

Ділова англ. мова: Метод, вказівки до практ, занять для студ. V курсу факультету економіки та менеджменту ден. форми навчання / Уклад.: О.П. Авраменко, О.Б. Соколова, Л.І. Куниця та ін. — К.: УДУХТ, 2001. — 60 с.

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Сучасні методичні вказівки призначені для студентів V курсу факультету "Економіки і менеджменту".

Тематика, лексичний мінімум, система проблемних та творчих завдань спрямовані на досягнення головної мети.

Мета даній методичних вказівок - допомогти студентам в опануванні ділової англійської мови, а саме: ділові листи, інтерв'ю, стислі біографічні лані, заява при працевлаштуванні, поведінка претендента, тощо; а також ознайомити майбутніх фахівців з реаліями країн з розвиненим бізнесом, та з оамш бізнесом цих країн.

Система завдань будується на суспільно-прийнятій лексиці, забезпечує легке засвоєння матеріалу та його опанування.

Дані методичні вказівки є додатковим спонукальним мотивом до удосконалення навичок усної мови, вони надають допомогу студентам у майбутньому опануванні англійське® мовою, навички ведення ділової документації англійською мовою.

Job Search

If you want to get a job, you will have to invest time and effort preparing yourself for employment. There are five stages in the job search:

- 1) Self-Evaluation
- 2) Research about the Employer
- 3) The Persuasive Resume (Curriculum Vitae)
- 4) The Cover Letter (Application Letter)
- 5) A Follow-Up Letter

Self-Evaluation

The employment process must begin with introspection, that is looking inside yourself at different angles. You should start with: identifying your interests and evaluating your qualifications. To take this first step, answer the following questions:

- 1) What are you looking for: money, power, prestige, security, travel opportunities, spare time?
 - 2) How important are salary, environment, benefits, and job stability?
 - 3) Do you enjoy working with people, information or things?
 - 4) Is it important to be your own boss?
 - 5) What is your idea of a perfect job? A perfect boss? A perfect colleague?
- And then take a piece of paper, and divide it into four columns and honestly write down your:

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All these data should be listed in an easy-to-read form. If possible, all of the information should be on one page. Type your resume on standard size business stationery.

The interviewer usually sees the resume before he sees the applicant. The resume gives the first impression of the applicant to the employer. It should be neat and well organized.

The basic requirements for a resume are:

- 11) brevity: not more than two pages (one page is preferable)
- 12) top quality paper
- 13) perfect spelling and grammar
- 14) carefully chosen fonts
- 15) no typographical errors
- 16) aesthetically attractive layout.

You should know that there are four resumes styles:

7) Chronological Resume a) lists work experience or education in reverse chronological order; b) describes responsibilities and accomplishments associated with each job or educational experiences.

8) Functional Resume lists functional skills and experience separately from employment history.

9) Targeted Resume a) lists capabilities and accomplishments pertaining to the specific job applied for; b) briefly lists work experience in a separate section.

10) Combination Resume a) emphasizes an applicant's capabilities; b) includes a complete job history.

here are no principal differences between these types of resume, but it is necessary to pay your attention that chronological resume is used when an applicant has some experience (the chronological resume has a special part "Experience"). But if you have no experience, use functional resume, which has the part "skills" instead of the part "experience".

The targeted resume highlights experience and education that are particularly relevant to the specific job being applied for.

The combination resume style draws on the best features of the chronological and functional resumes. It emphasises a candidate's capabilities while also including a complete job history.

Tips For Preparing Resumes

17) .-Adapt your resume to the information you've gathered about the employer and the job you want.

11) Use action words which vividly bring your resume to life. Avoid the pronoun "I". Describe your skills and capabilities by using as many specific words as possible.

12) Emphasize your accomplishments and achievements.

13) Keep it simple and clear-one page, two pages at most.

14) Be truthful. Don't exaggerate or misrepresent yourself. Employers check information, so be accurate.

15) Don't mention salary. Salary negotiations will come later.

16) Avoid rambling sentences and long paragraphs. Use the minimum number of words and phrases but avoid abbreviations. Break up the material by using point form.

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18) Be neat and make sure there are no errors in spelling, punctuation, or typing.

19) Looks are important. The resume should be typed with plenty of white space and wide margins to create a clean, professional impression. Place headings at the left side of the page, and the details relating to them on the right side.

20) Don't sign or date the resume.

21) Have someone read your resume before completing the final copy, Objective readers can make suggestions for improvements.

22) Always send a covering letter with a resume.

23) Always send an original of your resume. Don't send a photocopy.

24) Keep copies of resumes on file for future reference. Once you have a job. update your resume on a regular basis.

Cover Letters /Letters of Application It is usually a good idea to attach the resume to the letter of application. Always send it alone. You should write a separate cover letter for every job you apply for. While the resume is an objective presentation of facts, the cover letter gives a subjective presentation focusing on what you can offer to meet the employer's needs.

