

МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ  
Київський національний університет будівництва і архітектури

## **ДІЛОВА ІНОЗЕМНА МОВА (АНГЛІЙСЬКА)**

Методичні рекомендації  
до вивчення освітньої компоненти  
для здобувачів першого (бакалаврського) рівня  
вищої освіти за всіма спеціальностями КНУБА

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Містять тексти автентичного походження, а також розроблену систему вправ і завдань, що відповідають темам змістовного модуля «Finding a job» робочої навчальної програми, освітньої компоненти «Ділова іноземна мова (англійська)».

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## **Загальні положення**

Метою дисципліни «Ділова англійська мова» є розвиток комунікативних мовленнєвих компетентностей в рамках ділового дискурсу для ефективного спілкування в професійному середовищі, через формування навичок практичного володіння англійською мовою в різних видах діяльності за тематикою, що зумовлена професійно-орієнтованими потребами.

Основні завдання курсу: теоретична та практична підготовка майбутніх фахівців шляхом вдосконалення і подальшого розвитку знань, умінь і навичок з ділової англійської мови (Business English). А саме:

- розвиток умінь щодо різних видів читання оригінальних текстів з основ

- бізнесу (вибіркове, ознайомлювальне, аналітичне);
- засвоєння базового термінологічного словникового запасу за бізнес тематикою;

- удосконалення навичок монологічного та діалогічного мовлення. Рівень навичок монологічного мовлення має забезпечувати можливість самостійно готувати повідомлення на певні теми, рівень навичок діалогічного мовлення – надавати можливості обговорювати ці теми;

- формування та розвиток навичок ділової комунікації;
- розвиток умінь адекватного перекладу інформації з питань функціонування бізнесу;

- розвиток навичок аудіювання. Розуміння висловлювань носіїв мови у межах професійно-орієнтованої тематики;

- вдосконалення знань.

# Unit1

## Benefits of Education

### Vocabulary

**1. Learn the meaning of these collocations and use them when discussing topic.**

Do / sit / take an exam	My exam was quite difficult, so I had to sit it a lot of. <b>Pay attention.</b> Pass an exam means to be successful in it.
Do / carry out / conduct / research (a research project)	We carry out research projects every semester.
Do / enroll on / take a course	I want to enroll on a course in commodity science.
Do / study for / take a degree (diploma)	I studied for a degree in marketing.
Get / obtain / award a degree (diploma)	She obtained a diploma in Marketing in 2020
Do / write essay (assignment)	We have to do essay at the end of the course
Do / give a lecture	Professor gave an interesting lecture on...
Get / receive a grade	His course paper received an A-grade.
Give / hand in an essay	You are to hand in your essays on Monday
Leave / withdraw from the course	If you wish to withdraw from the course, you have to inform the Dean Office
Send in / submit application	You have to submit an application before the end of May
To do homework	What homework do we have to do tonight
Keep notes	It is very important to keep notes of your lectures.

**2. Choose the correct collocation**

- 1) I'm happy to say that you have done / passed / sat your exam.
- 2) My friend decided to do / enroll / take on course in computer science.
- 3) I'd like you all to do / keep / hold a vocabulary notebook.
- 4) Several students decided to withdraw/ leave/ go from the course
- 5) We have a lot of homework to make / hand / do.

- 6) You have to write / hand / give in your essays on Friday
- 7) Professor narrated / read/ gave a lecture on Marketing Mix.

### **3. Read the text below. Match choices (A-H) to (1-8)**

#### **The pros and cons of higher education**

Many people enter higher education because they want to get into a good career after they complete their studies. Over the duration of their degree, they develop knowledge and skills and ultimately improve their future employment prospects. However, it is important to bear in mind that higher education might not be the right path for everyone and there are multiple factors to take into consideration when deciding if you should attend.

Here are some pros and cons when considering undertaking higher education.

#### **Pros**

##### **1. \_\_\_\_\_**

Studying at university is a great way to develop your knowledge in the field you aspire to become established in. Universities can also equip students with transferable skills including; research skills, time management skills and improve your ability in using computers. These skills can enhance your employability by enabling you to stand out from candidates who may have not gone to university or gained these skills. To enter into professions such as law, accounting or marketing, it is highly likely that you will need a degree to be considered for an entry level position and without a degree; it can be considerably harder and take longer to break into these professions.

