

EMPLOYMENT LAW

Listen and fill in the gaps to make a summary of the given information:

Employment rights

distinction between employees and self-employed:

employees have more _____

employees are in a weaker _____

1978 Employment Protection Act:

a written summary of _____

at least _____ if employment is to be ended

the right for compensation if dismissed unfairly or

women have the right to _____ in order

to have a baby

the application of rights depends on circumstances:

little protection for people _____

men over 65 and women over 60 are not entitled to

_____ sometimes it is fair to dismiss _____

equality of opportunity for employees and job applicants

(1970 Equal Pay Act, 1976 Race Relation Act, 1975 and 1986 Sex Discrimination Act)

whatever their _____

_____ for cases of discrimination

equal pay for work of _____

EC employment law is sometimes better than English law:

_____ for receiving retirement pension

are legal

forcing _____ from work earlier than

men is not legal

(the decision of European Court, compared to an industrial tribunal)

attempts to harmonize employment rights among member states

- **the problem of standard minimum wage**

low-paid workers would be _____

it would put _____ on small business

- **the problem of Sunday trading**

1950 Shops Act limits Sunday trading in Britain

○ for _____ reasons

○ to ensure at least _____ a week for shopkeepers

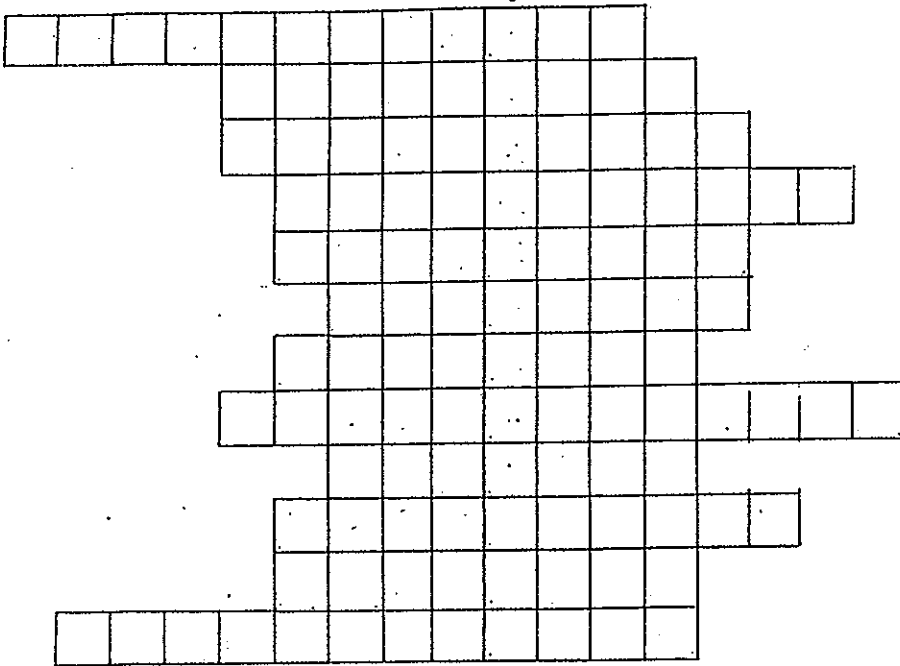
○ complicated and _____

- **the right to strike**

all strikes in Britain must be supported by a _____ in a

_____ strike actions still constitute _____

employers are unlikely to dismiss workers who are backed by _____



- PRACOVNÍ DOBA (1)
- ZARUČIT (2)
- ODCHOD DO DŮCHODU (3)
- MINIMÁLNÍ MZDA (4)
- PRACOVNÍŠTĚ (5)
- ZAMEŠTNANEC (6)
- ZAMEŠTNAVATEL (7)
- PRACOVNÍ PŘÁVO (8)
- PROPUSTIT, DAT VÝPOVĚD (9)
- DOHODY (10)
- NEMOC (11)
- VYROVNÁNÍ (12)

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EMPLOYMENT LAW

A) "Employment" vocabulary.

Employment is a word denoting:

- (i) activity
- (ii) the contractual relation between an employer and employee.

In Czech: _____

Write down other nouns denoting persons which can be derived from the verb "employ" except "employee" and "employer": _____

B) The following text explains the difference between an employee and an agent or an independent contractor, translate the expressions in the brackets into English (the first letters of the English words are given):

The relationship of an employer and an employee (i.e. the employment relationship) exists when p. _____ (V souladu s) an express or implied agreement of the parties, one person, an employee u _____ (zaváže se, slyší) to perform services or to do work under the direction and control of another, the employer.

An employee is h _____ (najmut) only to work under the control of the employer, as contrasted with (a) an agent, who is to n _____ (vyjednávat) or make contracts with third persons o _____ (jmenem) and under the control of a principal, and with (b) an independent contractor, who is to p _____ (plnit, vykonávat) a contract independent of, or free from, control by the other party.

