

5. Shops all over the country are making huge reductions on just about everything.
6. I came into a lot of money recently at when my uncle died.
7. I always seem to be run up a huge overdraft at the bank.
8. Look at this cheque that came in the post this morning from the Inland Revenue.
9. Of course, the potential global market for them is enormous.
10. Fortunately I receive an unemployment benefit.

### **Individual Assignment:**

Speak on your views on solution of the economic crisis in different countries.

## **UNIT 3. MY CAREER. APPLYING FOR A JOB**

**Accept challenges that force you to try something new**

**Exercise 1. Discuss these questions.**

1. Is any job better than no job at all?
2. How ambitious are you?
3. Do you have a career plan?
4. Where do you want to be in 10 years' time?
5. Which of the following would you prefer to do?
  - a) work for one company during your career?
  - b) work for several different companies?
  - c) work for yourself?

**Exercise 2. Which of the following areas do you work in?**

- |                                 |                |
|---------------------------------|----------------|
| 1. Sales and marketing          | 5. Production  |
| 2. Finance                      | 6. Advertising |
| 3. Management                   | 7. Other       |
| 4. Administration and personnel |                |

**Exercise 3. What is important for you in choosing a job? Choose ten that you think are important, then put them in order from the most important for you (write 1) to the least important (write 10). Explain your choice. Compare your choices with other students. Are they different?**

The pay is good...

The work is interesting...

The work is helpful to society...

The hours are flexible...

The boss is nice. ....

The people I work with are friendly...

There are opportunities for a better job in the future...

The job is near my home ...

The job gives opportunity to travel...

The job gives opportunity to make decisions...

The benefits (company car, cheap meals, etc.)

The job gives chances for promotion...

Other reasons.....

**Exercise 4. Read the text and answer the questions.**

**Business Career**

Tom Brown was born on October 25, 1974. In 1979, he went to school and finished it in 1991. Then he entered the University. Tom graduated from the University and got his first job with Shell. He joined the company in 1995, just after leaving the university. He worked as a sales manager for 2 years, and then from 1998 to 2000 he worked in the Marketing Department. He really enjoyed the job. Nevertheless, he wanted something different. So, Tom left to work for B1CC, the chemical company. They took him into the Research and Development Department. In 2003, they sent him abroad. He lived there for 3 years. In 2006 Tom came back, hi 2007 he was promoted to head of the department.

In 2002, Tom got married. His wife is a teacher. She teaches English. They have two children. His son was born in 2004. His daughter was born in 2007.

Now he is going to start up his own business. He found an investor and a partner. They are planning **to launch** their project next year.

1. When was Tom Brown born?
2. When did he go to school?
3. When did he finish school?
4. What did he do after finishing school?
5. What did he do after graduating from the University?
6. What department did he work in from 1998 to 2000?
7. Why did he decide to change his job?
8. What company did he join?
9. What department did they take him into?
10. When did Tom get married?
11. When were his children born?

12. Where did he go in 2003?
13. What position was he promoted to in 2007?
14. What are his plans for the future?

**Exercise 5. Match the words to their definitions.**

1. employment ( )	a) a fixed monthly payment which employees get
2. to promote ( )	b) the long-term plan for your professional life
3. employer ( )	c) a person who applies for a job
4. salary ( )	d) work, job
5. career ( )	e) a person who is employed by another person for a salary
6. Applicant ( )	f) to give work to someone
7. employee ( )	g) money paid (per hour or day or week) to manual workers
8. to employ ( )	h) to raise to a higher position, a more important job
9. wage ( )	i) a person that you work for

**Exercise 6. Below are some suffixes and a prefix that can be used with the stem employ to form new words.**

Write the correct suffix or prefix in each blank (some of them may be used twice)  
er, - ee, - ment, - ed, un.

- 1 A person who has no job is....
- 2 A serious problem when people have no jobs is .....
- 3The company...2,000 workers
- 4 8,000.....work for the company.
- 5 If people look for jobs they may apply to an ...agency
- 6.The person or company who employs you is an .....

**Exercise7. Complete these sentence with did, was or were.**

1. Where.....you born?
2. When ...you go to school?
3. What subjects...you study at school?

4. When ..your son born?
5. What company.....you join last year?
- 6... they at the meeting yesterday?
7. Jane....on a business trip two days ago.
8. Where.....they study management?

