



Listening – Coherence and Transition

Task 2 – The following paragraphs have been taken from a presentation. Put them into logical order.

1: 2: 3: 4: 5: 6: 7: 8: 9: 10: 11:

- A. _____ For instance, in agriculture they worked just under seventy hours at the beginning of the twentieth century, compared to sixty hours in industry. What is interesting is that at the end of the nineteenth century the highest paid workers worked substantially fewer hours than the lowest paid, a situation that was gradually redressed* over most of the twentieth century and has now almost completely been reversed.*
- B. _____ we'll be looking at some startling* predictions, some made in the 1930s and others more recently.
- C. _____ the situation for industry. In 1900, people were working an average sixty-hour week, which fell quite rapidly down to fifty by about 1920. It then went down steadily, but not quite so rapidly, to forty-five hours over the next twenty years.
- D. _____ Good morning, ladies and gentlemen, if I may have your attention, please? Thank you very much for coming along today. My name's Nathan Morse and I'm going to be outlining some research we've been doing at the University of Arkansas on the working week in twentieth-century America.
- E. _____ to summarize, the idea that we will have more and more leisure time seems to be in total contradiction* to today's working hours. In fact, more and more skilled workers and professionals are finding ways to keep themselves at work rather than at home.
- F. _____ The Second World War meant that industry was working overtime, so there was a sharp rise in the number of working hours during the war years, reaching a peak of about fifty-five hours in 1943, before dropping rapidly back to forty-five in 1947. Between 1947 and 1970 there was a gradual decline toward a forty-hour week.
- G. _____ I'm going to show you how the general trend has not always been to work less and less.
- H. _____ let's look at how many hours people were working last century. Data on the annual average workweek tends to vary* enormously, one reason being that it depends on whether we are talking about agriculture or industry.
- I. _____ thank you very much for your attention, and if you have any questions perhaps you'd like to ask them over coffee. Thank you.
- J. _____ If we turn to studies made in the 1930s, it's interesting to note, as you can see in this slide, that they forecast* that the trend in the shorter working week would continue far beyond forty hours. This has not happened in the US, though in some European countries they were pushing for thirty-five hours at the end of the last century. Instead, in the US the total number of working hours has been going up since 1970 by an average of 163 hours per year. If the present trend continues, the average white collar American will be working over sixty hours per week by the year 2020.
- K. _____ I'll be looking at the situation at the beginning of the last century.



Task 3 – Listen to the presentation and check your answers. As you listen, add the **transition words** (e.g. next, secondly, after that) that have been left out of the script. Not all the blanks need to be filled. What would be a suitable title for this presentation? Does it have a coherent structure?

Sources consulted: Wallwork, Adrian, *International Express Upper-intermediate Student's Book*, Oxford University Press, 2001, p.132, tape script 6.3.

Task 4 – Write a summary of the presentation above consisting of approximately 70 words.

Task 5 - Look at the template of the European CV and following the instructions write your own.

Europass Curriculum Vitae

Personal information

First name/Surname
Address
Telephone
Fax
Email
Nationality
Date of birth
Gender

Desired employment/Occupational field

Work experience

Dates
Occupation or position held
Main activities and responsibilities
Name and address of employer
Type of business or sector

Education and training

Dates
Title of qualification awarded
Principal subjects/occupational skills covered
Name and type of organisation providing education and training
Level in national or international classification

Personal skills and competences

Mother tongue(s)
Other language(s)
Self-assessment
European level (Common European Framework of Reference for Languages)

Language	Understanding	Speaking	Writing
Language	Listening Reading	Spoken interaction Spoken production	

Social skills and competences

Organisational skills and competences

Technical skills and competences

Computer skills and competences



Artistic skills and competences

Other skills and competences

Driving licence

Additional information (Include here any other information that may be relevant, for example contact persons, references etc. Remove heading if not relevant)

Annexes (List any items attached).

Task 6 – Using the model, write your own cover letter.

Template for a Job-search Cover Letter

Your name

Your address

Your city, state, postal code

Your phone number

Your email

Date

Name (Mr./Ms. first name, last name of person you are writing to)

Title

Organization

Address

City, state, postal code

Opening salutation: Dear Mr./Ms. Last Name,

Opening paragraph: State why you are writing; how you learned of the organization or position; and basic information about yourself.

Second paragraph: Explain why you are interested in the employer or type of work the employer does (simply stating that you are interested does not tell why and can sound like a form letter). Demonstrate that you know enough about the employer or position to relate your background to the employer or position. Mention specific qualifications which make you a good fit for the employer's needs. This is an opportunity to explain in more detail relevant items in your resume. Refer to the fact that your resume is enclosed. Mention other enclosures if such are required for the position.