##### **2. \_\_\_\_\_**

Everyone would like to earn as much money as possible and a degree can certainly increase your earning potential. Although your salary will vary depending on which degree you have and what profession you enter, it has been established that graduates will earn significantly more over the course of their lifetime than a person who has not gained a degree. Attaining a degree can also improve your chances of gaining promotion and may enable you to climb up the career ladder quicker.

##### **3. \_\_\_\_\_**

University is a great place to meet new people as they will be in the same boat as you and you will be sharing similar experiences. This means you will more than likely have some things in common with them and this can help you to build

rapport with your fellow students. You will be attending various lectures and seminars containing different students in them, and this will give you the opportunity to meet a variety of different people. Many students form strong friendships whilst at university and go on to become life-long friends.

**4. \_\_\_\_\_**

When you enter into higher education, you have taken a step towards improving your future prospects and this can motivate you to work towards your goals and aspirations. Many students decide to attend a university away from their home town and this will more than likely be their first time living away from their families. They will experience living on their own and will be obligated to pay for their accommodation and living expenses while managing their finances responsibly. If you decide to attend university away from home, you will experience life as an adult and gain a new level of independence and maturity.

**Cons**

**5. \_\_\_\_\_**

University is very expensive and finance is a big aspect to take into consideration. Tuition fees cost thousands per year and graduates leave with a considerable amount of debt. In addition, you will need money for accommodation (if you are attending a university away from your home town) and money for living expenses. Student loans and grants can be taken to help you pay for your studies but this may not cover all of your costs. Once you graduate and find a job where you are earning over the threshold to make repayments, you will slowly have to pay off your loan and this can hang over you for years. University is well and truly an investment in your future but it is not always guaranteed to pay off.

**6. \_\_\_\_\_**

You will be responsible for your own workload and must ensure you are fully committed to your programme. If you're full-time student, attending various lectures and seminars can be demanding and lecturers also encourage independent study so students are expected to dedicate a portion of the time in which they are not in lessons towards their studies. If you have taken a part-time job to gain some extra income, it can be difficult balancing university with your working life and this can be quite stressful to many students.

**7. \_\_\_\_\_**

While reading a degree, you will learn plenty of theory in the subject you are studying but you may not get the opportunity to gain any practical experience. After completing university, many graduates start applying to graduate roles only

to find out that they do not have the hands-on practical experience to be considered for positions. They may have to undertake unpaid work placements or internships to gain experience and this can be hard to commit to if they have taken up employment in another field and are no longer very flexible. After completing these placements, graduates may still not have the relevant experience an employer requires and this can leave them feeling like university may have been a waste of their time.

**8. \_\_\_\_\_**

Part way through your degree, you may decide that you have picked the wrong course and want to change. This could potentially mean waiting until the end of the academic year to change your degree and at this point, you will have already paid for a whole year's tuition and living expenses. You could also have a change of heart and come to the conclusion that university might not be the right for you and want to leave. Many students decide that they want to go down another route which does not require a university education and though they may be exceptions, the likes of Richard Branson and Philip Green have become highly successful in their fields without any higher education.

- A. You will gain independence
- B. You will have an intensive workload
- C. You may not gain any practical experience
- D. You may have a change of heart...
- E. Increase your earning potential
- F. Provides an opportunity to make new friends and connections
- G. It's expensive!
- H. You develop skills

**4. Circle the correct word**

- 1) I made a few mistakes in the exam and I'm not sure I passed/ took it.
- 2) It may be difficult to count/ measure how clever someone is.
- 3) My qualification / quality is an MA in business.
- 4) You can find a lot of books on subject/ lesson of business study in the library.
- 5) You have to read/ study hard if you want to do well at university.

**5. Read the text and for questions 1-5, choose the answer (A, B, C or D)**

**Higher Education system in Great Britain**

The UK has a global stature for excellence in higher education, attracting overseas students who make massive economic and cultural contribution to

the nation. UK higher education offers world-class teaching and research facilities. UK universities and colleges offer high-quality facilities – from libraries, computer and science laboratories to theatres, music and sports and also invest a huge amount of money on the same. Most UK higher education courses are taught by universities, but many are also taught at colleges, specialist institutions-arts and agricultural institutes and business schools.

In UK, higher education starts at the age of 18. Students who have already attained further education qualifications, such as A-levels, the International Baccalaureate, or an equivalent qualification or even a foundation course from the UK or another country are eligible to study at UK higher education institutions. UK universities and colleges offer a plethora of excellent courses, leading to qualifications that are honoured and acknowledged worldwide by employers and academics. UK offers many types of higher education qualifications.