**Exercise 8. Read the text about Tim Waterston and then complete the time line.**

Tim Waterston was born in England in 1939. He studied at Cambridge University. When he finished his studies he was not sure what to do, but he did not want to stay in England. So, he joined a small company of tea traders in India and he worked there from 1962 to 1964. It was his first job and he was very happy there. He came back to England and the following year he started a new job in the Marketing Department of Allied Lyons. Some years later, he changed the company and joined WH Smith, a chain of booksellers. He was responsible for their American division. In 1982, he started his own company, Waterston & Co. He opened bookshops all over the United Kingdom. They were very successful and the company expanded quickly. In 1989 he decided to sell his company. WH Smith paid £ 42 million for it.

<b>Date</b>	<b>Event</b>
.....	was born
.....	worked for a company of tea traders in India
1965	.....
.....	moved to WH Smith
.....	started his own company
1989	.....

**Exercise 9. Read an interview about Tim Waterston's career. There are 7 mistakes. What are they? Make sentences like this:**

*Ex.: He did not join Shell. He joined Allied Lyons.*

**Interviewer:** Can you tell me anything about Tim Waterston?

**Interviewee:** Well, he was born in 1949. He studied at Cambridge University. Then in 1962, he decided to go abroad and joined a small company of tea traders in India. I think he stayed in India for 4 years.

**Interviewer:** And did he come back to the UK after that?

**Interviewee:** Yes. He joined Allied Lyons and worked in their Sales Department, but some years later he changed the company and joined WH Smith the big booksellers.

**Interviewer:** What was his job there?

**Interviewee:** He was responsible for their European division. Then, in 1984 he started his own company, Waterston & Co. He opened bookshops all over Europe. They were very successful.

**Interviewer:** So, when did he decide to sell his company?

**Interviewee:** In 1989. WH Smith paid £ 24 million for it. It was a very good price in those days.

**Exercise 10. When you apply for a job vacancy, you have to present your curriculum vitae (CV) or resume as it is called in the USA.**

There are no fixed rules for the presentation of a CV. Here is one of the variants. Study it and do the assignment below it.

### **CURRICULUM VITAE**

**Name:** Ronald Baker  
**Date of birth:** 22 October 1982  
**Present Address:** 56 Cranmore Road, Shepton, Somerset, Ba5 3LR  
**E-mail Address:** ronald.baker@shepton.net  
**Telephone number:** Office: (032) 123 4567  
Home: (032) 987 6543  
**Marital Status:** Single  
**Education and qualifications:**  
2006-2007 University of Birmingham,  
High Street, Birmingham,  
Diploma in Business Administration  
1998-2001 Central Business College, Kent Road, London  
  
1987-1998 Bachelor's degree in Business and Commerce  
Secondary School,  
Shepton, Somerset, BA 5, General Certificate in Education

### **Work experience:**

**2008-present** Jones Ltd., 50 Bristol Road, Shepton, Somerset Regional Branch  
Manager In charge of marketing strategy, and developing new selling methods

**2001-2005** National Foods Importers Ltd., Strode House, Somerset

Junior Manager

Trained a team of sales staff

**Computer skills** I have working knowledge of Microsoft Office, Word and Excel,

PowerPoint

English (mother tongue), good knowledge of French and elementary knowledge of Spanish

**Other Skills & Interests:** While working I have attended evening courses for French and Spanish. I have also completed a special IT Course at Bath City College. My interests include swimming, guitar playing and reading.

Mr. Snyder, Assistant Director, National Food Importers Ltd., Strode House, Bath, Somerset (Tel: 01236 775 438)

Mr. Grey, Senior Lecturer, Central Business College, Kent Road, London W1a 4AA (Tel:0181 246 7916)

**Note:** List the information about your education and work experience in reverse order. The names, positions, addresses, phone numbers, fax numbers or e-mail addresses of two referees are often required.

**Exercise 11. Write down your CV.**

**Exercise 12. Read Jenny Potter's CV and write a paragraph about her life.**

<b>CURRICULUM VITAE</b>	
<b>Name</b>	Jenny Potter
<b>Address</b>	56 Greenwich Street, London
<b>Date of birth</b>	26 April 1982
<b>Marital status</b>	Married, 2 children
<b>Education</b>	BSc in Economics, London School of Business MSc in Economics
<b>Work experience</b>	1999 - 2005 Financial analyst, Hanson Consultants 2006 — present Chief economist, GBS Company
BSc - Bachelor of Science	
MSc - Master of Science	

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**Exercise 13. Choose the words in the box and complete the text using them in the correct tense-form.**

\_\_\_\_\_ to get, to start, to leave, to go, to be, to come, to sell, to join

Tom Farmer...(1) school when he .....(2) 15 and he..... (3) a job with a local tire firm. At 20 he...(4) Goodyear as a salesman. At 24 he (5) his own business. He..... (6) it 4 years later and.....(7) to the USA. But at 31 he.....(8) back to the UK to start a motor vehicle business called Kwik-Fit. The business now has almost 2,000 centers in the UK and Europe and a turnover of f 515 million pounds.

