



***ОТКРЫТОЕ ПРАКТИЧЕСКОЕ
ЗАНЯТИЕ***

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На тему:

«JOBS: SKILLS AND ABILITIES»

Цели занятия:



- **обучающие:** закрепление лексического материала по теме «Работа»; закрепление грамматического материала Present Perfect; приобретение практических навыков использования данного времени;
- **развивающие:** развитие интереса у учащихся к общению на английском языке; развитие творческих способностей и фантазии у студентов; развитие способности к продуктивным речевым действиям, развитие навыков аудирования;
- **воспитательные:** воспитание культуры общения; воспитание чувства коллективизма;
- **формирование основных видов компетенции**

План практического занятия



- 1) Фонетическая зарядка
- 2) Закрепление лексического материала по теме
- 3) Закрепление грамматического материала Present Perfect
- 4) Тренинг навыков и умений, необходимых при приеме на работу
- 5) Реальная практическая ситуация (Case-Study)
- 6) Занимательный английский язык
- 7) Задание на дом



Введение лексики

Look at these jobs. Who do you think should get the highest salary for these jobs? Put the jobs in order, highest salary first.

- lawyer
- nurse
- football star
- accountant
- fashion model
- postal worker
- firefighter
- teacher
- advertising executive
- air traffic controller

Введение лексики



Which of the following would you like (/) or not like (X) in a job?

- a lot of telephone work
- writing lots of reports
- working with the same people
- working with a lot of different people
- working on your own
- sharing an office
- using English at work
- working flexible hours (including weekends)
- casual dress
- uniforms



Закрепление лексики

A Complete the first part of this advertisement with the verbs from the box. Use the words in brackets to help you.

improve lead- increase set up train develop

KAR

EUROPEA
Are you the

THE ROLE

We are looking for a talent
you will need to:

- *lead*¹ a team of 25
-² a new branch
-³ new staff (teach)
-⁴ sales in all markets
-⁵ new products
-⁶ communication
and local business

B Complete the second part of the advertisement with the verbs from the box.

deal with organise plan manage

THE PERSON

In your present job you:

-¹ a large department in the clothing industry (control)
-² budgets (think about the future)
-³ sales conferences and trade exhibitions (arrange)
-⁴ customers, suppliers and their problems (take action)

Закрепление грамматики



We use the present perfect to talk about actions that continue from the past to the present.

*I **have worked here** for five years. (And I'm still working here now.)*

*He **has lived** in Barcelona for two years. (And he's still living there now.)*

We often use the present perfect to talk about life experiences.

*She **has had** three jobs since she left university.*

*He **hasn't had** any experience in marketing.*

*Have you ever **worked** abroad? Yes, I **have**: / No, I **haven't**.*

The present perfect is formed with *have I has* + the past participle of the main verb.

Закрепление грамматики



C Complete these interview questions using the present perfect form of the verbs in brackets.

- 1 How *have you changed* (you change) over the last five years?
- 2 What other jobs (you apply for) recently?
- 3 What (you read) recently?
- 4 What kind of people (you work) with?
- 5 What sort of bosses (you have)?
- 6 What (you learn) from your other jobs?
- 7 What sort of problems (you have) to deal with?
- 8 What (you do) that shows leadership?



Тренинг навыков оформления резюме

.....²

2001–2002 Regional Branch Manager, PE Instruments, Rio de Janeiro, Brazil

- set up a new sales office in Rio de Janeiro
- trained a team of sales staff
- developed new selling methods to increase sales

1999 – 2000 Technical Sales Specialist, Brazil Instruments, São Paulo, Brazil

- sold a wide range of instruments, including software
- organised and presented customer seminars

.....³

Fluent in Portuguese, Spanish, English and Italian
Computer skills: Microsoft Word, Excel, PowerPoint, HTML, Java

.....⁴

Cinema, travel, skiing, aerobics

.....⁵

Professional and personal references available on request

Моделирование ситуаций и тренинг навыков собеседования



D Role play this situation. The manager of a hotel is interviewing a candidate for the job of receptionist.

Hotel manager: look at the role card on this page.

Candidate: turn to page 143.

Hotel manager

Find out this information about the candidate.

- | | |
|------------------------------|-------------------------------------|
| 1 Did / find / hotel easily? | 5 What / learn from / last job? |
| 2 Why / want job? | 6 What / not like about / last job? |
| 3 What strengths / have? | 7 What / main interests? |
| 4 Can / work under pressure? | 8 Do / have any questions? |

Candidate for the job of receptionist

Answer the hotel manager's questions. Use this information.

- 1 yes / came by taxi
- 2 like working with people / want to work in the city
- 3 good with numbers / fluent in English
- 4 stay very calm at all times
- 5 how to deal with people / work well in a team
- 6 long hours / difficult journey to work
- 7 cycling, watching sports
- 8 how long / holidays?

Моделирование ситуаций и тренинг навыков собеседования



Human Resources Director

Introduce yourself and ask the candidate these questions.