### **Higher Education Qualifications**

*Higher education qualification include:*

- **Diplomas:** Two year diploma courses, i.e. Higher National Diploma or Diploma of Higher Education are offered by Higher Education institutions in the UK.
- **Bachelor degrees:** Three year bachelor degrees are offered leading to Bachelor of Science/Engineering or Bachelor of Arts or Bachelor of Education.
- **Foundation degrees:** Some colleges and universities run special foundation courses, commonly known as 'Year 0' programs, aimed at students who want to enter specific subject areas such as science and engineering, but do not hold the pertinent entry qualifications.
- **Post-graduate degrees:** This includes Master's degree. Master's degrees last from one year to four year. The MBA-Master of Business Administration is the world's most popular postgraduate degree, and the highest number of MBAs turns out from the UK. Another type of master's degree is the MRes- Master in Research which is designed to prepare students for doctoral research.
- **Doctoral degrees:** A doctorate is the highest qualification usually taking three to four years to finish. Intake for the doctoral degree is normally from those with a very good first degree or more commonly from those with a master's degree.

### **Higher Education Courses Structure**

Most higher education courses in the UK have a 'modular' structure, i.e. you can make a personalised course by choosing modules or units of study from different subject areas. Also, you can opt for more than one subject as part of your course.

You have the options such as “Joint” which means the two subjects are studied equally and “major/minor” which means the time spent is usually 75% and 25% respectively.

- **Study Modes**

- UK offers both full-time as well as part-time courses of study. Full-time undergraduate courses of study take and full-time postgraduate courses can be from one year upwards. Part-time courses usually require a longer period of time, thereby allowing you to work alongside your studies. The time span for part-time courses varies from one course to another.

- **Academic Year**

- In the UK, the standard academic year starts in September or October and runs until June or July. Often universities follow three term pattern in a year, beginning in September / October, January and May. There are some universities that follow the concept of two "semesters" a year, beginning in September / October and January. Majority of the courses begin in the autumn months in the UK universities.

## **UK as a Study Destination**

UK provides a lot of excellent courses that are recognized and valued worldwide. UK offers many qualifications that boost the student's career. The UK is known for its research and academics throughout the world. UK Undergraduate and postgraduate courses of study are for a shorter period, thereby, saving time and lowering down the tuition costs and living expenses of the students. UK is a multicultural society with a great mix of people from dissimilar backgrounds. Many universities and colleges in the UK provide international offices and advisors to make sure that students feel pleasant and comfortable.

1) What does UK higher education system offer?

A It offers world level teaching and ability to study comfortably

B It offers a brilliant career

C It offers a great opportunity in research work and high-level education

D It offers world level teaching and research facilities

2) What kind of qualifications higher education system does NOT offer?

A Master of business administration degree

B The International Baccalaureate

C The doctoral degree

D The Bachelor of Science Degree

3) What is a modular structure?

- A You can choose modules or units of study from different subject areas
  - B Your study takes three years to finish
  - C The standard academic year starts in September or October and runs until June or July
  - D UK offers both full-time as well as part-time courses of study
- 4) How can diplomas of UK universities impact the student's career?
- A Diplomas are popular all over the world
  - B Students can hold a high position
  - C Diplomas uplift the student's career
  - D Students can work alongside their studies
- 5) What do universities provide to make sure that students feel pleasant and comfortable?
- A They provide student councils
  - B They provide international highly qualified lecturers
  - C They provide comfortable dormitories
  - D They provide international offices and consultants

**5. Read the text below about efficient ways to study, and answer if the statements 1-8 are true or false according to the text**

**The best tips to study**

If you don't do so well on your last exam, it might be time to get those running shoes out. Far from suggesting you ran away from your problem, experts have put forward a number of study techniques for those who think they've tried everything. For instance, twenty minutes of exercises before an exam is said to improve your brain's performance. This offers the ideal opportunity to get your body and marks into shape.

Another popular study tip is to read out loud instead of reading your study material to yourself. Apparently, you are fifty per cent more likely to remember what you have read, because your mind will store both what it has seen and what it has heard. It might be wise to try this one out at home though. You don't want strangers to think that pressure has become too much and you've lost it.

Studying notes on a computer, laptop or tablet has become increasingly popular in recent years, but there are some guidelines to help you get the most out of this type of studying. All documents should be changed to a font which is easy to read on screen, like Arial, Verdana or Calibri. Also, don't forget to download an application to block Internet usage for certain period of time, or at least block

some sites, especially social networking sites that will interrupt you with notifications every few minutes.

