



# Mathematics

10-th form

*Fadeeva Y. N.*

*MEI lyceum*

# Contents

1. Objectives
2. English proverbs
3. Vocabulary
4. Typical day at work
5. Professional skills and experience
6. Writing of the application letter
7. Job interviewing
8. Reflection
9. Marks, homework



«Opportunities are often things you haven't noticed the first time around»

Catherine Deneuve



# Proverbs

- What is worth doing is worth doing well
- Many hands make light work
- No pains, no gains
- The work shows the workman
- Работа показывает работника
- Если уж делать что-то, то делать хорошо
- Без усилий нет достижений
- Когда рук много, работать легче

# Proverbs

- What is worth doing is worth doing well
- Many hands make light work
- No pains, no gains
- The work shows the workman
- Работа показывает работника
- Если уж делать что-то, то делать хорошо
- Без усилий нет достижений
- Когда рук много, работать легче





Complete the definition with  
the words from the right  
column



# Vocabulary

1. Someone who applies for a job is called an...


2. Being able to use a computer is an important ... these days

3. When you apply for a job, you are often asked to attend a job...


- Interview
- Test
- Qualification
- Skill
- Applier
- Applicant
- Experience
- Candidate
- Manager
- Self-employed




# Vocabulary



4. If you run your own small business, you are ...



5. If you have done something for a long time, you have a lot of...



6. Degrees and diplomas show your...

- 
- Interview
  - Test
  - Qualification
  - Skill
  - Applier
  - Applicant
  - Experience
  - Candidate
  - Manager
  - Self-employed



# Jobs



# Listening



# Application letter





When you apply for a job, you write **a letter of application** which goes together with CVs.

**Letters of application** represent who you are to a potential employer.

**The application letter** is your first communication with the person that can give you your dream job.



1. What is the goal of sending a letter of application?
2. What's the style of application letters?
3. What does the style of an application letter depend on?

# True or false:

1. A letter of application could be sent to any person in the company. F
2. You should send your CV with a letter of application, it'll help you to stand out from other candidates. T
3. The longer an application letter is the better. F
4. A letter of application should be less formal than your CV. T
5. Employers want to hire real people, not robots, that's why genuine and friendly application letters are usually appreciated. T



# Computer practice



# Match the gaps (1-7) in the letter with the phrases (a-g).

a) As you can see from my CV 3

b) I am willing to 5

c) I believe that 2

d) I look forward to 7

e) I do not have 4

f) I am writing in response to 1

g) Please do not hesitate to 6



1 |

2 |

3 |

4 |

5 |

6 |

7 |

8 |

9 |

10 |

a) Closing

b) Drawing your reader's attention

c) Name and address of a company

d) Initiating further action

e) Salutation

f) Details

g) Signature

h) Date

i) Your name and address

j) Showing your qualification and skills



# Job interview



**«Success is a ladder that cannot be climbed with your hands in your pockets»**





## P.53 ex. F - Discuss the statement

I know exactly what I want to do when I grow up





**Well done!**

# Литература

1. Богацкий И. С., Дюканова Н. М. «Бизнес-курс английского языка. Словарь-справочник.» Москва, «Айрис-Пресс», 2006.
2. Догаева Т. О. «Вводный курс делового письма. 10-11 классы. Методические рекомендации.» Москва, «Дрофа», 2006.
3. Соловова Е. Н. «Методика обучения иностранным языкам.» Москва, «Просвещение», 2006.
4. Манн М., Тейлор-Ноулз С., Клековкина Е. «Учебное пособие для подготовки к ЕГЭ по английскому языку: говорение и аудирование» Macmillan, 2006
5. Wood N. «Business and Commerce.» Oxford University Press, 2006.