

Домашнее задание для групп 1 -го курса - № 101, 102, 103, 104

за 28-29 марта 2025

Дисциплина: иностранный язык (английский)

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Задание 1. Прочитайте и переведите текст. Выпишите рекомендации к оформлению резюме.

Where to find a good job?

Finding the job is the most important part, and we will all come to face this fact eventually. A few things to help you find a job is this: Go through the local newspapers, go through all of the adds, circle the ones that interest you and then fax in your resume, or give them a call as soon as possible. Do not delay this, for if you do, you may miss out on the chance of a lifetime. A few places to find a job are on the Internet, also known as the world wide web. Go on the world wide web and type in jobs in any major search engine, or the specific job that you are looking for, and you will come up with many results.

Remember to try and choose a job that you will enjoy. If you enjoy the area of work that you work in, you will actually never work a day in your life.

When looking for a job, make sure that you are confident. If you show that you can do the job, you most likely will. Do not limit yourself to only one field of jobs, but try out for many jobs, and fill out as many applications as you can. Again, do not limit yourself.

When you are applying for a job in the paper, or the sign in the window, there are a few simple guidelines to remember.

Keep your resume short and neat [четкий, ясный, точный], a one page resume is more than enough. If they look too long and gaudy [цветистый, витиеватый] looking, the employers will not give it their full attention. Again, be confident, be confident that you can and will do the job. List as many references that you have, attach them as well to your resume.

Задание 2. Найдите соответствующие английские вопросы и постарайтесь дать ответ.

How to apply for a job

Before applying for a job it might be a good idea to think about some points. The perfect job application very much depends on where you want to apply. Take a few minutes and try to answer the following questions.

- A) Remember: the recipient of your application does not know anything about you except what you tell them. Try to present yourself as completely yet as concisely [кратко, сжато, лаконично] as necessary.
- B) What do you expect of your future job? (Responsibilities, salary, team work, ...)
- C) Where do you want to apply?
- D) Medium of application: Will you send your application via regular mail or via Email?
- E) Does the firm or the job posting give the impression that it answers your expectations?
- F) What do you know about your potential future workplace?
- G) Medium of application: Will you send your application via regular mail or via Email?

Н) Are you answering a job posting [объявления о работе] or are you writing a prospective letter?

	1. Где бы вы хотели работать?
	2. Что вы знаете о потенциальном месте работы?
3	3. Вы отвечали на объявление, либо направляли письмо самостоятельно?
4.	4. Что вы ожидаете от данной работы? (обязанности, заработная плата, коллектив)
5.	5. Отвечает ли эта компания (должность) вашим ожиданиям?
6.	6. Назовите сильные и слабые стороны вашего характера!
7	7. Запомните: человек, который будет читать ваше письмо, узнает о вас только то, что вы упомянули в резюме. Постарайтесь более подробно и, в тоже время, кратко охарактеризовать себя.
8.	8. Вы отправили свое письмо почтой или через email?

Примечание: готовые Д/З можно отправить в электронном виде на эл.почту преподавателю kin9.vik@mail.ru Или выполнить в тетрадях разборчивым почерком и прислать фото. (можно отправить через вашего куратора)