

МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ
Запорізький національний технічний університет

МЕТОДИЧНІ ВКАЗІВКИ
до виконання контрольної роботи № 1
з дисципліни «Іноземна мова (англійська)»
для студентів спеціальності 141 «Електроенергетика,
електротехніка та електромеханіка»
заочної форми навчання

2019

Методичні вказівки до виконання контрольної роботи № 1 з дисципліни «Іноземна мова (англійська)» для студентів спеціальності 141 «Електроенергетика, електротехніка та електромеханіка» заочної форми навчання / Укл.: Н. М. Жукова. – Запоріжжя: ЗНТУ, 2019. – 18 с.

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Затверджено
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ЗАГАЛЬНІ МЕТОДИЧНІ ВКАЗІВКИ

Метою запропонованих методичних вказівок є створення допоміжного дидактичного матеріалу для виконання контрольної роботи з дисципліни «Іноземна мова (англійська)» студентами спеціальності 141 «Електроенергетика, електротехніка та електромеханіка» заочної форми навчання.

Після опрацювання представленого у вказівках матеріалу студенти продемонструють такі навички:

- презентації власної особи та інших людей;
- написання документів (резюме, супровідного листа), необхідних для працевлаштування;
- участі в співбесіді при прийомі на роботу;
- проведення презентації компанії із використанням відповідних мовних формул (functional language).

Завдання, позначені * (Activities 1, 2, 12, 15), мають бути як виконані у письмовій формі, так і відтворені усно.

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1 INTRODUCING ONESELF AND OTHERS

Activity 1*. Introduce yourself. Tell about your current occupation and the reasons why you decided to study at this faculty of National University ‘Zaporizhzhia Politechnic’.

Activity 2*. Introduce one of your groupmates.

2 WRITING A CV / RESUME

Activity 3. Study the following statements and distribute them into two columns: Dos and Don'ts when writing a CV / resume:

- keep your CV/résumé brief and concise: there is no need to go into a lot of detail about your education or employment history;
- try to keep your CV/résumé to one or two sides of A4 paper;
- leave gaps in your employment history: add a sentence or two explaining any periods that are not accounted for;
- use too many different fonts or typefaces: keep to one or two that are clear and easy to read;
- use inappropriate colours, graphics, or photos;
- use brief, informative sentences, short paragraphs, and standard English;
- when describing your responsibilities and achievements, start each point with an action verb (such as *teaching*, *leading*, *developing*): this creates more impact;
- use bold type or bullet points to highlight key information;
- proofread for spelling, grammar, or punctuation mistakes: many employers routinely discard CVs/résumés that contain this type of mistake;
- update your CV/résumé regularly as your situation changes;
- go into too much detail: employers are too busy to read rambling or unfocused CVs/résumés;
- name people as referees unless you've confirmed that they're happy to provide a reference for you. keep your CV/résumé brief and

concise: there is no need to go into a lot of detail about your education or employment history;

- try to keep your CV/résumé to one or two sides of A4 paper;

Activity 4. Study two samples of resumes. Decide which one is better. Explain your choice.

Sample 1.

Sally Sad

45 Parents' House Lane, New Britain, CT 06114
(555) 5555-6789 SALLYBabyGURL@email.com

OBJECTIVE Awesome graduate of life seeking any fun position requiring a cool girl with a great sense of humor and style!

SUMMARY

- Mostly free, except every day between 2-4 p.m. (gym time)
- Good at holding a conversation about anything
- Great at updating Facebook and anything I can post pictures on

EDUCATION **Central Connecticut City High School**, New Britain, CT
High School Diploma

WORK EXPERIENCE **High School Yearbook**, New Britain, CT
Photographer (September 2006-June 2007)

- Shot pics of my friends!
- Added cute details in Photoshop
- Went to weekly meetings

First Job Burgers, Wallingford, CT
Grill Cook (September 2007-Present)

- Flip burgers and fill condiment containers

- Deal with annoying customer requests
- Answer phone

Bakery Best, New Britain, CT

Volunteer Cupcake Tester (June 2006-August 2006)

- Liked chocolate best

HOBBIES

Dancing, Photography, Social Media

Sample 2

SARA ANNE GREEN

Address (college): 26 Windmill Road
Bristol, BS2 6DP
Telephone (mobile): 0778 6050912

Address (home): 47 Gerrard Street
Manchester, M20 4LZ
Telephone: 0121 423170

Email: sara.green@amail.com

A well-organized and outgoing Business Economics student graduating in June 2007 with good communication and analytical skills, looking to develop a career as an economist within an international business environment. Fluent Spanish speaker experienced in the use of spreadsheets, databases, and similar business software.

