

МИНИСТЕРСТВО ОБРАЗОВАНИЯ И НАУКИ
РОССИЙСКОЙ ФЕДЕРАЦИИ

ФГАОУ ВО «Крымский федеральный университет имени В. И. Вернадского»

Гуманитарно-педагогическая академия (филиал) в г. Ялте

Институт филологии, истории и искусств

Кафедра иностранной филологии и методики преподавания

Методические рекомендации по дисциплине

«Деловой иностранный язык»

для обучающихся 1-2 курсов направления подготовки 45.04.01 «Филология»
магистерской программы «Романская и германская филология»

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Издание предназначено для обучающихся 1–2 курсов очной и заочной форм обучения направления подготовки 45.04.01 «Филология» магистерской программы «Романская и германская филология» для проведения занятий по различным аспектам курса делового иностранного (английского) языка. Представлены задания и методические рекомендации для проведения контрольных работ по дисциплине «Деловой иностранный язык». Материал рассчитан на развитие навыков устной и письменной речи в результате овладения речевыми моделями, содержащими новые лексические и грамматические явления, а также на более глубокое изучение отдельных сфер деловой англоязычной коммуникации во время, предусмотренное рабочей программой дисциплины.

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Введение

Значительные изменения в экономической и политической жизни на современном этапе развития России привели к возникновению в стране нового социокультурного пространства. В данных условиях иностранный язык, являясь способом межкультурного общения и самореализации во внешнем мире, становится в значительной степени востребованным в жизни и профессиональной деятельности человека. Следовательно, значительно возрастает статус делового иностранного языка как учебной дисциплины, развивающей у обучающихся способность использовать язык как инструмент общения в диалоге культур.

Методические рекомендации и контрольные задания по «Деловому иностранному языку» рассчитаны на обучающихся по магистерской программе 45.04.01 «Романская и германская филология», изучающим данную дисциплину наряду с другими дисциплинами теоретического и практического характера, предусмотренными учебным планом.

В соответствии с действующим учебным планом, на курс обучения деловому иностранному языку отводится 180 часов (5 з.е.), при объёме аудиторных (лабораторных) занятий 40 часов.

Основной *целью* учебной дисциплины «Деловой иностранный язык» (английский) является развитие у обучающихся навыков практического владения языком в сфере профессионального делового общения в устной и письменной формах (умение вести переговоры и деловую переписку, грамотно использовать полученную информацию, извлеченную из текстов юридической, экономической и коммерческой тематики, знать базовую лексику и терминологию делового английского языка).

Основными *задачами* являются развитие умений и навыков профессионально-ориентированного общения на английском языке, совершенствование грамматических навыков, обеспечивающих коммуникацию без искажения смысла, перевод, реферирование и аннотирование текстов по специальности.

Данные методические рекомендации состоят из трёх частей, в соответствии с содержанием тем, предусмотренных тематическим планом, содержат разделы, необходимые для достижения поставленной цели: контрольные работы и требования к их выполнению и оформлению; образцы основных документов в сфере деловой коммуникации; фразы-клише, используемые в современном деловом английском языке.

Требования к зачету и экзамену

Зачет

К зачету допускаются обучающиеся, выполнившие контрольные задания.

Для получения зачета обучающийся должен:

1. Прочитать и письменно перевести с английского языка на русский текст деловой документации (письма, контракта, CV и т.д.) объёмом до 1500 знаков.
2. Определить жанр делового текста и устно аргументировать свой выбор на русском языке.
3. Прочитать и письменно перевести с русского языка на английский текст деловой документации (письма, контракта, CV и т.д.) объёмом 500 - 700 знаков.

4. Заполнить лакуны текста деловой документации объёмом 1000 знаков.

Экзамен

К экзамену по деловому иностранному языку допускаются обучающиеся, выполнившие письменные контрольные работы и получившие зачёт за предыдущий семестр.

На экзамене проверяются умения:

1. Письменного составления одного из элементов деловой документации (написание официального делового письма, CV, факса, запроса информации и т.д.). Время на подготовку – 30 мин.
2. Говорения в режиме ситуативного монолога по пройденным темам. Время на подготовку – 5 мин.

Тема 1. Official documents. (Деловые документы)

Деловую жизнь невозможно представить без документов. Это может быть письмо (letter), факсимильное сообщение (fax message), докладная (internal memorandum), памятная записка (memo), контракт (contract), рекламация (complaint), пресс-релиз (press-releases), резюме (resume or CV), описание вакансии (vacancy note), повестка дня (agenda), протокол (minutes), счет фактура (invoice) и другие документы.

Business Letters

Деловые письма можно разделить на следующие группы:

1. Information letter	информационное письмо
2. Inquiry/enquiry	запрос
3. Offer	предложение
4. Request	просьба
5. Order	заказ
6. Confirmation of order	подтверждение заказа
7. Accepting an order	принятие заказа
8. Reminder (first/second/final)	напоминание (первое, второе последнее)
9. Refusal	отказ
10. Apology	извинение
11. Complaint	жалоба, рекламация
12. Letter of intent	письмо о намерении
13. Advertising	письмо-реклама
14. Letter of agreement	письмо о соглашении
14. Cover letter/covering letter	сопроводительное письмо
15. Job application	заявление об устройстве на работу
16. Invitation to an interview	приглашение на собеседование
17. Testimonial/ letter of recommendation	рекомендация; характеристика, рекомендательное письмо

Useful Information for Business Correspondence

Три главных правила написания деловых писем – ясность, краткость, вежливость.

Business Letter Format

Block Format (The block format is the simplest format)

Return Address **A**

Date **B**

Mr. /Mrs. /Ms. /Dr. Full name of recipient. **C**

Title/Position of Recipient.

Company Name

Address

Dear Ms. /Mrs. /Mr. Last Name: **D**

Subject: Title of Subject **E**

Body **F**

Closing (Sincerely...), **G**

Signature **H**

Your Name (Printed) **I**

Your Title

Enclosures (2) **J**

Typist Initials. **K**

A) Your Address: (Not needed if the letter is printed on paper with the company letterhead already on it.): The return address of the sender of the letter so the recipient can easily find out where to send a reply to. Skip a line between your address and the date.

B) Date: Put the date on which the letter was written in the format Month Day Year i.e. August 30, 1981. Skip a line between the date and the inside address (some people skip 3 or 4 lines after the date).

C) Inside Address: The address of the person you are writing to along with the name of the recipient, their title and company name, if you are not sure who the letter should be addressed to either leave it blank, but try to put in a title, i.e. "Director of Human Resources". Skip a line between the date and the salutation.