In the past, the peace and quiet of your bedroom was the ideal study environment. Well, times have changed. An important components of modern study methods is the soundtrack that will accompany your material. Find a music type that elevates your mood without distracting you. Classical music has become popular with students because of the steady rhythm and lack of lyrics. However, not all pieces of classical music are suitable for studying. Dreamy classical music such as Chopin, while peaceful, might encourage daydreaming rather than concentration. Listening to Mozart, on the other hand, has been found by researches to be very beneficial for students. They found that Mozart's music boosts brain activity and improves memory, understanding and problem-solving.

Vary the place that you choose to study as well.

The mind will associate each location with the material that was learned there, which will make it easier to recall when needed.

So, you think you've done a pretty good job revising the material you were given? Time to prove it, not only yourself, but also to family or friends. Find an audience that you are comfortable with and try to teach them what you have revised. Welcome any questions and make a note of them because they might just come up in the exam.

- 1) Physical activity helps your mind to work better.
- 2) If you read something aloud, you are more likely to remember it.
- 3) Using the Calibri font can make easier.
- 4) You should download a program which will permanently block certain sites.
- 5) Dreamy, peaceful music helps people study
- 6) Mozart's music has been found to encourage daydreaming.
- 7) It can sometimes help to change where you study.
- 8) The writer suggests testing material on friends by asking them questions.

## 6. Learn phrasal verbs and fill in the gaps

cross out	draw a line through sth written
look up	try to find information in a book, etc.
point out	tell sb important information
read out	Say sth out loud which you are reading

rip up	tear into pieces
rub out	remove with a rubber
turn over	turn sth so the other side is towards you
write down	write information on a piece of paper

### English exam

We had our English exam today. It was a disaster! We all sat there nervously, waiting for Mrs. Jennings to say we could start. Finally, she told us to turn our exam papers 1) \_\_\_\_\_. Then she read 2) \_\_\_\_\_ the instructions to make sure we all understood. We had to write three essays in two hours! We weren't allowed to look 3) \_\_\_\_\_ any words in the dictionary. And we had to write in pen. That mean we could not rub anything 4) \_\_\_\_\_ if we made a mistake. We had to cross it 5) \_\_\_\_\_ neatly or just rip 6) \_\_\_\_\_ the whole piece of paper and start again. So, I read through the three questions very carefully and thought about what I was going to write. I'd just written my name 7) \_\_\_\_\_ at the top of the piece of paper, and was about to start writing the first essay, when Mrs. Jennings pointed 8) \_\_\_\_\_ that there were five minutes left. Oh dear!

### 7. Learn prepositional phrases and fill in the gaps

- by heart
- for instance
- in conclusion
- in fact
- in favour (of)
- in general

- 1) I learnt these rules by \_\_\_\_\_ but I've forgotten them now.
- 2) Are you in \_\_\_\_\_ of teenagers leaving school at the age of sixteen?
- 3) I expected the exam would be difficult but, in \_\_\_\_\_ it was really easy.
- 4) Many people, for \_\_\_\_\_ my siblings, prefer to do something active rather than do homework.
- 5) In \_\_\_\_\_ , but the teachers at our college are really nice, but some are nicer than others!
- 6) It's a good idea to start the final paragraph of your essay with the phrase "In \_\_\_\_\_"

## Unit 2

### World of work

#### 1. Learn the meaning of these words and word combinations and use them when discussing topic

Ambition	Something that you want to achieve
Application	A formal request to do something or have something, for example a job
Earn	To receive money for work that you do
Income	Money that someone gets from working or from investing money
Salary	A fixed amount of money that you earn each month of year from your job
Profession	A job that you need special skills and qualifications to do
In charge of	Being the person who has control or is responsible for someone or something
On business	Doing something connected with your job
On/off duty	Engaged / not engaged in one's work
On time	At the scheduled time
In time	Before it's too late or earlier

#### 2. Choose the correct answer

- 1) His profession/ambition/business was to become a good manager.
- 2) He gets an annual earn/ salary/ ambition of 50000\$.
- 3) What is her annual income/ application/ business?
- 4) I sometimes fly in business class when I travelling by business/ on business/ with business, but not if it's just for holiday.
- 5) Do you always arrive on time/ in time/ at time for class.
- 6) What time are you off duty/ at duty/ in duty today.
- 7) She didn't get her dream job because she didn't submit the application in time/ on time / by time.
- 8) The teacher put me on charge/ in charge/ at charge of organizing the project

#### 3. Read the text and answer the question. Why do people prefer definite area of occupation?

## **World of occupations**

What is an occupation? An occupation is a specific category of work that has many similar jobs within it. To work in a particular occupation, you need certain training, skills and knowledge. Occupational information is helpful to students and adults:

- what you might like about working in this area;
- what day-to-day work might be like;
- the type of work that suits you;
- the training or education you'll need;
- future job trends, opportunities and demands;
- where to search for a specific job in related industries; and
- salaries and wages you will be likely to earn.

