice your conversation with your partner.

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**Ганиева Гульнара Рамильевна**

кандидат филологических наук

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