Successful letters of application have the following characteristics:

17) They are personal. Always get the name and address of person to whom you intend to mail your application letter. Never start with "Dear Sir/ Madam" or "To Whom it May Concern", (you can obtain the name by calling' the firm and asking for the personnel office's name and title. Check the spelling).

25) They always give a reason for applying to each specific company.

26) They are short (not more than two pages).

27) They are persuasive. Use the AIDA formula (Attention-Interest-Desire-Action).

28) They have perfect spelling and grammar.

29) They are written on quality paper.

The application letter includes:

18) the first paragraph in which you tell where you have found out about the job and draw attention to yourself;

19) the second and third paragraphs in which you highlight your merits, create interest in yourself, company, and awaken the employer's, desire to meet you;

20) the last paragraph where you stimulate the employer's action by requesting an interview;

21) signature.

Tips For Writing Covering Letters

1. Use a short, typewritten, standard business-style. letter.

2. Link yourself to the employer by naming your referral if possible. Show your awareness of the types of things the company is doing and wants to achieve.

3. Use simple and direct language. Let your letter reflect your personality, but avoid appearing too pushy, overbearing, familiar, or humorous.

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= letters must be original and personally slanted to show how your skills relate to those particular employer's needs. Photocopies are unacceptable.

30) Stress how the employer will benefit from hiring you; yet give the idea you'll learn a great deal by becoming a part of the company. Make the vital connection between you and the job you are applying for.

31) In closing, mention you're available immediately to discuss opportunities and to meet at the employer's convenience.

32) Check the letter carefully for any spelling, punctuation, grammar or typing errors. Then check again.

Follow-Up Letters

Once your resume and cover letter are mailed, the follow-up begins. Keep a file on each company to which you have applied. Keep copies of your letters, the responses, names, and dates of interviews. Good record keeping is a must.

The follow-up letters must be well-organized and written with tact (for example, by implying that the original letter may have been lost in the mail).

Provide another summary of relevant qualifications and enclose another resume. New information, can be added.

Application For Employment If the company is interested in your professional skills, experience, education, it invites you to its office and gives you an application form.

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Tips For Completing Application Forms

33) Take a copy of your resume with you when you are applying for jobs. If you don't have a resume, take a list of your former employers, the educational institutions you have attended, and your references.

34) Ask for two copies of the application form and, if possible, take them home. Then you can take as much time as you need to fill out the form neatly and correctly.

35) Bring your own good quality pens in case you can't take the forms home. Using erasable pens makes correcting much easier and neater.

-4. Read the instructions on application forms carefully. If a question does not apply to you, put a dash in the blank or write N/A for "not applicable".

22) Be honest. It's almost impossible to repair the damage if you are caught in a lie.

23) Be specific about the type of job you are applying for. If necessary, ask the receptionist for the correct position title.

24) List your most recent employer first and work back when you are completing the work experience section of the form. Include start and finish

dates, names of companies, job titles and duties, and the positive contributions you made while you worked for that employer.

25) Write something positive-sounding such as "left to pursue other opportunities" in a "Reason For Leaving Past Employment" section. If you say something negative about a former employer or something such as "personal reasons", recruiters may get the impression that you have a bad attitude or are not reliable.

9. In the education and training area of the form, list the dates you attended, the names of the schools, and the certificates or diplomas you earned. If you have taken training courses or have earned special awards that relate to the job you are applying for, list them as well.

36) Fill in the "Additional Comments" section if there is one. It's the one place on the form that you can expand on the unique combination of skills and interests you would bring to the job.

37) Don't put down an expected salary figure unless you are sure of the standard salary range for this type of job. State that you are "open to negotiations". When asked about salary expectations, avoid extremes.

12. If you can show samples of your work, bring a portfolio with you.

26) Answer all the questions. Some forms instruct you to put an N/A (not applicable), rather than leave a blank space.

1-4. Print neatly; using a black or blue ball-point pen. Do not use a felt-tip pen or a pencil.

4. Double-check numbers - identification cards, passports, area and zip codes, registration numbers, union certificates.

5. Do not write in spaces marked "For Office Use Only".

6. Check spelling and punctuation.

7. Be as neat as you can. Do not write over the lines or in the margins or insert asterisks indicating further clarification. If you need more room to answer a question, attach a separate sheet of paper.

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19. Sign the application, verifying that what you have written is true and complete.

The Interview

So you're going to have an interview for Job. To do well on an interview you need to give it some thought first. Employers want to learn if you are the person they want, so you'll be asked a lot about yourself. Think about it now, and you'll be able to give clear answers:

. What do I do well?

. What are my good points?

. Why would I like this Job?

. Spare-time interests?

. What is my family like?

. School activities?

. School subjects?

. Previous Job?

- . Part-time work?
- . What do I like doing and why?
- . What do I not like doing and why?

You will want to ask questions too:

- . The Job itself?
- . Training?
- . Prospects for advancement?
- . Educational opportunities?
- . Conditions