C) Social security system covers various kinds of financial support. Which types are made with the following letters?

- 1) C L B E
- 2) H S G E N T
- 3) S T U Y M T R I Y P
- 4) I N M S U O R
- 5) W D O W P A N ' S S P P T
- 6) D T H B E I
- 7) F U R P A M
- 8) C O U L A X B N F
- 9) D I B Y L I V A L W
- 10) S T T R S C A Y
- 11) R E N D Y P E N
- 12) U N L O E T C M N T N E F

Phrases for a cover letter.

Match the beginnings of the phrases with their correct endings.

1. I am submitting this letter	A. will bring a very significant contribution to the Center.
2. I am familiar	B. an expression of my interest in the position of Director of Nursing Services.
3. I do believe that my practical experience	C. to express my interest in the position of ...
4. I would very much appreciate	D. is enclosed for your review. . .
5. As you may see from my enclosed resume,	E. match perfectly with your requirements
6. I would like to point out that	F. the opportunity to discuss my potential contributions to your company with you.
7. Please accept this letter as	G. in order to be an asset to your organization.
8. I look forward	H. to hearing back from you
9. A copy of my resume	I. with the important role your Center plays within the community.
10. I believe that my skill-sets	J. I graduated from the renowned ... College
11. I possess the right combination of nursing skills	K. my experience and accomplishments match this position's requirements.

Cover Letter

Go through the letter and fill in the missing information. There are also some mistakes in the letter, find them.

XYZ Company
87 Delaware Road
Hatfield, CA 08065
(909) 555-5555
(george.gilhooley@email.com)

Date???

Salutation (I know the name, I do not know the name)???

I'm writing to apply for the programmer position advertised in the *Times Union*. As requested, I'm enclosing a completed job application, my certification, my resume and three references.

The opportunity presented in this listing is very interesting, and I believe that my strong technical experiences and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include:

- I have successfully designed, developed, and supported live use applications
- I strive for continued excellence
- I provide exceptional contributions to customer service for all customers

With a BS degree in Computer Programming, I have a full understanding of the full life cycle of a software development project. I also have experiences in learning and excelling at new technologies as needed. So, see my resume for additional informations on my experiences.

Thank you for your time and consideration. I look forward to speak with you about this employment opportunity.

Closing (I know the name, I do not know the name)???
FirstName LastName

Vaším úkolem je napsat motivační dopis (cover letter) na základě inzerátu, který jste dostali v hodině, příp. jej naleznete v Osnově:

<https://is.muni.cz/auth/el/1422/podzim2012/CM308Z/um/17685234/sbil.qwarp?prejit=2778239>

Motivační dopis poté vložíte do aplikace peer review (dostanete email s podrobným návodem, jak práci vložit). Termín odevzdání práce je 20.11. 2012.

Program peer review poté práce zamíchá a každý dostanete dvě práce vašich kolegů. K těm napíšete komentář v angličtině, každý 70 – 120 slov:

- structure
- content
- style
- overall impression: jak na vás dopis působil, co se vám na dopisu líbilo, co by bylo vhodné vylepšit, zda byste tohoto zájemce pozvali na pohovor, ...

Ohodnocené práce vložíte do programu (ve stejném pořadí, v jakém jste práce stáhli). Termín pro opravu a vložení ohodnocených prací je 26.11. 2012. Program vám poté vrátí vaše práce ohodnocené vašimi kolegy. Z mé strany pak obdržíte obecnou zpětnou vazbu, ale k dispozici budu rovněž pro případné konkrétní konzultace.

Shrnutí termínů: do 20.11. - vložit cover letter
do 26.11. - opravit a vložit opravené dva cover letters

Legal Assistant – PROCTER & GAMBLE

Procter & Gamble is looking for a legal assistant to work within the legal department for approximately 3 days per week.

Duties and responsibilities for the Czech Republic and Slovakia:

- assisting with:
 - advice, support and consultancy in legal matters (commercial law, marketing law, labour law, competition law)
 - preparation and revision of the contracts
 - participation in negotiation meetings with customers
 - preparation of internal procedures and policies
- following changes in legislation (regarding chemicals/medical devices/cosmetics)
- preparing legal analysis of relevant cases

Our requirements:

- undergraduate or graduate of Law (experience a plus, but not necessary, suitable for law students and fresh graduates)
- good command of English (written & spoken)
- fluent Czech or Slovak
- good communication skills
- analytical skills
- teamwork, innovation, drive

Our offer:

- contract for approximately 3 days per week in our new Brno Office
- professional multinational working environment
- competitive remuneration and benefit package
- personal and professional growth and development
- possible starting date: January 1st 2013 or based on agreement

We are looking forward to receiving your CV in English incl. covering letter.

Contact:

Štěpánka Bilová

bilova@law.muni.cz