**Exercise 14. Make up questions for these answers.**

1 A: \_\_\_\_\_

B: I was born in Boston.

2 A: \_\_\_\_\_

B: I got married in 2005.

3 A: \_\_\_\_\_

B: I work for APEX Corporation.

4 A: \_\_\_\_\_

B: I started working for them 3 years ago.

5 A: \_\_\_\_\_

B: I joined the company 6 years ago. 6 A: \_\_\_\_\_

\_\_\_\_\_

B: I was an office manager.

7 A: 7 \_\_\_\_\_

\_\_\_\_\_

8A: \_\_\_\_\_

B: I left the company because I wanted something different

A: \_\_\_\_\_?

\_\_\_\_\_

9 A: \_\_\_\_\_?

\_\_\_\_\_

B: I worked in that department for 2 years

\_\_\_\_\_

10 A \_\_\_\_\_

B:I studied economics, management and marketing at collage

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Exercise 15. Listen to the text about Sam Taylor and do the assignments.**

**I. Find the right answer.**

- 1 Where does Sam Taylor live?  
a Boston b London c Liverpool d Bristol
- 2 Where did Sam live 5 years ago? .  
a Boston b London c Liverpool d Bristol
- 3 How old was Sam when he went to school?  
a 6 b 5 c 7 d 8
- 4 What didn't Sam study at the Higher School of Economics?  
a finance b engineering c economics d management
- 5 Why doesn't he work on Tuesdays and Thursdays?  
a Because he has no lessons these days b Because his wife works these days c Because he has a rest these days.

## II. Is the information true or fake?

- The company where Sam is working now produces cosmetics. T F
- Sam Taylor is single. T F
- He has three children. T F
- Sam was an engineer when he worked in London. T F
- Now Sam is a financial manager. T F
- He leaves the company at five o'clock. T F
- He often goes on business trips. T F
- On Sundays Sam's parents visit his family. T F

## III. Complete the following sentences.

- Sam gets up at ....  
a 6.30 b 7.30 c 6.45 d 6.15
- He has breakfast at ...  
a 6.15 b 7.15 c 6.45 d 7.00
- Sam starts his work at ....  
a 7.15 b 7.45 c 8.15 d 9.00
- Sam has lunch in ... a big restaurant b a café, c a snack bar d a cafeteria
- Sam likes his job because ....  
a it is interesting b children love him c he loves children d he lives near the company

## Exercise 16. Complete the text using the words from the box in the correct form.

an **Applicant**, CV, an interview, a vacancy, a reference, experience, to apply, to advertise

The APK Company has..... (1) In its Consultancy Department for

an economist. They... (2) in newspapers or on the Internet. This is a good opportunity for a young graduate with excellent academic background in economics... (3) must have 3-4 years\* ..... (4) as an economist. Some **Applicants** (5) for the job. The **Applicants** wrote their ..... (7) and sent them to the Personnel Department of APK Company. **Applicants** often have to give the names of two people who write.... (8) for them. The Personnel manager will select the **Applicants** who match the job and ask them to attend..... (9).

**Exercise 17. Listen to the text about Jack Wikman and find the right answer.**

1. What is Jack’s job?  
 He is a..... **a** a businessman **b** an engineer **c** an economist **d** a policeman

	Company	Position	Location	Age	Marital status	Children	House	Benefits	Holiday
									Duration
Franz Weber									
Mitsuo Ito									
Rosalba Piretti									
Barbara Ford									

2. When was he born?  
 He was born in **a** 1983 **b** 1985 **c** 1993 **d** 1973

3. How old was Jack when he went to school?  
 He was **a** 5 **b** 6 **c** 7 **d** 8

**4.** What did he do after finishing school?

a He entered a University, b He entered an Institute. ? c He entered a college, d He entered the High School

**5.** What diploma did he get?

a a diploma of an economist b a diploma of a businessman c a diploma of an engineer d a diploma of a policeman

**6.** What company did he join after graduating from college?

a a big automobile company b a small cosmetics company c a small company producing components d a big plastics company

**7.** What company is he working now?

a a big automobile company b a small cosmetics company c a small company producing components d a big plastics company

**8.** What is his wife's job?.

She is..... a a businesswoman b an economist d an accountant c a doctor

**9.** What is her line of business?

a insurance b fast food c cosmetics d finance

**10.** Where did they live 2 years ago?

a in a small flat b in a big flat c in a small house d in a big house

**Exercise 18. Listen and fill in the gaps.**

1975 .....

1977-1982 .....