Third paragraph: Indicate that you would like the opportunity to interview for a position or to talk with the employer to learn more about their opportunities or hiring plans. State what you will do to follow up, such as telephoning the employer within two weeks. If you will be in the employer's location and could offer to schedule a visit, indicate when. State that you would be glad to provide the employer with any additional information needed. Thank the employer for her/his consideration.

Closing salutation: Sincerely,

Your hand-written signature

Your full name typed

Enclosure(s) referring to resume, references, etc.



Sample Body of Cover Letter for an Arts Position

Dear Mr./Ms. Last Name,

(Opening paragraph) The description you posted for a studio assistant parallels my interests and qualifications perfectly. With my background in art and psychology, I am confident that I would make a very successful and creative studio assistant.

(Second paragraph) Having worked for the non-profit organization County Arts, I have been exposed to a number of aspects of the art world. My experience as artist assistant at the Museum of Art demonstrates my capability of working with others through the creative process of production while meeting the challenges presented to me. Also, my education in psychology has allowed me to learn the nuances of people and has provided me with good investigative and analytical skills that will suit your needs for customer assistance.

(Third paragraph) I would appreciate the opportunity to make a substantial contribution by exploring the business of applied art through your design firm. I welcome the opportunity to meet with you to further discuss my candidacy and will call next week to see if we might arrange a time to speak. Thank you for your time and consideration.

Sincerely,

Adapted from <http://www.career.vt.edu/JOBSEARC/coversamples.htm> and <http://jobsearch.about.com/od/coverlettersamples/a/coverart.htm>

Task 7 – Application Letter – Correcting mistakes

Look at the job application letter. In each paragraph, there are three grammar mistakes and two spelling mistakes. Circle the mistakes and correct them.

Via Garibaldi
18 – 10122 Turin
Italy

Sarah Becket
Personnel Department
International Data Ltd
89 Bridge Road
London, SE1 5BG

16 August 2011

Dear Ms Becket

In reply of your advertisement who were in today's edition of *The Times*, I am writing to apply for the position of Customer Services Manager in your company.

I graduate from Milan University in 1998, and I has four years' experience of working in customer services in company in Italy and great Britain.

I am currently working in the Customer Services department of a large IT company in Turin. I am responsible of the day-to-day running of the department and I manage a team of three staff. Last year I have implemented a new systeme for deal with customer complaints which has been extremely successful.



I would like develop my professional skills and take on more managerial responsibilities. I am also interesting in working in London because it will give me the opportunity for improve my English.

I inclose a copy of my cv for you reference. I would be happy to coming for an interview at any time but I would need a week's notice to made any necessary travel arrangements.

Yours sincerely

Marco Brucato

From In Company Resource Materials, Macmillan Publishers Limited 2003

Task 8 – Cover Letter

Write a cover letter using the prompts given.

Dear Ms Mann,

1. I/write/in response/your advertisement/an online English teacher/appeared on the Monster.com/20 November 2007.
2. I/be/23 years old/graduate of the English Department/the University of Ottawa.
3. At present/be employed/teacher of English/english4you.com/largest internet language school in Europe.
4. Current position/be responsible/writing and recording new lessons and exercises/posted online to subscribers/every week.
5. I/be/creative/intelligent/worker/enjoy the challenge of team work.
6. I/have/particular experience/working with children and non-English speakers.
7. I/be able/attend an interview/your convenience/can start work/immediately.
8. Find/attach/a copy of Curriculum Vitae.
9. I/look forward/hear/you.

Yours sincerely, Helen Smith

From Obchodní korespondence v angličtině, Computer Press, 4/2008

Task 9 – Job Interview

Imagine that a friend of yours is about to attend his or her job interview. Note down some advice you would give: e.g. "do your homework" or find out about the company, prepare some questions to ask about the company and what the job entails

Now rehearse a job interview with your partner and make notes. Remember that some interviewers give candidates a hard time by asking them difficult questions – like the 13 questions below. Can you think of three more questions you might be asked at an interview? Add them to the list.

1. Tell me about yourself.
2. What do you think are your strengths and weaknesses?
3. We have a lot of applicants for this job, why should we appoint you?
4. Which is more important to you: status or money?
5. How long do you think you'd stay with us if you were appointed?
6. Why do you want to leave your present job?



7. What would you like to be doing ten years from now?
8. What are you most proud of having done recently?
9. What is your worst fault and what is your best quality?
10. Don't you think you're a little young/old for this job?
11. What are your long-range goals?
12. What excites you about the job you're doing now?
13. How would you rate your present boss?
- 14.
- 15.
- 16.