D) Salutation: Dear Ms. /Mrs. /Mr. Last Name, Dear Director of Department Name: or To Whom It May Concern: if recipient's name is unknown. Note that there is a colon after the salutation. Skip a line between the salutation and the subject line or body.

E) Subject Line (optional): Makes it easier for the recipient to find out what the letter is about. Skip a line between the subject line and the body.

F) Body: The body is where you write the content of the letter; the paragraphs should be single spaced with a skipped line between each paragraph. Skip a line between the end of the body and the closing.

G) Closing: Let's the reader know that you are finished with your letter; usually ends with Sincerely, Sincerely yours, Thank you, and so on. Note that there is a comma after the end of the closing and only the first word in the closing is capitalized. Skip 3-4 lines between the closing and the printed name, so that there is room for the signature.

H) Signature: Your signature will go in this section, usually signed in black or blue ink with a pen.

I) Printed Name: The printed version of your name, and if desired you can put your title or position on the line underneath it. Skip a line between the printed name and the enclosure.

J) Enclosure: If letter contains other document other than the letter itself your letter will include the word "Enclosure." If there is more than one you would type, "Enclosures (#)" with the # being the number of other documents enclosed that doesn't include the letter itself.

K) Reference Initials: If someone other than yourself typed the letter you will include your initials in capital letters followed by the typist's initials in lower case in the following format; AG/gs or AG:gs.

Clichés, Expressions and Sentences Useful for Business Correspondence

Клише, выражения и предложения, полезные для деловой переписки

1. Обращение

Dear Sirs, Dear Sir or Madam	(если вам не известно имя адресата)
Dear Mr., Mrs., Miss or Ms	(если вам известно имя адресата; в том случае, когда вы не знаете семейное положение женщины, следует писать Ms, грубой ошибкой является использование фразы "Mrs. or Miss")
Dear Frank,	(В обращении к знакомому человеку)

2. Вступление, предыдущее общение

Thank you for your e-mail of (date)...	Спасибо за ваше письмо от (числа)
Further to your last e-mail...	Отвечая на ваше письмо ...
I apologise for not getting in contact with you before now...	Я прошу прощения, что до сих пор не написал вам ...
Thank you for your letter of the 5th of March.	Спасибо за ваше письмо от 5 Марта
With reference to your letter of 23rd March ...	Относительно вашего письма от 23 Марта ...

With reference to your advertisement in «*The Times*» ...

Относительно вашей рекламы в Таймс ...

In accordance with your request we ...

В соответствии с Вашим запросом мы ...

3. Указание причин написания письма

I am writing to enquire about ...

Я пишу вам, чтобы узнать ...

I am writing to apologize for ...

Я пишу вам, чтобы извиниться за ...

I am writing to confirm ...

Я пишу вам, что бы подтвердить ...

I am writing in connection with ...

Я пишу вам в связи с ...

We would like to point out that ...

Мы хотели бы обратить ваше внимание на ...

We are pleased to inform you ...

Мы рады сообщить Вам, что ...

May we remind that ...

Разрешите напомнить Вам, что ...

We wish to notify you that ...

Мы хотим заметить Вам, что ...

4. Просьба

Could you possibly ...

Не могли бы вы ...

I would be grateful if you could ...

Я был бы признателен вам, если бы вы ...

I would like to receive ...

Я бы хотел получить ...

Please could you send me ...

Не могли бы вы выслать мне ...

5. Соглашение с условиями.

I would be delighted to ...

Я был бы рад ...

I would be happy to ...

Я был бы счастлив ...

I would be glad to ...

Я был бы рад...

6. Сообщение плохих новостей

Unfortunately ...

К сожалению ...

I am afraid that ...

Боюсь, что ...

I am sorry to inform you that ...

Мне тяжело сообщать вам, но ...

We regret to inform you that ...

К сожалению, мы вынуждены сообщить вам
о ...

7. Заключительная форма вежливости

Looking forward to hearing from you.

С нетерпением ждем от Вас письма

Many thanks for your assistance/ attention.

Огромное спасибо за Вашу
помощь/внимание

преданно Ваш

искренне Ваш

8. Приложение к письму дополнительных материалов

Мы с удовольствием вкладываем...

В прикрепленном файле вы найдете ...

Мы прилагаем ...

Вы найдете прикрепленный файл ...

□ Formatting Envelopes for Business Letters

It is best to type an envelope for a business letter.

Sending company's name and address

Postage stamp

is sometimes printed here

Ms. Maggie Jones Angel Cosmetics Inc. 110 East 25th Street New York NY 10021 USA

The position of the address is the same like in the letter.

Street, Road and Avenue can be written in abbreviations (St), (Rd) (Av).

The postcode/zip code you write under the town

Write the name of the country in CAPITAL LETTERS.

In the corner top left you can find the following phrases:

Air Mail – авиапочтой

Confidential – конфиденційно

Express – экспресс

Please forward – направить далее

Printed Matter

Private/Personal – личное

To be called for – до востребования

Urgent – срочное

Registered—заказное

Пример письма

MICHAEL WARRENS LTD - 78 Court Street - Nottingham – UK

4th October 2

Mrs Sara Fisher

Manager

18 St. James Avenue 004

Bournemouth HB3 4LN

Our ref: US / HK 1082

Your ref: SP / T

Dear Mrs Fisher,

Your order

We are pleased to acknowledge your order no. 202 dated 1st October 2001. Your order is already dealt with. We will inform you when the consignment is ready for delivery.

Please do not hesitate to contact us if you require further information.

We thank you for your custom and again look forward to being of service to you in the future.

Yours sincerely,

M Warrens (Mr)

Enc

Задания по теме 1: Official documents (Деловые документы).

1. Деловое письмо состоит из приведённых ниже элементов. Расположите их в правильной последовательности

1.closing sentence 2.inside address 3.opening sentence 4.salutation 5. body of the letter
6.complimentary close 7.closing sentence 8.signature 9. sender's address 10. P.S. или Postscript
11.enclosure (enc) 12. reference (Ref) 13. date

2. Прочитайте фрагменты деловых писем, укажите их тип.

A) Following my conversation with the representative in your London showroom, I should be glad if you would send me your new catalogue of portable notebooks.

B) In reply to your request for our Catalogue № 135 we enclose a copy herewith, and we hope you may find it useful.

C) Thank you for letter.