Education and qualifications:

September 2004 to present: BA (Hons) in Business Economics
City University, Bristol
(graduating in June 2007)

September 1996-June 2003 Manchester School
4 A Levels: Economics (A),
Information and Communication

Technology (A), English (A), Spanish (B)
 9 GCSEs (including A* grades in
 Economics, Spanish, English,
 Mathematics, ICT, and German)

Employment history:

July-September 2006

Administrative Assistant

MKL Smith & Co (Accountants), Manchester

Duties included:

using spreadsheets to sort and chart financial information

- administering client database
- assisting PA with routine admin tasks

July-September 2005

English Language Teaching Assistant

EFL International, Seville, Spain

Duties included:

- assisting teachers in preparing lessons
- administering student database
- liaising with local companies to organize student activities

July 2003-August
2004

Various jobs (including voluntary and hotel work) and travel in Spain and Latin America, gaining a valuable insight into the culture and spoken language of those countries.

Other qualifications and skills:

Advanced Certificate in MS Word, MS Excel, and MS Access (evening course, September-July 2006)

Full driving licence

Interests:

Netball, travel, swimming

References

Dr. Thomas Clark

Senior Lecturer in Business and Management

Department of Business Organization and

Strategy

City University Bristol BS1 2ER

Ms. Susan Hunter
 Senior Partner
 MKL Smith & Co (Accountants)
 231 Parker Street
 Manchester M20 6QR

Activity 5. Study the following recommendations and phrases for a Personal Profile, then write your Personal Profile in your CV / resume.

It is highly recommended that a CV includes a Personal Profile. This describes you as a professional and a person. Your Personal Profile should be only three sentences. The first sentence should describe who you are; the second should present a summary of your skills and experience and the final sentence should explain your personal career target.

1. Who you are (current position):

highly skilled
 highly motivated
 knowledgeable
 reliable
 creative
 hardworking
 versatile
 confident
 flexible
 competent
 enthusiastic
 effective
 qualified
 adaptable
 energetic

A/An _____ with __ years experience in ____ .

2. What you can do (skills and experience):

Specific / Wide-ranging expertise in _____ .

Responsible for _____ .

Proven ability in _____ .
 Excellent _____ .

3. What you want (career target):

Looking for a position in _____ .

Seeking an opportunity in _____ .

Seeking to continue career as _____

Objective is to develop a career in _____ / as _____ .

A highly-skilled versatile and creative engineer with eight years experience in the automotive industry.

Wide-ranging expertise in concluding financial audits for companies in the banking and insurance sector.

Objective is to develop a career in business development and to make the move into management.

Activity 6. Write your CV / resume following the order:

- Personal details (name, address, telephone number (home and/or mobile), email address (personal, rather than work), personal profile
- Education and qualifications
- Employment history
- Any other skills, achievements, or training
- Interests or pastimes
- Referees

3 WRITING AN EMAIL

Activity 7. Make sure that you know the following words related to emails.

- Reply
- Reply to all
- Delete
- Forward
- Email Address
- From
- To
- CC (Carbon Copy)
- BCC (Blind Carbon Copy)
- Subject
- Attachment
- Send
- Open
- Links
- Address Book
- Compose
- Write
- Inbox
- Draft
- Contacts
- Recipient
- Senders
- Subject
- Folders

Activity 8. Match the more informal phrases (1-16) with the more formal phrases (a-p).

Informal	Formal
1. What do you need?	a. Unfortunately I will not be able to attend the meeting.
2. Thanks for your email.	b. I can assure you that ...
3. Sorry, I can't make it.	c. I will take the necessary action to solve this issue.
4. Could you ...?	d. Please let us know your requirements.
5. I promise ...	e. I was wondering if you could ...?
6. You haven't ...	f. We regret to advise you that ...
7. I'm sorry to tell you that ...	g. Thank you for your email of 12 February.
8. I'll deal with this.	h. We note from our records that you have not ...
9. Don't forget that ...	i. I look forward to meeting you next week.
10. I need to ...	j. With reference to ... (or
11. Shall I ...?	
12. But ... / Also ... / So ...	
13. Please ...	
14. I'm really sorry about ...	
15. Re ...	
16. See you next week.	