From New International Business English, CUP, 1996

Grammar – Present and Past

Task 10 – Use the correct tense (present, past) and form (simple, progressive) for the verbs in the following sentences. Make any other necessary changes.

- 1 I just (finish) a degree course.
- 2 I (write) in response to your advertisement.
- 3 When you (graduate) from university?
- 4 I (be) with the company since 2000.
- 5 I was offered the job when I (study) marketing in Prague.
- 6 How many jobs you (have) so far?
- 7 I (look) forward to hearing from you.
- 8 I (learn) of the company through online research.
- 9 At the moment I (work) as an assistant manager in a small company.
- 10 I always (be) interested in finance

Task 11 – Correct the mistake in each of the following sentences.

- 1 I enjoy to work in team.
- 2 I am responsible of a small team of three people.
- 3 She works like a school teacher.
- 4 Thank you for your considering my application.
- 5 I am on this position for five years.
- 6 I am replying on your advertisement of 13 September.
- 7 He has very few work experience.
- 8 I am able come for an interview any time next week.
- 9 I have good knowledge of French.
- 10 I am interesting in the position of Financial Consultant.
- 11 I have done the course a year ago.
- 12 Why did you stop to work for him?
- 13 Were you interviewed yet?

Vocabulary

- | | |
|-------------------------------------------|-----------------------------------------------|
| 1. to sacrifice | obětovat |
| 2. *to seek | hledat |
| 3. *ratio | poměr |
| 4. *to be made redundant (to be laid off) | být propuštěn (nadbytečný pro zaměstnavatele) |
| 5. *redundant | nadbytečný |
| 6. *to benefit | mít výhody, profitovat |



7. *caring	starající se o, mající zájem o
8. *interpersonal	mezilidský, interpersonální
9. *punctual	dochvilný
10. *diligent	pilný, pracovitý
11. *conscientious	svědomitý, pečlivý
12. to redress (correct)	napravit
13. *to reverse	obrátit
14. *startling (surprising)	překvapivý
15. *to vary (to differ)	lišit se
16. *to forecast (predict)	předvídat
17. *obvious	zřejmý, pochopitelný
18. recipient	příjemce
19. *to reconsider	znovu uvážit, znovu si promyslet
20. *grammar/secondary school	gymnázium/střední škola
21. *exceptional	výjimečný, neobyčejný, mimořádný
22. *trivial	všední, obyčejný, každodenní
23. *volunteer, voluntary	dobrovolník, dobrovolný
24. *trade fair	veletrh
25. *casual/seasonal work	příležitostná / sezónní práce
26. *full-time/part-time work	práce na plný / částečný úvazek
27. *permanent work / exhibition	práce na plný úvazek / stálá výstava
28. curator	ředitel, kurátor, správce
29. *irrelevant	bezvýznamný, irrelevantní, nepatřící k věci
30. deputy	zástupce
31. bold	výrazný, tučný (polygr.)
32. *to stand out	být viděn, vystupovat
33. *achievement	dokončení, splnění, výkon
34. fluent English	plynulá, dokonalá angličtina
35. conversational English	hovorová angličtina
36. *prominent	přední, vedoucí, prominentní
37. *impressive	působivý, impozantní, imponující
38. *resume (CV)	životopis
39. *temporary	přechodný, dočasný

Word bank

1. to have a well-paid/badly-paid job	mít dobře/špatně placenou práci
2. to earn a good salary	mít dobrý plat
3. to have good qualifications	mít dobrou kvalifikaci
4. to get paid	dostat zaplacen
5. to have a chance of promotion	mít šanci na povýšení
6. to be promoted	být povýšen
7. working hours/working time	pracovní doba
8. work long hours	mít dlouhou pracovní dobu/dlouho pracovat
9. nine-to-five job	zaměstnání v kanceláři (s tradiční pracovní dobou od 9 do 5, i když tomu tak nemusí být)
10. to do a career	dělat kariéru
11. flexible working hours	pohyblivá pracovní doba
12. to commute to work	dojíždět do práce
13. commuter	dojíždějící
14. fringe benefits	zaměstnanecké výhody
15. perks	zaměstnanecké výhody (hovorově)
16. job seeker	člověk, který hledá zaměstnání
17. job applicant	uchazeč o zaměstnání
18. to apply for a job	ucházet se o zaměstnání
19. to hand in a notice	dát výpověď
20. redundancy payment	odstupné
21. to be fired/sacked	dostat vyhazov z práce