We shall be only too pleased to supply you with display material of our book "The Great General". We have instructed our advertising department to dispatch immediately 12 show cards and 6 posters.

We are very sorry that we cannot send you a dummy but we have not made one of this title.

D) We are obliged for your letter of May 16, in which you enquire whether our firm is represented in Brazil.

We regret, therefore that, at least for the present, we cannot make use of your offer.

E) Our representative, Mr. John Brain, has informed us that you did not give him your order this season because two pieces in our last consignment were, in your opinion, not equal to the original quality.

F) Your invoice and two parcels, supposed to contain 50 copies of "The Great General" arrive today. On opening the parcels we found that one contained 25 copies of "Little Women" and the other 40 copies of "Cooking without Fat".

This is the first time in all our dealings with you that any mistake has occurred and we hope you will do the utmost to remedy it. Will you please therefore on receipt of this letter dispatch the correct copies Express and make sure that they reach us tomorrow afternoon.

G) In response to your letter of 17th April, we thank you for sending us a catalogue of men's silk shirts.

We are enclosing our Order №144, and would ask you to return its duplicate to us, duly signed as an acknowledgement.

Контрольная работа №1

Вариант 1

1. Поставьте слова каждой фразы в правильный порядок.

1. to you look I meeting forward 2. to delivery am I confirm writing

3. letter please of receipt this acknowledge 4. of your 15th you letter thank for April 5. sincerely yours

2. Расставьте знаки препинания в следующем письме.

i have been asked to write a letter of recommendation for ms sue kay i am very pleased to do so so i have known ms kay since 2001 i was her faculty adviser and had her in several of my classes

ms kay is a very capable creative person one with integrity and a high sense of responsibility she approaches a job with a great deal of enthusiasm energy and organizational ability she has worked and lived in several countries italy spain france and sweden and has always adapted readily to new cultures and environments in addition she speaks french and spanish fluently

along with her native language english ms kay is a person who is knowledgeable about other cultures and is open to learning more she relates extremely well to people of all ages

i recommend ms kay highly for a job requiring these skills I wish her lots of luck in getting a job.

dr christopher knight

faculty of political sciences

keele university

3. Вставьте соответствующие предлоги в следующие предложения. Переведите предложения на русский язык.

1. We refer ... your Order No. 392 and we are glad to inform you that the whole range ... the toys has been manufactured. 2. According ... your request we are sending you the details ... the alterations ... delivery schedule.

3. Dear Mr Smith

(1) ... reply (2)... your letter (3) ... August 25 we have the pleasure (4) ... informing you that we have considered your request and found it valid and convincing. Attached (5) ... this letter you will find all the data (6) ... the subject you are interested (7)

I look forward (8) ... seeing you here.

Yours sincerely,

N. Simpson

4. Расположите части делового письма в правильном порядке.

a) Your company has been recommended to us by a business association and we are writing to enquire about your translation services. We would be grateful if you could send us your prices and terms of pay.

b) Blocks and Panels, 58 Victoria Street, Salton JK 894

telephone 875 345377, fax 87558 87 93

4 June 2005

c) Director General, Globus, 15 High Street, Salton Po 576

d) We look forward to hearing from you.

Your faithfully,

Sir Formes

Managing Director

e) Dear Sir/Madam

5. Замените русские слова и выражения в скобках английскими эквивалентами.

1. (С удовольствием высылаем) you a copy of the contract. 2. (Выражаем удовлетворение) your letter of 15 June and send you the range of tours we offer.

3. (Мы рады выслать вам) the samples of greeting cards we have in stock.

6. Ответьте на вопросы, пользуясь информацией на конверте

New Jersey Power Company

5695 South 23 Road

(1) Ridgefield, (2) NJ 08887

(3) Mr Frederick Wolf

Director of Marketing

(4) Smith Printing Company

590 (5) Sixth Avenue

Milwaukee, (6) WI 53216

a) What is the ZIP Code in the return address? b) What is the ZIP Code in the mailing address?
c) Who is the addressee? d) What town does the letter come from? e) What is the addressee's company name? f) What is the street name in the mailing address?

7. Используя приведенные ниже адреса, ответьте, какое из писем направлено:

1) на имя компании; 2) на имя определенного должностного лица компании;

3) не известному вам сотруднику компании, который занимается интересующим вас вопросом; 4) определенному сотруднику компании;

5) на имя человека, чей адрес неизвестен, но известен адрес компании или организации, с которой он поддерживает отношения.

a) Center of International Health

b) Mr Edward Beans

Boston University School of Public Health

c/o WESTLINK Plc

53 Bay State road, Box E

33 Constitution Street

Boston MA 02215

Attention of Dr. Albert James

c) The Secretary

Toolmaking Company

25 St James's street

London SW HG

e) General manager

MarGelt international Group

90/D Peregrine Tower 89 Queensway

Hong Kong

Edinburgh EH6 9AY

Scotland

d) Chelsea Business centre

484 Fulham Road

London SW 118 EL

UK

8. Подберите соответствующую формулу вступительного обращения и заключительную формулу вежливости к каждому из внутренних адресов:

1) The Manageress

Restaurant Buenna Vista

Mar Bella

Mexico

Dear ...

Yours ...

2) Prof. John Harrison

Fleets College

33 Hanover Street

Glasgow EH5 7LM

GB

Dear ...

Yours ...

9. Прочитайте письмо, определите тип письма, добавьте нужную информацию.

Dear Sirs,

We are obliged for your letter of January 23. We regret that we cannot offer you the cameras you enquired about because we do not have them in stock now.

We have, however, a large inventory of other new cameras. We hope that this model might suit you and enclose a free catalogue and a price-list

A fast delivery is guaranteed and we could supply the cameras by the end of August on CIF terms.

We hope that our offer will interest you.

Yours sincerely,

Вариант 2

1. Поставьте слова каждой фразы в правильный порядок.

1. regards with best 2. information you any require further should
3. enclosed find please 4. hesitate us to contact do please not
5. to catalogue shall send we be you our pleased

2. Расставьте знаки препинания в следующем письме.

dear mr brenton

we are proud to announce the formation of anew and innovative international advertising agency business promoters international we are convinced that you will recognize our potential as an extremely effective international advertising agency we are equally convinced that you will want to choose business promoters international to plan your international advertising campaigns

business promoters international is committed to designing advertising tailored to your companies marketing needs we believe in what our name represents promoting you business throughout the world we look forward to the opportunity of working with you

sincerely yours

joanna rogers

3. Вставьте соответствующие предлоги в следующие предложения. Переведите предложения на русский язык.