Look out for patterns and themes

See if you pick up any patterns or themes as you explore the occupations. You might find you are drawn to the same sorts of duties, conditions or personal requirements. Write these themes down as these provide clues and insight into your interests, values and skills and can help you build your career profile. Job trends, opportunities and demands peak and trough at various times depending on a range of external factors.

Job trends, opportunities and demands peak and trough at various times depending on a range of external factors. Information about these trends needs to be considered in combination with other factors such as where you live, your family commitments and your skills and your interests. Use trend information to gain a picture of the short-term opportunities available. If you choose to take advantage of this information, factor it into your plan as short term. Longer term work and study plans will require consideration of both personal and environmental factors like the economy and labour market trends.

### **3. Read the text and put the job requirements with the correct job**

#### **The best job in the world**

Which five activities can you do in Australia?

- get to know aboriginal culture
- look at dinosaur fossils
- learn how to cook traditional, local curries
- go skiing
- visit ancient Inuit monuments
- enjoy a firework display at New Year

- see lions and tigers in the wild
- go surfing

Once the organisation which promotes Australia, Tourism Australia, is advertising the best job in the world. But this year, they have six jobs going, all for six months, with a great salary and extra spending money. If you think one of these is your dream job, you have to make a 30-second video explaining why you are the best person for the role. But – be warned. Thousands of people will be competing for each post. The job of “outback adventurer” is for someone with a passion for outdoor life, and in the Northern Territory there are plenty of wide-open spaces. The job is for someone to find out the best adventures and jobs for young people on working holidays. You’d be getting close to wildlife, sleeping under the stars in a bush camp and flying over stunningly beautiful landscape in a hot air balloon. Your duties will include getting to know about aboriginal culture and eating traditional bushfoods, maybe including the famous witchetty grubs – insect larvae. Like the idea of 200 days of sunshine every year? Job number two is a park ranger in tropical Queensland. It’s a wonderful state with ancient rainforests, the world’s largest sand island and the awesome Great Barrier Reef. Here your duties would include protecting and promoting native plants and animals, spectacular waterfalls, dinosaur fossils, untouched beaches and indigenous culture. You’d get paid to patrol the beaches of Lizard Island and live a life most people can only dream about. Another island job is as ‘wildlife caretaker’ on Kangaroo Island in South Australia. If you love all kinds of animals, this is the job for you. The advert says you’ll be able to talk to wallabies (a kind of small kangaroo), play with dolphins, cuddle koalas and sunbathe with seals on the unspoilt beach at Seal Bay. You would get about the island on foot, by bicycle, kayak or boat, taking photos and leaving only footprints. There is one potential drawback, though. You’d need to be pretty brave since you might come face to face with great white sharks. Maybe you are not quite so keen on the great outdoors and your talents are more journalistic. If your fancy feature writing, photography and making videos, you can apply for the position of lifestyle photojournalist for Time Out in Melbourne. You would be required to photograph and write about the city’s coolest cafés and musical events. But you’d also cover tourist activities in the whole state of Victoria, including surfing on the Great Ocean Road, skiing at Mount Hotham or watching the little penguins at Phillip Island. Are you a foodie? Do you know about food, as well as love eating it? If the answer’s yes, you can apply for the role of ‘taste master’ in Western Australia. Your job would be to promote the best restaurants, pubs, wineries and breweries.

