1. Гр. 48

1. Дисциплина Иностранный язык

2. Преподаватель Петрова Н.В.

3. Дата проведения занятия по расписанию: 29/10

4. Адрес электронной почты для отправки выполненного задания lynx@sampo.ru

5. Срок сдачи на проверку/срок изучения 29/10

5. Тема занятия: Чтение, работа над текстом «Деловой этикет».

6. Цель занятия: демонстрировать умение использовать лексику по теме

Задание:

Порядок выполнения:

1. Переведите на русский язык.

DOs and DON’Ts for Job Seekers

1. DO learn ahead of time about the company and its product. Do your homework.
2. DO apply for a job in person.
3. DO let as many people as possible know you are “job hunting.”
4. DO stress your qualification for the job opening.
5. DO recount experience you have had which would fit you for the job.
6. DO talk and think as far as possible about the future rather than the past.
7. DO indicate, where possible, your stability, attendance record and good safety experience.
8. DO assume an air of confidence.
9. DO approach the employer with respectful dignity.
10. DO try to be optimistic in your attitude.
11. DO maintain your poise and self-control.
12. DO try to overcome nervousness and shortness of breath.
13. DO hold yourself erect.
14. DO answer questions honestly and with staitforwardness.
15. DO have a good resume
16. DO know the importance of getting along with people.
17. DO recognize your limitations.
18. DO make plenty of applications.
19. DO indicate your flexibility and readiness to learn,
20. DO be well groomed and appropriately dressed.
21. DON’T keep stressing your need for a job.
22. DON’T discuss past experience which has no application to the job situation.
23. DON’T be untidy in appearance.
24. DON’T display “cocksuredness.”
25. DON’T cringe or beg for consideration.
26. DON’T speak with muffled voice or indistinctly.
27. DON’T be one of those who can do anything.
28. DON’T hedge in answering questions.
29. DON’T express your ideas on compensation, hours, etc. early in the interview.
30. DON’T hesitate to fill out applications, give references, take physical examinations or test on request.
31. DON’T hang around, prolonging the interview, when it should be over.
32. DON’T go to an interview without a record of your former work connection.
33. DON’T arrive late and breathless for an interview.
34. DON’T be a “know it all” or a person who can’t take instructions.
35. DON’T isolate yourself from contacts that might help you find a job.
36. DON’T feel that the world owes you for a living.
37. DON’T make claims if you cannot “deliver’ on the job.
38. DON’T display a feeling of inferiority.

2. Переведите и определите последовательность действий. **What should you do to find a job? Find the logical sequence of the steps you should take.**

* get an invitation for an interview
* read the classified ads
* think what kind of job you want
* analyse your skills
* get ready for interview
* find out what employment agency you can use
* find out as much as you can about the company

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## Ссылки на литературу:

Агабекян И.П. Английский язык: учебное пособие для СПО / И.П.Агабекян. – Изд. 3-e, перераб. и доп. – Ростов- на-Дону: Феникс, 2019.- 316с. – Стр.145, з.13.7.

Формат выполнения задания – конспект в тетради