1. ... reply ... your letter I would like to inform you that the date ... my arrival ... London is 15 April. 2. We send ... your consideration a draft contract ... importation ... sports equipment to our country.

3. Dear Mr. Collins

The organizing committee officially invites you to participate (1) ... the work (2)... the seminar to be held (3) ... 10th (4) ... to 12th November this year.

We would very much appreciate an early reply (5) ... this invitation and hope we shall have the pleasure (6) ... seeing you here.

We should be grateful (7) ... you if you let us know the date (8) ... your arrival.

Yours sincerely,

S. Johnson

4. Расположите части делового письма в правильном порядке.

a) We look forward to hearing from you.

Sincerely yours

Alan Khan

R&D Manager

b) Mrs. J. Conway, Sales Manager, Magazine Networking

89 Bear Street, Newcastle, JP 786P

c) We are writing in connection with your advertisement in yesterday's morning Star. We would like to cooperate with you and would appreciate it if you have time to arrange a meeting with us in our office.

d) Dear Mrs. Comas

e) New Computer Subway Ltd, 234 Susy Avenue

Austin BC 925 7 NP

April 28, 2005

5. Замените русские слова и выражения в скобках английскими эквивалентами.

1. (В ответ на Ваше письмо) we are sending you information about the services our bank offers to corporate clients. 2. (В дополнение к) our letter of 4 November (высылаем Вам) a list of the products we have launched on the market.

3. (Ссылаясь на Ваш запрос) of 25 January we send you the results of the expertise.

6. Перед вами конверт. Соотнесите информацию под определенным

номером на конверте с тем, что она обозначает

(1) New Publications

(2) 454 Liberty Road

(3) Philadelphia, PA 19145

(4) Holy Path

(5) Wilson & Company

51 Wimbledon road

Toronto, Ontario (6)

Canada M4D 2V8

- a) the house number in the return address b) the town the letter comes from
c) the addressee's company name d) the zip code in the mailing address
e) the sender f) the addressee

7. Используя приведенные ниже адреса, ответьте, какое из писем направлено:

- 1) на имя компании; 2) на имя определенного должностного лица компании;
3) не известному вам сотруднику компании, который занимается интересующим вас вопросом; 4) определенному сотруднику компании;
5) на имя человека, чей адрес неизвестен, но известен адрес компании или организации, с которой он поддерживает отношения.

a) Hunting Aviation Ltd

b) Appointment Officer

22 Bath Road

Overseas Development company

Longford Middx UB6 OLL

Abercrombie House Eaglesham Road

Attention of Mr Harrison

Glasgow G57 8 Ea

c) The Secretary

d) Dr.E.R.Black

Dunn & Hargit Int'l Group

c/o Expat network Ltd

dept E2834 Ave Lloyd George box 3

500 Purley way

1155 Brussels

Corydon CRO 5Z

Belgium

UK

e) International Import-Export consultants

903, 13th Street

N.M. Washington D.C. 20001

8. Подберите соответствующую формулу вступительного обращения и заключительную формулу вежливости к каждому из внутренних адресов:

1) Western Computers Corp.

2) Ms Tutor

17 King Towers

New Business Consultants

Hong Kong

Ave de la Conquista 367

Dear ...

Mexico

Yours ...

Dear ...

Yours ...

9. Прочитайте письмо, определите тип письма, добавьте нужную информацию.

Dear Mrs. Peacock,

Thank you for your order 2/35 for our food service trays. Unfortunately, your shipment has been delayed because this item is out of stock.

We hope to ship within the next 15 days. We apologize for the delay and any Inconvenience this may cause you. We will ship your order as soon as it is available.

If you wish to cancel your order, please let us know and we will arrange a refund or credit, whichever you prefer.

Again, we apologize for the delay.

Yours sincerely,

Тема 2. Work: How to Apply Successfully? (Работа: как успешно на неё устроиться?)

Useful Information

To get a job, you should first:

- find out about your potential employer (company) - узнать что-либо о Вашем потенциальном работодателе (компании)
- write a good CV - написать хорошее CV
- write a cover(ing)\introductory letter - написать сопроводительное письмо
- fill in an application form - заполнить бланк, форму

В англоязычных странах резюме играет огромную роль. Хорошо составленное резюме должно давать полное представление о Вашем трудовом опыте, образовании и о других деловых качествах, чтобы потенциальный работодатель (employer) мог судить о Вашей квалификации. От четкости и информативности резюме во многом зависят Ваши шансы быть принятым на работу или учебу. Имея хороший образец, Вы вполне можете составить резюме самостоятельно.

Резюме состоит из следующих основных частей:

1. Имя, фамилия, адрес, телефон.

2. Должность, которую Вы хотите получить.

3. Трудовой опыт.

4. Образование.

5. Личные данные.

6. Рекомендации.

Теперь прокомментируем каждый пункт:

1. Адрес по-английски пишется в таком порядке: сначала номер квартиры, потом номер дома, потом улица, потом город и страна проживания. Также, если есть e-mail и номер мобильного телефона, то их тоже нужно указать. Также можно указать дату рождения, титул (Mr, например), marital status - семейное положение и национальность.

3. Начните с последней работы и перечисляйте в обратном порядке.

- Можно ли приукрасить свой опыт, написав немного больше?

- Только в том случае, если Вы полностью уверены за последствия.

4. Начните перечень с указания последнего учебного заведения, которые Вы окончили, и перечисляйте в обратном порядке, указывая полученные Вами степени и дипломы. Из отметок A (высшая), B, C, D, E, F, N и U успешными считаются A, B и C. Иногда на работу не принимаются люди, закончившие своё обучение на отметку C.

5. Тут необходимо указать свои умения (skills). Например:

- умение общаться с людьми - communication skill
- умение хорошо писать - writing skill
- умение работать в команде - team-work skill
- умение правильно подойти в работе - skill of having precision in work.

Работодателю может быть интересно Ваше умение планировать, организовывать и вести исследование. В этом пункте можно указать свои интересы и хобби.

- Но какие?

- Только такие, которые помогают Вас лучше охарактеризовать, особенные именно для Вас интересы и хобби.

6. В ряде случаев полезно привести краткое описание опыта работы и достижений. Дата начала и окончания работы в том или ином учреждении или годы учебы в институтах или университетах могут быть указаны либо слева, перед соответствующим названием, либо после него.

Запомните:

1. Работодатель смотрит не только на то, что Вы пишете в своём CV, но и на то, как Вы это делаете.