Interview questions

- How long / been in / present job?
- Why / leave last job?
- What skills / have?
- Where / want to be in five years' time?
- What / do in / free time?
- Do / have any questions?

Preparing for the interview

You can offer:

- job starts next month
- annual holiday 25 days
- company car after six months
- salary \$35,000

Candidate

Introduce yourself and answer the interview questions.

CV summary

- Been Assistant General Manager for three years
- Left last job because wanted a challenge
- Speak two languages and have computer skills
- Plan to be a good manager and become a director
- Enjoy reading and playing tennis

Preparing for the interview

Ask these questions.

- When / job start?
- How long / annual holiday?
- Will / company car?
- What / salary?

Тренинг навыков собеседования



Useful language

	Interviewer	Candidate
Experience	What did you learn from your last job? What didn't you like about your last job?	I learned to ... Well, I had a problem with ...
Skills	What are you good at? Do you have any special skills?	People say that I am good at ... My main strengths are ...
Future plans	What do you want to do in the future? Where do you want to be in ten years' time?	My main aim is to ... I plan to be ... I hope to have ...
Interests	What do you do in your free time? What are your main interests?	I really enjoy ... I spend a lot of time ...

to sell machines, to improve computer skills, to be good at languages, to sell easy, to speak Japanese, to be head of a large marketing department, to play golf, to be keen on fitness.



Case-study

(реальная практическая ситуация)

High Profile Inc.

Dear ... ,

Thank you for coming for an interview last week We are pleased to offer you ...

Требования к кандидатам на должность



Negotiating skills

Negotiating contracts with clients

To increase profits at HPI

Speak two European languages

Presenting the work of HPI to agents and sportspeople

Most of HPI's clients are European sportspeople.

Interested in travel

Travelling to many European countries, meeting agents and clients, and going to sports events

The marketing manager will spend 50% of their time travelling.