1982 .....

1984.....

1985.....

1986.....

**Exercise 19. Listen to four executives. They are speaking about the way of and life. Fill in the table.**

**Exercise 20. Read the interview.**

**Applicant:** Good afternoon.

**Personnel Manager:** Come in. Good afternoon. Are you Mr Umarov? Thank you for coming. Please sit down.

**Applicant:** Thank you.

**Personnel Manager:** Can I introduce you to David Slater, our Marketing Manager?

**Marketing Manager:** How do you do?

**Applicant:** How do you do?

**Personnel Manager:** And I'm Sheila Brown, the Personnel Manager.

So, Mr. Umarov, did you find us easily?

**Applicant:** Yes, I did. . 'r

**Personnel Manager:** Well, here is your CV. Can I just check the information? Is that all right?

**Applicant:** Of course.

**Personnel Manager:** You were born in 1985, is that right?

**Applicant:** Yes, on 5th September to be exact.

**Personnel Manager:** You are married, aren't you?

**Applicant:** Yes, I am, and I have two children.

**Personnel Manager:** Uh, huh. You went to secondary school in 1992 and finished it in 2002, didn't you?

**Applicant:** Yes, I did.

**Personnel Manager:** Then you graduated from the University of Economics.

**Applicant:** Yes, that's right.

**Personnel Manager:** What faculty did you study at?

**Applicant:** At the Faculty of Foreign Economic Relations. First I got a Bachelor's degree and then I took a Master's degree course.

**Personnel Manager:** Good. You can speak English, Uzbek and Russian, can't you?

**Applicant:** Yes, I can.

**Personnel Manager:** Where did you learn English?

**Applicant:** I learned English at school and then took an internship course in England, and I was on business in the USA.

**Personnel Manager:** Now, I'd like to move on to your work experience. I see you have a lot of experience in marketing. What was your first job?

**Applicant:** I was a Personal Assistant to the Export Director at the Gibsons Company. I stayed there for two years and then I moved on to my present company, the APK Centre.

**Marketing Manager:** Why did you leave the company?

**Applicant:** Because I got an interesting offer. Mr. Johnson, the Marketing Director, offered me the job because I know Asian markets.

Marketing Manager: That's very interesting, Mr. Umarov. Um .... now ...er tell us a little bit about the work you're doing at present.

**Applicant:** We are doing consultancy work for companies operating in Asian markets. Er ... our customers come from all over the world.

I help to organize these visits. I set up meetings and presentations and deal with correspondence.

Marketing Manager: And what do you like about your job?

**Applicant:** I enjoy meeting customers and going on business trips.

Marketing Manager: I can see you are very happy there, Mr. Umarov. I wonder, why you'd like to join our company.

**Applicant:** Well um I know your company has a very good reputation. And I think that I can have more opportunities in your company.

Marketing Manager: Yes, aha, aha.

**Applicant:** Excuse me Can I ask you a question?

**Personnel Manager:** Certainly.

**Applicant:** I'd like to know if I get this job will I be able to um .... work abroad in one of your overseas branches?

**Personnel Manager:** Oh, yes, certainly.

**Applicant:** Oh good. Um ... that's what I'm interested in.

**Personnel Manager:** Now .... um ... is there anything else you'd like to ask us?

**Applicant:** Aha ... yes. Will I get a bonus?

**Personnel Manager:** Yes, you'll get a bonus, if you work well, of course.

**Applicant:** Oh, that's good, yes Do your employees have any benefits?

**Personnel Manager:** Yes, you will have a company car. Right, well So, thank you very much for coming. We'll contact you before the end of the week.

**Applicant:** Good. Well, thank you for seeing me.

**Personnel Manager:** Good-bye.

Marketing Manager: Good-bye.

**Answer the following questions.**

- Who is interviewing Mr. Umarov?
- When was Mr. Umarov born?
- Is he married?
- When did he finish school?
- What University did he graduate from?
- What faculty did he graduate from?
- What degrees does he have?
- What languages does he speak?
- Where did he learn English? ,

- What was Mr. Umarov’s first job?
- What position did he hold at the Gibsons Company?
- How long did he work there?
- Why did he leave the Gibsons Company?
- What company did he join after leaving the Gibsons Company?
- What is Mr. Umarov responsible for?
- What does he like about his job?
- Why does he want to leave the APK Centre?

