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«Opportunities are often things you haven't noticed the first time around» Catherine Deneuve



Proverbs

- What is worth doing is worth doing well
- Many hands make light work
- No pains, no gains
- The work shows the workman

- Работа показывает работника
- Если уж делать чтото, то делать хорошо
- Без усилий нет достижений
- Когда рук много, работать легче



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Complete the definition with the words from the right column





Vocabulary

- 1.Someone who applies for a job is called an...
- 2.Being able to use a computer is an important ... these days
- 3.When you apply for a job, you are often asked to attend a job...

- Interview
- Test
- Qualification
- Skill
- Applier
- Applicant
- Experience
- Candidate
- Manager
- Self-employed



Vocabulary

- 4. If you run your own small business, you are ...
- 5. If you have done something for a long time, you have a lot of...
- 6. Degrees and diplomas show your...

- Interview
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Jobs





Listening





Application letter



When you apply for a job, you write a letter of application which goes together with CVs.

Letters of application represent who you are to a potential employer.

The application letter is your first communication with the person that can give you your dream job.

- 1. What is the goal of sending a letter of application?
- 2. What's the style of application letters?
- 3. What does the style of an application letter depend on?

True or false:

- 1. A letter of application could be sent to any person in the company.
- 2. You should send your CV with a letter of application, it'll help you to stand out from other candidates.
- 3. The longer an application letter is the better.
- 4. A letter of application should be less formal than your CV.
- 5. Employers want to hire real people, not robots, that's why genuine and friendly application letters are usually appreciated.



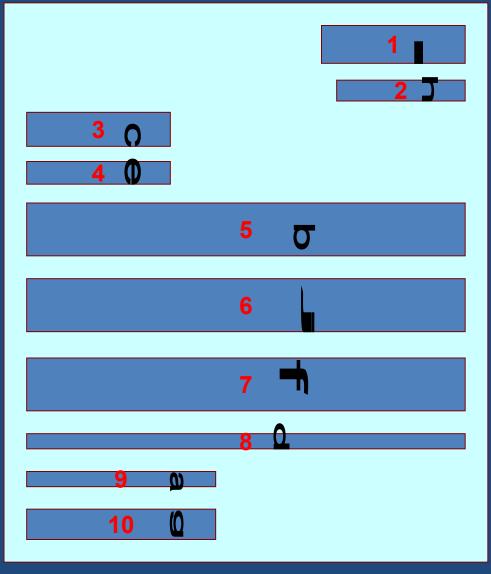


Computer practice



Match the gaps (1-7) in the letter with the phrases (a-g).

- a) As you can see from my CV 3
- b) I am willing to 5
- c) I believe that
- d) I look forward to 7
- e) I do not have
- f) I am writing in response to
- g) Please do not hesitate to



- a) Closing
- b) Drawing your reader's attention
- c) Name and address of a company
- d) Initiating further action
- e) Salutation
- f) Details
- g) Signature
- h) Date
- i) Your name and address
- j) Showing your qualification and skills





Job interview

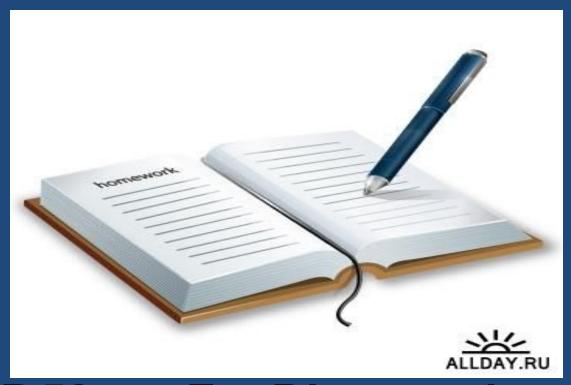




«Success is a ladder that cannot be climbed with your hands in your pockets»







P.53 ex. F - Discuss the statement

I know exactly what I want to do when I grow up



Jutepatypa

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