You'd also catch fresh seafood off the beautiful coast and learn all about making wine and beer. Finally, a fantastic job in Sydney. We've all seen those amazing firework displays in Sydney Harbour. Well, you could be one of the people making that happen next year. New South Wales is looking for a 'chief funster', who would be based in Sydney while travelling around the state and tweeting about the coolest things going on. This job would appeal to someone interested in everything: sports, the arts, entertainment, food. You'd also be involved in making the Sydney Festival, Mardi Gras and Vivid Festival as spectacular, and as fun, as possible.

a. take photographs and make films	b. help preserve and promote plants, animals, fossils and indigenous culture	c. work with some dangerous animals
d. work with the organisers of festivals	e. find the best places for "wining and dining"	f. learn how to make alcoholic drinks
g. work in a state with the world's biggest sand island	h. use social media to tell people about cool events	i. find adventures and employment for young people on working holidays
j. travel in a hot air balloon and be prepared to eat insects!	k. use different types of transport and leave only footprints	l. report on cafés, concerts and days out
<b>outback adventurer</b>	<b>park ranger</b>	<b>wildlife caretaker</b>
<b>lifestyle journalist</b>	<b>taste master</b>	<b>chief funster</b>

#### 4. Learn phrasal verbs and fill in the gaps

call off	cancel
go on	happen
put off	delay to a later time
set up	start (a business)
stay up	go to bed late
take away	remove
take over	take control of (a business)

- 1) A competitive company has \_\_\_\_over the place where we work and some our employees might lose their job.
- 2) The teacher came into the class when students were laughing and wanted to know what was \_\_\_\_\_on.
- 3) I'm not sure we could \_\_\_\_\_the meeting off until next Monday
- 4) This computer is out of order so I \_\_\_\_it away to fix it.
- 5) We had a lot of work, so our director decided to \_\_\_\_off the meeting
- 6) I'm tired because I had to \_\_\_\_up last night to finish some work.
- 7) Mike is thinking of \_\_\_\_up his own company.

### 5. Learn prepositional phrases and match 1-6 to A-F to make sentences

- at the moment
- in charge (of)
- on business
- on strike
- on time
- on/off duty

1) I'm not sure we are looking for new workers at	A) business a lot of the time so he's never at home for long
2) The bus drivers are on	B) strike, so we might need to take a taxi to work
3) In his new job, he is away traveling on	C) duty for about 8 hours every night
4) I was quite nervous the first time I was in	D) charge of the whole project
5) She works as a doctor and she's on	E) the moment, but you could try again next month
6) My boss said that if I wasn't on	F) time for work more often I would get the sack

### Unit 3 Applying for a job.

#### Recruitment

**1. Learn the meaning of these words and word combinations and use them when discussing topic.**

Job market	Is the market where employers search for employees and employees search for jobs
Networking	The activity of using social events to meet people who might be useful for your business
Job lead	Is any information about job opening
Internship	A period of time during which someone works for a company in order to get experience of particular type of work
Occupation	The job or type of job that a person has
Apprentice	Someone who has agreed to work for a skilled person for a particular period of time in order to learn that person's skills

**2. Read the text and fill in the gaps with words and word combinations from the ex 1**

Currently, the \_\_\_ is weak which can make it difficult for young people to find a job. Therefore, it is wise for students to select an \_\_\_ that has many job opportunities and is in demand. Also, it is important that students begin \_\_\_ before graduating high school; it is never too early to build professional relationships and make key connections. Someone who you are networking with may give you a \_\_\_. If you are deciding to enter one of the trades, it would be wise to become an \_\_\_ for someone that has experience and can teach you the trade. Further, there are also many \_\_\_ available for those beginning a career and that need experience.

**3. Read the text and study the words in bold**

#### Essentials Employment Vocabulary

When you are officially accepted into a new job at a company, you are **hired** by the company. For example, "I was hired by an insurance company just two weeks after graduating from college".

When you are hired, you become an **employee** of the company. The company becomes your **employer**. The other employees in company are your **colleagues**

or **coworkers**. The person above you who **is responsible for** your work is your **boss** or **supervisor**.

You can work **full-time** (usually about 40 hours per week) or **part-time** (usually 15-25 hours per week). A small number of companies offer **flex-time**, meaning the employee can set his/her own **schedule**.

In some jobs, your **work shifts** – meaning the hours aren't the same every day; instead, you work a specific block of hours that the manager schedules. If you work **overtime**, it means you work **extra hours** in addition to your normal schedule.

We typically use the expressions **go to work** for arriving at work, and **get off work** for leaving work. For example, "I go to work at 8:30, and I get off work at 5". Your **commute** is how long it takes you to arrive at work by car or public transportation. For example, "I have a 20-minute commute." Some jobs allow you to **work remotely**- that means you can work from home or another place with an internet connection, and you communicate with you coworkers by phone, e-mail, and video conferencing.

As an employee of the company, you **earn a salary** – money you receive regularly for your work. Don't make the mistake of saying "win a salary"- the correct verb is "**earn**."