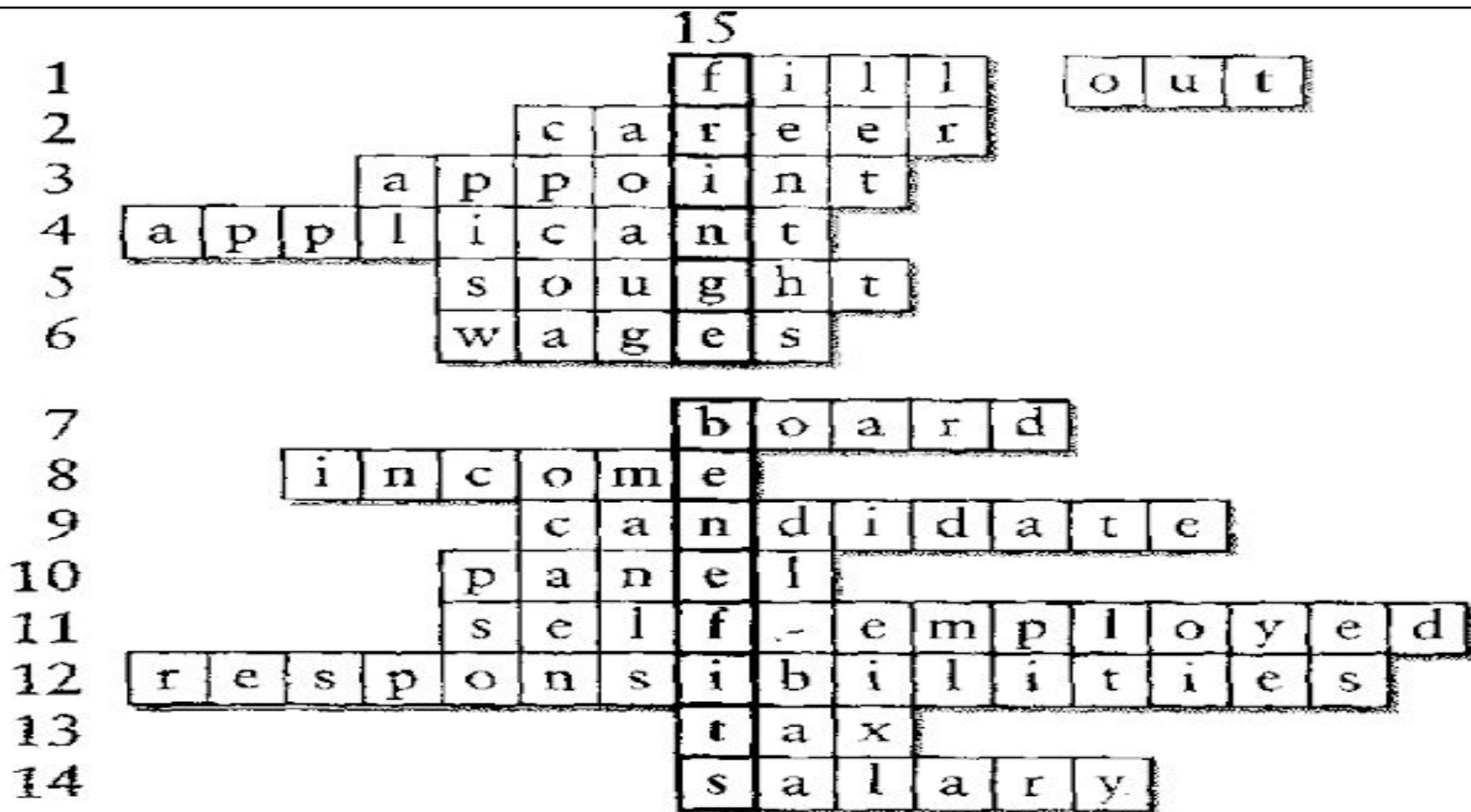
Занимательный английский язык



1. American English, you an application form.
2. She's going to make engineering her
3. Are we going to ... a new sales manager?
4. He was the most promising for the job.
5. The past tense of *seek* is
6. All our production workers are paid top
7. The applicants will be interviewed by the ... of directors.
8. Mr and Mrs Smith supplement their . . by renting out rooms.
9. A well-prepared will do well at any interview.
0. The applicants were interviewed by a of three managers.
1. If you're you're your own boss.
2. Could you explain to me what the of the job are?
3. How much will I have to pay?
4. What is your present annual.... ?
5. A company car, subsidized meals or low-interest loans are all...

Занимательный английский язык

salary, responsibilities, panel, income, wages, applicant, career, fill out, appoint, sought, board, candidate, self-employed, fringe benefits, tax).





Домашнее задание (Present Perfect)

(Компьютерная программа «Essential Grammar in Use» (Cambridge, 2004))

The screenshot displays the 'Essential Grammar in Use' software interface. The main window is titled 'Essential Grammar in Use' and features a navigation bar with 'Exercises', 'Additional exercises', and 'Games'. The left sidebar contains icons for 'Tests', 'Progress', 'Grammar reference', and 'Dictionary'. The main content area shows a 'Test' page with the following text:

Test
Click on the correct answers.

1 Lucy isn't ready to go. She hasn't have her bag. hasn't have has has had had

2 Do you listen to music? Do you listen Have you listened Have you ever used Have you used ever

3 Jon has hurt his leg. has hurt has hurted has hurted has hurted

4 'When did you leave London?' 'For a long time.' For a long time For a long time For a long time For a long time

5 I has hidden my money in the bank. has hidden have hidden have hidden have hidden

6 'How long has Sonia lived in London?' 'Two months ago.' Two months ago Two months ago Two months ago Two months ago

7 I've lived in London all my life. have been know have been know have been know have been know

8 Neil's on holiday at the moment. 'Oh, where has he gone?' 'He's in London.' is he going has he gone has he gone has he gone

9 Did you ever use your mobile phone in the cinema? Did you ever used Have you ever used Have you used ever Have you used ever

10 'How long has Philip been writing books?' 'For his birthday.' 'Since he was a child.' Since he was a child Twenty years ago For his birthday For his birthday

11 Have you listened to music last night? Did you listen Have you listened Do you listen Do you listen

12 Our holiday finishes tomorrow and I hasn't written any postcards. hasn't written haven't written haven't wrote haven't wrote

13 Where did you buy those new shoes? They're lovely! buy you did you buy have you bought have you bought

14 My father watches football all his life. has watched watches is watching is watching

15 I've lived in London all my life. I has been know it very well. has have have have

Домашнее задание (работа с текстом)



WeWantWork

Lisa Rosevear worked in public relations in New York. A year ago, she was laid off from her job. She thought that she would find a new job quickly but she didn't. There was eight percent unemployment in New York. Lisa sent out her CV and phoned companies but nothing worked. Lisa talked about the problem with two friends. They were also unemployed. The three friends had tried all the usual ways to find employment such as applying to job advertisements and contacting companies. Now it was time to try something new.

Lisa, her two friends and forty other jobless executives started an organisation called WeWantWork. All the members had excellent CVs. Most had graduate business degrees and good work experience. There were executives, IT managers and sales directors in the group. The members put information about their work experience on a website. They also went out on the streets at 7 a.m. and spent the morning giving out CVs and information to advertise their website.

The idea got results. Eleven of the forty-three members have found work. Another group has started in Boston. But the original group does not want new members. The group and the website will finish when all forty-three have found jobs.

From the *Financial Times*



ВЫВОД

В ходе занятия формируются следующие компетенции студентов:

- 1) Фундаментальная (теоретические основы английского языка);**
- 2) Функциональная (учебные навыки и умения);**
- 3) Креативная (готовность к бизнес-деятельности);**
- 4) Корпоративная (коммуникативная);**
- 5) Социальная (умение выразить себя в жизни общества).**



СПАСИБО ЗА ВНИМАНИЕ!