2. Ваше CV должно пройти "a sixty-seconds test" - так называемый "шестидесятисекундный тест": у работодателя часто бывает много CV, поэтому обычно больше минуты изучением CV не занимаются. Для этого нужно правильно оформить CV, использовать нужный шрифт (Times New Roman или Arial), а также необходимо использовать хорошие, сильные подзаголовки и маркеры "точки-мишени" при перечислении. Одним словом, CV должно быть accessible - доступным, легко читаемым.

Use chronological resume if you want to highlight your past work experiences and duties you had in previous jobs.

Use functional resume to stress your skills as appose to where and where you have used them. The functional resume format is ideal for graduates and those with little 'real world' experiences.

E-mailed or database resumes are written in plain text without columns, bullets, or bold or italic styles

Sample Chronological Resume

CHARLIE CROWLEY

6693 High Street

Nutley, New Jersey 07110

(201) 123-4567

Job wanted: Part-time after school and weekend job

...Stockroom helper ...Grocery bagger ...Golf Caddie ...Dishwasher

...Theater maintenance helper ...Arcade guide

☐ Reliable. Willing and able to show up on time.

☐ Honest and trustworthy.

☐ Good attitude around others. Willing to help, patient with people, do my share, willing to learn.

Paid Work Experience

2005-06 Handyman

☐ Worked on Nutley rental property owned by my relatives.

☐ Replaced broken wood fence.

☐ Painted inside and outside walls.

- ☐ Cleared out trash left by tenants.

Fall 2005 **Babysitter**

- ☐ Do on-call work for parent during football games.

2005-06 **Bagger** after school, weekends, vacations

- ☐ Bagged groceries at US Army Commissary, Hamburg, Germany

2005 **Woodworker and Salesman** part-time during school year

- ☐ Produced wood handicrafts; sold them to teachers and other students.
- ☐ Increased sales by giving customers a chance to try out the merchandise and show it to others.
- ☐ Used woodworking tools to make handicrafts.

2004 **Golf Caddie**

- ☐ Caddied every day during summer vacation.

Work Experience in School

Animal Care Project, Nov. 2004 to Apr. 2005

- ☐ Successfully raised a pig to sell at the County Fair.
- ☐ Won three blue ribbons. Earned over \$200.
- ☐ Fed pig every day, cleaned the pen, gave the animal shots when it was sick, checked its weight weekly.

Free Enterprise Class, 2003 (Junior High)

- ☐ Sold school supplies such as pencils, pens, paper, notebooks.
- ☐ Designed, built, and sold wooden plaques which were popular with teachers.

EDUCATION: will graduate from high school in June 2009.

- ☐ *Sample Functional Resume*

LINDA MOWRY

348 Somerset Road Hayward, CA 94541 (510) 123-4567

OBJECTIVE

A position as Sales Coordinator, Representative or Account Executive.

SUMMARY OF QUALIFICATIONS

- Twelve years successful experience in direct sales of a range of products and services.
- Motivated and enthusiastic about developing good relations with clients.
- Effective working alone or as a cooperative team member.
- Professional in appearance and presentation.

RELEVANT SKILLS

SALES & NEW ACCOUNT DEVELOPMENT

- Increased a small publication's advertising revenue through market research and promotion.
- Developed new distribution outlets for a special-interest magazine in Northern California
- Organized detailed route books and financial recordkeeping.

CUSTOMER RELATIONS

- Served as vendor representative for Jana Imports:
- Coordinated product information and distribution for 75 field representatives and major accounts.
- Handled face-to-face contacts with new and established customers.
- Oversaw the production of advertising and its placement in major trade publications.

ADVERTISING, MARKETING, DISTRIBUTION

- Organized and styled merchandise for effective presentation in a 20-page giftware catalog.
- Kept accurate, current computer records of inventory, international suppliers, brokers, shippers, etc.

EMPLOYMENT HISTORY

2001-present	<i>Sales Coordinator</i>	JANA IMPORTS, Oakland
1996-2000	<i>Distribution Coordinator</i>	DEJA VU PUBLISHING CO., San Rafael
1990-95	<i>Co-Owner / Manager</i>	BILL'S DAIRY PRODUCTS, Livermore

EDUCATION

Bay City College, San Francisco, Liberal arts studies 1987-90

Writing covering letters

A covering letter - сопроводительное письмо. This explains who you are, why you are sending your CV, and describes why are you interested in their job. - Оно объясняет, кто Вы, почему Вы шлёте Ваше CV и описывает, почему Вы заинтересованы в их вакансии. It encourages

people to read your CV - Сопроводительное письмо даёт потенциальному работодателю стимул к прочтению Вашего CV.

1. Почему Вы обращаетесь именно к этому работодателю и как Вы узнали об этой вакансии

Dear Sir or Madam, - так следует писать, если Вы не знаете имя того, кому пишете, (*Dear Mr ...* - так надо писать, если Вы знаете имя того, кому пишете).

I'd like to apply for a position as a + должность, которую Вы хотите получить, *as mentioned in ... newspaper* - как написано в газете

2. Почему Вам интересно именно это место работы

I've been interested in working in + область работы for many years, and about 2-weeks work experience with ... company или I'm keen to make a career in + область работы, and I have 2 – years' experience in + область работы.

3. Ваша квалификация

I can offer many skills, for example ... (тут надо перечислить несколько Ваших главных умений (навыков), но не все те, которые есть в CV, например *dealing with a wide range of people* - общаться с широкой категорией разных людей).

4. Когда Вы готовы прийти на собеседование и приступить к работе

I'm available for interview from + дата (I'm available for interview at any time) and look forward to hearing from you.

При составлении сопроводительного письма следует учитывать, что, просматривая Ваше сопроводительное письмо и CV, работодатель ищет повод, чтобы не брать Вас на работу, поэтому надо стараться показывать только свои положительные стороны.

Примеры писем

Sample Cover Letter

Your name

Mailing address

City, state, and zip

Telephone number(s)

Email address

Today's date

Your addressee's name

Professional title

Organization name

Mailing address

City, state and zip

Dear Mr. (or Ms.) last name,

Start your letter with a grabber—a statement that establishes a connection with your reader, a probing question, or a quotable quote. Briefly say what job you are applying for.

The mid-section of your letter should be one or two short paragraphs that make relevant points about your qualifications. You should not summarize your resume! You may incorporate a column or bullet point format here.

Your last paragraph should initiate action by explaining what you will do next (e.g., call the employer) or instigate the reader to contact you to set up an interview. Close by saying “thank you.”