If you're good at your job, you might **get a pay raise** (or **a raise**) – an increase in your salary. You could also **get a promotion** – an increase in importance and authority. At the end of the year, some companies give their employees a **bonus**- extra money for work well done.

The opposite of "**hire**" is **fire (get the sack)**– when your company forces you to leave your job. For example, "Peter was fired because he never came to work on time." Usually if someone is fired, it's because they did something bad.

If an employee loses his or her job because of neutral reason, like the company reducing its size, then we say the employee was **laid off**. For example, "Donna was laid off when her company started having financial problems"

If you decide to leave your job, there three verbs you can use:

- I'm going **to quit my job**.
- I'm going **to leave my job**.
- I'm going **to resign**.

"Quit" is informal, "resign" is formal, and "leave" can be formal or informal.

When an old person decides you stop working, the verb for this is **retire**. In most countries, people retire around age 65. If you are older than that and you've stopped working, you can describe your current situation by saying, "I'm retired."

**4. Fill in the gaps with appropriate words and word combinations from the text**

- 1) My father \_\_\_\_ after 40 years' work in the company
  - a) get the sack
  - b) laid off
  - c) retired
- 2) Congratulations! You \_\_\_\_!
  - a) got a raise
  - b) got demoted
  - c) got a fired
- 3) The employee with the best results will \_\_\_\_.
  - a) get a bonus
  - b) earn money
  - c) be fired
- 4) A lot of employees \_\_\_\_ during the global financial crisis.
  - a) got promotions
  - b) were laid off
  - c) got bonus
- 5) After two months searching for a job, he has already \_\_\_\_ by the biggest company in our town.
  - a) been retired
  - b) hired
  - c) been hired
- 6) I \_\_\_\_ because I didn't like working such long hours
  - a) got a rise
  - b) quitted my job
  - c) got a promotion
- 7) I get along well with all of my \_\_\_\_.
  - a) employers
  - b) colleagues
  - c) retires
- 8) It is necessary to get approval from the \_\_\_\_ before signing the contract
  - a) coworkers
  - b) supervisor
  - c) employee
- 9) I'm \_\_\_\_ -employed; I do freelance web design.
  - a) auto

- b) owner
- c) self
- 10) He has 30-minute\_\_
- a) commute
- b) distance
- c) promotion

**5. Read the text and evaluate skills with the 5-point scale, where 1-not at all important; 2- not very important; 3- somewhat important; 4- very important; 5- extremely important. Compare your rate the importance of candidate skills to the employers rate the importance of candidate skills/ qualities**

### **Defining Your Skills or What Do Employers Want?**

Sometimes it is difficult to find the words to identify our skills. When we write a resume, for example, we try to recall a specific skill we possess and it takes time to put those skills on paper in the appropriate words.

The attached information can help you identify specific skill sets. You probably possess most of these skills but you just don't realize it. If you find that you are lacking any of these skills, take some time to refine the skills you do have, and work to develop the skills that you need. All of these skills will be useful to you throughout your life.

Candidate skills/ qualities that are important for employers

1. Ability to verbal communicate with people inside and outside the company
  2. Ability to work in a team structure
  3. Ability to make decisions and solve problems
  4. Ability to plan, organize and prioritize work
  5. Ability to obtain and process information
  6. Ability to analyze quantitative data
  7. Technical knowledge related to the job
  8. Proficiency with computer software programs
  9. Ability to create and/ or edit written reports
  10. Ability to sell to influence others
- Employers are looking to find someone who will help them grow their company, and increase over-all success of the organization.
  - Hiring is a time-intensive and costly endeavor for a company. Don't forget, they have a need they are trying to fill through the hiring process.

- Companies do not want to hire unless it is something they must do. It is taking the time out of their schedule to look through applications and conduct interviews.
- New employees must be trained and oriented to the company. This all takes time and money before employees can start giving back to the company.
- All of this is done because companies believe that you will help them become more profitable.
- The best way an employer can determine your ability to help their company is by looking at your hard and soft skills.