**Exercise 21. Complete the sentences with the verb in the Present Continuous or Present Simple.**

- Oh no ! It.....(to rain). We can’t play tennis.
  - It always (to rain) in spring.
- Where is David? – He...(to shave).
  - He....(to shave) twice a day.
- What... you...(to do) now?
  - What.... you usually (do) in the evening?
- Where is the manager?- He (to have) talks.
  - Sometimes he (to have) talks every day.
- They....(to discuss) the terms of the contract now.
  - They.... (to discuss) the terms of the contract before they sign it.
- Can you see that man? He..... (to sell) newspapers.
  - He(to sell) newspapers there every day.
- Do you know this man? What language.....he .....(to speak)?
  - He (to speak) English, French and German.
- What specialist.....you...(to look for) now?
  - Every year we (to look for) talented and well-qualified people.

**Exercise 22. Say as in the model using the following prompts.**

**Model: He is good at paperwork.**

I	Am		checking details finding new partners finishing job in time working independently
You	Are		making friends

He She	Is	At	organising meetings
We They	Are		working with figures solving problems taking risks managing time analyzing the situation making money

**Exercise 23. Complete these sentences with the correct prepositions where necessary.**

My birthday is... April.

I'm going shopping... Sunday.

.....summer I always go to Chimgan.

My birthday is..... 12th May.

I always get up early....the morning.

I usually have lunch....one o'clock.

My friend always goes out with friends.....weekends.

I don't have talks the..... afternoon.

I am going on business....Monday morning.

I was born...1986.

He graduated...the University of Economics... last year.

Jack joined Phillips....2007.

They worked...Nike.... 1998 ..... 2006.

My friend is good..... mathematics.

I left.....the company because I wanted something new.

Exercise 24(a). Listen to the interview and fill in the missing information.

**Curriculum Vitae**

**Name:** Mary .....

**Address:** 2 Lansdowne Road, Liverpool.....

**Telephone no:** .....

**Date of birth:** 12th March .....

**Marital status:** ....., ..... children

**Education:** Secondary school, .....,  
.....at the.....University

**Work experience:** The Cosmetics.....Company,  
.....Manager, ..... years.

A computer company,  
Financial .....

**(b) Listen to the interview again and answer the following questions.**

Why did Mary Dillon leave the first job?

Why does she want to change her present job?

**Exercise 25 Think and say.**

Describe how you think work will change in 15, 30 and 45' year's time. What new jobs will there be ? What jobs disappear?

What will people's working conditions be like?

**Exercise 26. Ask your partner the questions, which are usually asked during Interviews.**

1. What is your present (current) job?
2. What did you learn from your last job?
3. What did you like about your last job?
4. What didn't you like about your last job?
5. Why did you leave your last job?
6. What are you good at?
7. Why do you think you will be good at this job?
8. Do you have any special skills?
9. What did you do that shows initiative?
10. What do you think of working as part of a group?
11. What do you want to do in the future?
12. What do you do in your free time?
13. What are your main interests?
14. What are your strengths?
15. What are your weaknesses?

**Exercise 27. Role-play 1. Study this job advertisement and the three CVs below. Which of the three people will you select for the job? Discuss your choices. Give your reasons. Decide who should fill the vacant position**

Regus pic is a multi-national organization and leading worldwide operator of business centers. We offer our clients a global network of fully equipped offices and meeting facilities. We are looking for Business Manager.

Profile desired:

- Aged 35-45.
- University Degree, an MBA or equivalent qualification.
- Minimum 5 years' experience.
- Fluent in spoken and written English, French and/or Germany.

The post will involve a lot of business trips.

### Regus

Applicant 1		Applicant 2	Applicant 3
Name	Jane Houseman	Robert Khan	Howard Jenkins
Age	30	42	52
Marital status	Single	Married	Married
Address	24 Newmarket Road, Norwich	35 High Street, Bristol	6 Cherry Street, London
Education and qualifications	Bachelor's degree in Business Studies. Has a good knowledge of computing	University degree in Business Administration	University degree in Engineering
Previous employment	Worked as a sales manager	Wide experience in different areas	Wide experience in different industries
Languages	English, German	English, French, Spanish	English, French, German, Spanish

### Exercise 28. Role-play 2.

Two students are members of the interviewing team. Think of some job vacancy. One student is the Managing Director and the other is the Personnel Manager. The rest students are applicants. The Managing Director and the Personnel Manager must interview the applicants, then discuss each applicant, and decide whom to select for

the vacant position.

## Language notes

### Past Simple

#### Positive

I You He She It We They	moved	To Ferghana in 2005
	Went	

#### Interrogative

Did	I You He She It We They	Move	To Ferghana in 2005?	Yes, I did No, I didn't
		Go		

#### Negative

I You He She It We They	did not	Move	To Ferghana in 2005
	<b>did not</b>	Go	

### Present Continuous

#### Positive and negative

I You He She	am	(not)	working	now
	is			