Sincerely yours,

Your handwritten signature

Your name (typed)

Enclosure: resume

Dear Sirs,

I would like very much to offer myself as a candidate for the summer vacation job as advertised in the newspaper St. Petersburg News.

I am a graduate student of the State University of St. Petersburg (Russia) and would greatly appreciate an opportunity to train in your firm.

At present I am engaged in postgraduate research in the field of mechanics and practical experience with your firm would be very useful.

I have attached a short resume.

I would be very grateful if you would consider my application.

Yours faithfully,

Пример рекомендательного письма

(Company)

(Address)

Date

To Whom it May Concern,

I am writing this reference letter on behalf of Anthony Johnson. I have been Anthony's supervisor for four years in ...Company. In just those four short years, I have watched him rapidly advance from an entry-level position to a Senior Technical Support Representative. I have never hesitated to recommend him for promotion when his time came.

Anthony derives satisfaction from helping our customers and field engineers troubleshoot technical problems. Many of those who have received help from Anthony specifically ask for him when they again contact tech support, and for good reason: He is professional, courteous and quick to help. I often see Anthony in our lab before or after work hours, replicating technical problems.

Anthony is a team player who is always willing to share the knowledge. For example, thanks to Anthony's willingness to share the trouble-ticket notes he so meticulously recorded and compiled, our Technical Publications Department was able to craft "symptom-fix," step-by-step, online troubleshooting guides for our field engineers. Consequently, we have seen an increase in customer satisfaction, a reduction in tech-support calls, and a significant savings on the department's bottom line.

I have nothing but good things to say about Anthony and I would strongly recommend him for any endeavour he chooses. Please do not hesitate to contact me if you would like to hear more good things about Anthony.

Yours faithfully,

[Signature]

Robert Groveson

Supervisor, Technical Support

Пример письма - запроса о рекомендациях, к которым приложена анкета.

Dear Mr. Gordon

As Mr. Reeply who has named you as a reference may be given the job at ... we would like you to fill in the following form. The position Mr. Reeply claims for suggests a lot of responsibility. This means you should make a thorough analysis when giving answers to the questions.

1. Professional knowledge:

☐ profound

☐ good

Уважаемый мистер Гордон,

Так как мистер Рипли, который назвал вас своим рекомендательным лицом, может получить работу в ..., мы хотели бы, чтобы Вы заполнили следующую анкету. Должность, на которую хочет устроиться мистер Рипли, предполагает большую ответственность. Вы должны ответить на все вопросы предельно четко и ясно.

1. Профессиональные знания:

☐ глубокие

☐ хорошие

☐ satisfactory

☐ unsatisfactory

☐ no information

2. Practical skills

3. Thinking abilities

☐ excellent; thinks in clear categories

☐ good

☐ satisfactory: sometimes makes not quite sound judgment

☐ makes dubious conclusions

☐ poor judgment

4. Initiative:

☐ very initiative

☐ rather initiative

☐ initiative

☐ not always initiative

5. Qualities of a leader:

☐ born leader

☐ enterprising; often takes leadership

☐ prefers to be led rather than to lead

6. Character:

☐ aggressive

☐ unrestrained, emotional

☐ a good mixer

☐ sometimes shy

☐ удовлетворительные

☐ не удовлетворительные

☐ не знаю

2. Практические навыки

3. Умственные способности:

☐ отличные, мыслит четкими категориями

☐ хорошие

☐ удовлетворительные, иногда высказывает не совсем логические суждения

☐ делает двусмысленные умозаключения

☐ беспорядочные суждения

4. Инициативность

☐ очень инициативный

☐ довольно инициативный

☐ инициативный

☐ не всегда инициативный

5. Лидерские качества

☐ прирожденный лидер

☐ предприимчивый; часто берет управление на себя

☐ предпочитает подчиняться, а не руководить

6. Характер

☐ агрессивный

☐ несдержанный, эмоциональный

☐ общительный

☐ reserved

☐ иногда застенчив

☐ замкнутый

Sample Resignation Letter

Dear Mr. Jenkins:

I am formally notifying you that I'll be tendering my resignation from Widgets Unlimited, Inc. My last day will be on November 12, 2004

I never imagined that I would have to leave Widgets Unlimited, but due to the relocation of my wife's work to New York, I have made the decision with my wife to move up to New York as a family.

If there is anything that I can do to make this transition easier for the company, let me know and I'd be more than willing to help out.

I have truly enjoyed my work here and I would like to thank you for the opportunity that you have given me to work here at Widgets Unlimited.

Sincerely,

Signature

Scott Nelson

Inventory Specialist

Тренировочные упражнения по теме 2

1. Заполните пропуски словами, подходящими по смыслу.

Dear Sir/Madam, I 1) ... writing this letter to apply for 2) ... position of student assistant that I saw advertised on your website. I 3) ... interested 4) ... working

5) ... 6) ... teachers' resource library, or 7) ... 8) ... accommodation department. I have recently graduated from 9) ... WSB Business School 10) ... Warsaw and received high grades 11) ... both my English and Business Courses. In addition, we had to use all of 12) ... Microsoft Office programs 13) ... 14) ... preparation of our finished assignments, so I 15) ... able to do most things with computers. Since I was 15 years old I have helped my father to run his small import-export business. I have been involved 16) ... helping 17) ... variety of clients and also 18) ... general administration of 19) ... business. In 20) ... past 2 years I have worked

21) ... 22) ... WSB library, helping teachers and students to find and use 23) ... resources there. This experience has given me 24) ... ability to deal with 25) ... needs of all types of people. I have an outgoing, diligent personality and find that I enjoy 26) ... challenges of working 27) ... busy environments. In addition, my studies and experience have taught me to be accurate and efficient 28) ... organising my work so I would be 29) ... valuable addition to your school. I look forward to hearing from you.