Employers rate the importance of candidate skills/qualities

Skill/quality	Weighted average rating
Ability to work in a team structure	4.55
Ability to make decisions and solve problems	4.50
Ability to verbal communicate with people inside and outside the company	4.48
Ability to plan, organize and prioritize work	4.48
Ability to obtain and process information	4.37
Ability to analyze quantitative data	4.25
Technical knowledge related to the job	4.01
Proficiency with computer software programs	3.94
Ability to create and/ or edit written reports	3.62
Ability to sell to influence others	3.54

**6. Read through the job advertisements. For each question write a letter (A-F). When two or more are required, they may be in any order.**

**A. Trainee Sales Administrator**

We require someone with good organisational skills to provide administrative support to our team of cosmetics salespeople, both in this country and abroad. They will be responsible for processing orders, arranging transport, filing and a variety of other administrative functions. A working knowledge of a second European language would be an advantage. We offer a good starting salary and an opportunity to progress in a friendly, go-ahead company, where achievement brings significant rewards.

**A. Part time Telefonist/ Receptionist for the Memorial Leisure Centre**

The ideal candidate will have good communication skills as well as motivated approach. Ideally, you will have had previous experience in similar role and have a First Aid qualification. It is expected that you will be computer literate. In return you will be paid a competitive salary, have the opportunity to join the company pension scheme and have free use of all of our extensive facilities. Some overtime will be available.

**B. English- speaking Travel Guides wanted (starting July 1-st)**

We are international travel organisation, organizing package holidays to destinations around the world. We are looking for English-speaking guides to escort tour parties around their country. The successful applicants will have a good working knowledge of English, a good rapport with people of all ages, and the ability to convey information in an interesting way. Above all, they must be ready to expect the unexpected and to use their initiative. We offer a competitive salary as well as free meals and accommodation.

**D. Resident Warden needed for Boys' boarding school**

Required from September to care for boys aged 11-18. The main qualifications necessary are patience, adaptability and a willingness to take an active part in all aspects of boarding school life. A sense of humor is definitely a must! The post offers a competitive salary and substantial time off, during school holidays. The successful applicant will be provided with their own en-suite accommodation, and all meals during term time.

**E. Chambermaid needed for four-star hotel**

No experience required as training will be given. There are also additional hours available as relief kitchen assistants. We offer competitive rates of pay and additional benefits, including free uniform, free meals and drinks while on duty, generous staff discounts and the opportunity to join our excellent contributory pension scheme. Limited accommodation is also available at substantially reduced rates.

**F. Maintenance Technician (Riverside Conference Centre)**

Reporting directly to the facilities manager, you will be expected to undertake regular maintenance of equipment. There is an ongoing maintenance programme and no lack of repair jobs. The post would suit someone with a background in maintenance and/or installation work, who wants to maximise their potential in a position with high level of variety. Applicants must be able to work on their own initiative, have a flexible approach and work effectively under pressure. Salary negotiable, depending on experience.

according to the advertisements, which organisation(s):	
are looking for applicants who are good at expressing themselves?	1___ 2___
offers the opportunity for career advancement?	3___
stress the need for applicants to be able to cope with any unexpected situations?	4___ 5___ 6___
is willing to discuss how much the successful candidate will earn?	7___
wants someone trained to deal with medical emergencies?	8___
offer the opportunities to do extra work?	9___ 10___
provides working clothes?	11___
is happy to take someone who has not done the job before?	12___
does not absolutely guarantee to provide accommodation?	13___
seems to promise long holidays?	14___
wants people who are able to get on with anybody?	15___

## B. Learn phrasal verbs and fill in the gaps

butt in	interrupt
talk down to (someone)	talk to people as they are less important or intelligent than you are
ask for	say that you want that someone to help you
talk someone into something	persuade someone to do something
work off	to lose or get rid of something by doing physical activity
think up	invent something
come up with	think of or suggest an idea, plan or solution
stand for	represent or support ideas, values or beliefs

- 1) Martin Luther King, was a great man who \_\_\_\_ equal rights.
- 2) Steve Jobs \_\_\_\_ with idea of the iPhone.
- 3) I'll go swimming and \_\_\_\_ the cake.
- 4) Entrepreneurs \_\_\_\_ great business ideas, create plans, and then put their plans into action.
- 5) At first, he said he wouldn't do it, but I \_\_\_\_ to take part in our teamwork.
- 6) I was talking to my colleague when boss \_\_\_\_.
- 7) Once you arrive at the hotel \_\_\_\_ the manager and she'll help you.
- 8) She is arrogant and self-centered... She always \_\_\_\_ to people.

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## Режим доступу

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Навчально-методичне видання

## **ДІЛОВА ІНОЗЕМНА МОВА (АНГЛІЙСЬКА)**

Методичні рекомендації  
до вивчення освітньої компоненти  
для здобувачів першого (бакалаврського) рівня  
вищої освіти за всіма спеціальностями КНУБА

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