



World Geography - How to make the world of jobs work for you

10-th form

Fadeeva Y. N.

MEI lyceum



Contents

1. Objectives
2. English proverbs
3. Vocabulary
4. Typical day at work
5. Professional skills and experience
6. Writing of the application letter
7. Job interviewing
8. Reflection
9. Marks, homework

«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 что-то, то делать хорошо
- Без усилий нет достижений
- Когда рук много, работать легче

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 что-то, то делать хорошо
- Без усилий нет достижений
- Когда рук много, работать легче



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



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



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 2

d) I look forward to 7

e) I do not have 4

f) I am writing in response to 1

g) Please do not hesitate to 6

1

2

3

4

5

6

7

8

9

10

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



Well done!

Литература

1. Богацкий И. С., Дюканова Н. М. «Бизнес-курс английского языка. Словарь-справочник.» Москва, «Айрис-Пресс», 2006.
2. Догаева Т. О. «Вводный курс делового письма. 10-11 классы. Методические рекомендации.» Москва, «Дрофа», 2006.
3. Соловова Е. Н. «Методика обучения иностранным языкам.» Москва, «Просвещение», 2006.
4. Манн М., Тейлор-Ноулз С., Клековкина Е. «Учебное пособие для подготовки к ЕГЭ по английскому языку: говорение и аудирование» Macmillan, 2006
5. Wood N. «Business and Commerce.» Oxford University Press, 2006.