2. Read, translate into Russian.

a). *5 Key Concepts for Powerful, Effective Resumes*

1. Your resume is **YOUR** marketing tool, not a personnel document.
2. It is about **YOU** the job hunter, not just about the jobs you've held.
3. It focuses on your **future**, not your past.
4. It emphasizes your **accomplishments**, not your past job duties or job descriptions.
5. It documents **skills you enjoy using**, not skills you used just because you *had* to.

b). *10 Steps in Creating a Good Resume*

1. **Choose a target job** (also called a "job objective"). An actual **job title** works best.
2. **Find out what skills, knowledge, and experience** are needed to do that target job.
3. **Make a list of your 2, 3, or 4 strongest skills or abilities or knowledge** that make you a good candidate for the target job.
4. **For each key skill, think of several accomplishments** from your past work history that illustrate that skill.
5. **Describe each accomplishment** in a simple, powerful, action statement that emphasizes the results that benefited your employer.
6. **Make a list of the primary jobs you've held, in chronological order.** Include any unpaid work that fills a gap or that shows you have the skills for the job.
7. **Make a list of your training and education** that's related to the new job you want.
8. **Choose a resume format that fits your situation**--either chronological or functional. [Functional works best if you're changing fields; chronological works well if you're moving up in the same field.]
9. **Arrange your action statements** according to the format you choose.
10. **Summarize your key points** at the top of your resume.

c). Cover letters generally fall into one of two categories: **letter of application**: applying for a specific, advertised opening and **letter of inquiry**: expressing interest in an organization, but you are not certain if there are current openings. Explain the styles of the letters below.

Dear Ms. Range:

I am a junior at Virginia Tech, working toward my bachelor's degree in family and child development. I am seeking an internship for this summer 2006, and while researching opportunities in the field of criminal justice and law, I found that your program works with

juvenile delinquents. I am writing to inquire about possible internship opportunities with the Marion County Family Court Wilderness Challenge.

My work background and coursework have supplied me with many skills and an understanding of dealing with the adolescent community; for example:

- I worked as a hotline assistant for a local intervention center. I counseled teenagers about personal concerns and referred them, when necessary, to appropriate professional services for additional help.
- I have been active at my university as a resident hall assistant, which requires me to establish rapport with fifty residents and advise them on personal matters, as well as university policies. In addition, I develop social and educational programs and activities each semester for up to 200 participants.

My enclosed resume provides additional details about my background.

I will be in the Marion area during my Spring break, March 6 - March 10. I will call you next week to see if it would be possible to meet with you in early March to discuss your program.

Thank you for your consideration.

Sincerely,

(handwritten signature)

Stacy Lee Gimble

Encl.

Dear Mr. Webb:

I will be graduating from Virginia Tech with a Bachelor's degree in Architecture in May 2007, and am researching employment opportunities in the Washington area. I obtained your name from VT Career Link, Career Services' Alumni database. I very much appreciate your volunteering to help students with job search information, and I hope that your schedule will permit you to provide me with some advice. I am particularly interested in historic preservation and understand that your firm does work in this area. I am also interested in learning how the architects in your firm began their careers. My resume is enclosed simply to give you some information about my background and project work.

I will call you in two weeks to arrange a time to speak to you by telephone or perhaps visit your office if that would be convenient. I will be in the Washington area during the week of November 21. I very much appreciate your time and consideration of my request, and I look forward to talking with you.

Sincerely,

(handwritten signature)

Kristen Walker

Encl.

Контрольная работа №2

Вариант 1

1. Заполните пропуски

1. What I want out of life is ... challenging job and a fulfilling relationship with ...

a) the ... everyone b) a ... anybody c) a ... someone d) the ... someone

2. Do you know ...?

a) where is a public phone in the building b) where can we find a public phone in the building c) if it is the right road to a public phone in the building d) if there is a public phone in the building

3. You've been working all day. You ... be tired.

a) have to b) can c) may d) must

4. When I entered the office, most people ... at their desks.

a) worked b) were working c) have worked d) would work

5. Peter usually phones me on Sundays but he ... last Sunday.

a) doesn't phone b) didn't phoned c) didn't phone d) not phoned

6. What job ...?

a) you applied for b) did you apply for c) were you applied d) did you applied for

7. As I arrived at ... conference ... note ... to me by one of ... delegates

a) the ... a ... were handed ... the b) the ... a ... was handed ... the c) a ... a ... was handed ... the d) a ... a ... was handed ... a

2. Заполните пропуски глаголами в соответствующей форме.

1. The staff ... not happy with salaries. (be) 2. The government ... to increase taxes by five per cent over the next year. (plan) 3. The issue ... at the last meeting. (discuss) 4. I ... by a bright advertisement in the newspaper. (attract)

5. The letter ... on 25 December. (deliver)

3. Определите к какому виду делового документа относится представленный ниже отрывок

I am writing in connection with the above invoice for MX3 Facsimile Machine. We received this machine yesterday. Unfortunately, the power cable is missing.

We would be very grateful if you could send us one as soon as possible.

a) CV b) Letter of apology c) Contract d) Letter of complaint

4. Определите, к какому виду делового документа относятся представленные ниже отрывки

A I am writing in connection with the above invoice for MX3 Facsimile Machine. We received this machine yesterday. Unfortunately, the power cable is missing.

We would be very grateful if you could send us one as soon as possible.

B I was very sorry to hear about your problems with the new medical equipment.

I have investigated the complaint and I regret to tell you that the problem is the result of faulty operation. I enclose a copy of the inspector's report with the letter.

If you require us to repair the machine, please contact me at the number above.

C Dear Mr. Rook

I am applying for the position of file clerk which was advertised in the July 16 Publisher's monthly.

I have enclosed my resume, and I would like to schedule an interview. I will call you early next week.

5. Заполните пропуски.

Example formal business complaint letter.

Dear Sir, I am writing this letter 1) ... complain 2) ... the strongest terms about the poor service that I have received from your company. We signed 3) ... 4) ... your telephone and internet service package two months ago because your advertising suggests that you are better than Telco. In addition, you promise 5) ... deal with problems quickly and efficiently, something that Telco were unable or unwilling

6) ... do. However, 7) ... the first month 8) ... service you managed 9) ... cause me 10) ... lose two days worth 11) ... business because 12) ... poor administration. The main problem was that you failed 13) ... provide me with the correct telephone number, 9818 8747, that you had promised when I completed the contract. This phone number was an established business line which I had been using for the last three years. Obviously this meant that my clients were unable

14) ... contact me and it cost me many hours 15) ... phone calls 16) ... resolve the matter with your support centre. I would appreciate it if this situation could be resolved and a substantial rebate offered on my first three month's account. I look forward 17) ... hearing from you soon.

Yours Faithfully

Charlie Williams

6. Объясните повод, по которому Вы пишете заявление на вакантную должность. Сошлитесь на источник информации.

I am writing to you in reply to your advertising in *Moscow Stars* of September 2009 concerning the Vice-President position of your company.

7. Прочитайте данный ниже образец биографии, переведите его.