	Regarding ...) k. Would you like me to ...? l. I would be grateful if you could ... m. Please accept my apologies for ... n. It is necessary for me to ... o. We would like to remind you that ... p. However ... / In addition ... / Therefore ...
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Activity 9. Watch the video following the link and answer the questions below:

https://www.youtube.com/watch?v=MqS_b bq1RzQ

1. What is the difference between formal and informal emails?
2. What is the structure of an email?
3. What is the purpose of each part of an email?

Activity 10. Watch the video following the link below and make a list of the tips for a formal email:

<https://www.youtube.com/watch?v=BfZ5nxi57GE>

4. WRITING A COVER LETTER

Activity 11. Study the following phrases for a cover letter. Find an advertisement of a job and write a cover letter applying for the position.

Opening

Dear Sir / Madam, ...

Dear Mr. O'Brien, ...

Reason for writing

I am writing to express my interest in the position of ...

I wish to apply for the position of ...

I am writing in response for your advertisement for ...

I am writing to enquire as to whether there are any vacancies ...

Introducing yourself

I am currently working as a ...

I am currently studying ...

At present, I am working for XXX where I am responsible for ...

I have been working in my current position for the past (time).

Talking about your education and experience

I graduated from XXX university with a master's degree in ...

The nature of my studies has prepared me well for a position such as this one.

As you can see from my CV, I have worked ... and gained experience ...

My mother tongue is English and I am fluent in both French and German.

Why you are the best for this position

I feel I am suitable for this role as I have a great deal of experience in ...

I consider myself to be a friendly, efficient and enthusiastic worker.

I believe I would be the ideal candidate based on the fact that ...

I am very keen to work for an ambitious company as yours.

Closing comments

Thank you for taking time to consider my application.
I am available for contact and / or interview at any time.
If you wish to contact me, you can do so on +380XXX
Should you require any further information, do not hesitate to contact
me.

Please find CV attached (emails) / enclosed (letters).

Signing off

I look forward to hearing from you.
Yours sincerely, (if you know the name 'Dear Mr. O'Brien').
Yours faithfully, (if you are writing to 'Dear Sir / Madam').

5 JOB INTERVIEW

Activity 12*. Make a list of tips for a successful job interview.

6 GIVING A PRESENTATION

Activity 13. Match the headings with the appropriate phrases used in presentations.

1. Welcoming your audience and establishing rapport
2. Outlining the structure of your presentation
3. Summing up
4. Thanking your audience
5. Giving recommendations
6. Giving instructions about questions
7. Introducing the subject of your presentation
8. Inviting questions.

A	<ul style="list-style-type: none"> • Good morning, ladies and gentlemen • Good afternoon, everybody • It's nice to see so many familiar faces here. • It's pleasant to see you here on this frosty afternoon.
B	<ul style="list-style-type: none"> • I am going to talk today about... • The purpose of my presentation is to introduce our new range of...
C	<ul style="list-style-type: none"> • To start with I'll describe the progress made this year. Then I'll mention some of the problems we've encountered and how we overcame them. After that I'll consider the possibilities for further growth next year. Finally, I'll summarize my presentation (before concluding with some recommendations).
D	<ul style="list-style-type: none"> • Do feel free to interrupt me if you have any questions. • I'll try to answer all of your questions after the presentation. • I plan to keep some time for questions after the presentation.
E	<ul style="list-style-type: none"> • To conclude,... • In conclusion,... • Now, to sum up... • So let me summarise/recap what I've said. • Finally, may I remind you of some of the main points we've considered.
F	<ul style="list-style-type: none"> • In conclusion, my recommendations are... • I therefore suggest/propose/recommend the following strategy.
G	<ul style="list-style-type: none"> • Many thanks for your attention. • May I thank you all for being such an attentive audience.
H	<ul style="list-style-type: none"> • Now I'll try to answer any questions you may have. • Can I answer any questions?

- | | |
|--|--|
| | <ul style="list-style-type: none">• Are there any questions?• Do you have any questions?• Are there any final questions? |
|--|--|

Activity 14. Write a presentation of your company or the company you would like to work for using the phrases from the previous task (not less than 10 sentences).

Activity 15*. Present your company or the company you would like to work for (from task 15).

СПИСОК ВИКОРИСТАНИХ ДЖЕРЕЛ

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Зразок оформлення титульної сторінки контрольної роботи

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Номер залікової книжки

КОНТРОЛЬНА РОБОТА № 1
з навчальної дисципліни
«Іноземна мова (англійська)»

студента групи ___з-...

П.І.Б.

перевірив доцент кафедри
іноземних мов

Жукова Н. М.

Запоріжжя
2019