John Smith

Street, City, State, Zip

Phone: 555-485-5649

Cell: 555-666-6516

Objective:

Assistant Professor, Psychology

Education:

Ph.D., Psychology, University of Minnesota, 2006

Concentrations: Psychology, Community Psychology

Dissertation: A Study of Learning Disabled Children in a Low Income Community

M.A., Psychology, University at Albany, 2003

Concentrations: Psychology, Special Education

Thesis: Communication Skills of Learning Disabled Children

B.A, Psychology, California State University, Long Beach, CA, 2000

Experience:

Instructor, 2004 – 2006

University of Minnesota

Teaching Assistant, 2002 – 2003

University at Albany

Publications:

Smith, John (2005). The behavior of learning disabled adolescents in the classroom. *Journal of Educational Psychology*, 120 - 125.

Grants and Fellowships:

- Workshop Grant (for ASPA meeting in New York, 2004), \$1500

Awards and Honors:

- Academic Excellent Award, 2003

Skills and Qualifications:

- Microsoft Office, Internet
- Fluent in German, French and Spanish

References:

Excellent references available upon request.

8. Составьте письменно свою биографию на английском языке по данному в упр. 7 образцу.

Вариант 2

1. Заполните пропуски

1. ... number of applicants have already ... interviewed.

a) A... being b) The ... been c) The... been d) A... been

2. She asked him

a) how much did he expect to earn b) how much he expected to earn

c) how will he expect to earn d) how many he expect to earn

3. You ... be joking. No one buys two Rolls Royces.

a) have to b) can c) may d) must

4. When I ... my assignment in two years, I'll have earned \$5000 that I can apply to my further education.

a) will finish b) have finished c) shall have finished d) finish

5. Alex ... here for six months.

a) has being working b) has been worked c) has being working d) has been working

6. Who ...?

a) did you speak b) to you spoke c) did to you speak d) did you speak to

7. After ... interview Tony said they asked him if ... job before

a) an ... had ... a b) an ... had had ... a c) the ... had ... a d) the ... had had ... a

2. Заполните пропуски глаголами в соответствующей форме.

1. If you want a job you should ... advertisements, letters and ... people, it's no use sitting at home. (ring, write, read) 2. How long have you ... English? (learn)

3. He must ... that we invited him. (forget) 4. No one ever ... it to me. (write)

5. He always talks as if he ... a public meeting. (address)

3. Определите, к какому виду делового документа относится представленный ниже отрывок.

Dear Mr. Rook

I am applying for the position of file clerk which was advertised in the July 16 Publisher's monthly.

I have enclosed my resume, and I would like to schedule an interview. I will call you early next week.

a) Memo b) CV c) Letter of application d) Letter of apology

4. Определите, к какому виду делового документа относятся представленные ниже отрывки

A Dear Sir or Madam

I am writing in connection with my forthcoming visit to your company and my letter of 12 and 13 January.

Unfortunately, I will not be in Hong Kong until 13 march because all the flights before then are full.

B In the winter issue of Multimedia News we read that your company sells language laboratories. Our school needs a new language laboratory and we are looking for the best equipment.

Could you please send us information on your laboratories and include a pricelist and ordering information.

Thank you for your assistance. I look forward to hearing from you.

C In our telephone conversation yesterday we discussed plans for our meeting at your conference centre. I would like to confirm these plans.

The meeting will be from March 15th to the 17th. We will need two rooms. Eighty people will attend the meeting.

I would like to thank you for your help in planning our meeting.

5. Заполните пропуски.

Instructions: Some of the language in this **complaint** letter is very formal and not at all personal. It suggests that the author is quite angry.

Dear Mr. Thompson

I recently received 1) ... letter from 2) ... Mr. Robinson, 3) ... valued customer

4) ... ours. He purchased 5) ... Italian coffee table and four French dining-room chairs from us which your company delivered to his residence. He has written to complain that 6) ... purchases arrived damaged. We pride ourselves in 7) ... quality 8) ... our products and would like 9) ... explanation as to how this mishap occurred. Even though 10) ... items are insured, our reputation is at stake.

I would be most grateful if you would reply as soon as possible so that this matter can be resolved to everyone's satisfaction.

Sincerely

Jackie Middleton

Customer Services Manager

6. Объясните повод, по которому Вы пишете заявление на вакантную должность. Сошлитесь на источник информации.

This letter and my enclosed resume are submitted in response to your May 29, 2009 advertisement in the *Financial Times* regarding the Head of Research and Developing position.

7. Прочитайте данный ниже образец биографии, переведите его.

Allen Yan

(86)1338-1111-420

yhnasa@123.com

EDUCATION

Sep 2002 - Present, Shanghai University, BE

- Candidate for Bachelor in Mechanical Engineering degree (ME).
- Major academic courses highlights: Company Property Management; Marketing; Economics; English
- Technology Communication; Information Management System;

May 2006, Certified Public Accounting Training (CPA)

OCCUPATION

Dec 2005 - present, ITT Flgt investment. China

Application Engineer, Sales & Marketing

- Application support and industry projects tracing to sales office to achieve the sales budget and new industry market application research.

July 2005 - Sep 2005, Intel Products Co., Shanghai, China

CPU Assembly Engineer (Internship)

- Participated in the training of **marketing, business process modeling and analysis** at Intel University.

AWARDS

- 2003-2004, Second-Class Scholarship for Excellent Students of Shanghai University.
- 2004-2005, the Imagine Ambassador of Shanghai Tennis Popularization.

COMPETENCIES & INTERESTS

English Ability: Band 6 and the intermediate test of interpretation.

Germany Ability: 600 hours of Germany lessons in TongJi University.

Computer Skills:

- National Computer Lever 3rd Certificate. (Network Communication)
- Professional Certificate of Assistant Information Officer (AIO).

Personal Interests:

Basketball (Skills); skating (Speed); English (elegant); Snooker (Stable)

8. Составьте письменно свою биографию на английском языке по данному в упр. 7 образцу.

Список рекомендуемой учебной литературы

Обязательная

Дарская В.Г., Журавченко К.В. Новый деловой английский (New English for Business): учеб. — М. : Вече, 2007. — 672 с.

Илиади Ю.А. Английский язык для юристов: учеб. — М. : ТК Велби, Изд-во Проспект, 2006. — 392 с.

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Дополнительная

Азарова О. «Я вам пишу...» Деловые и личные письма по-английски и по-русски. Серия «Опыт лучших бизнес — школ мира». Ростов/Д. : Феникс, 2005. — 336 с.

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