

Riddles:

1. Clean, but not water,
White, but not snow,
Sweet, but not ice-cream,
What is it?

2. Which alphabet is a hot drink?

3. Katie's farther has 4 children. The names of the 3 are Jason, Jane and Jack. What is the 4th child's name?
4. You fasten it and it walks. You unfasten it and it stops. What is it?
5. I am light as a feather and yet a stronger man can't hold me for more than 5 minutes. What is it?
6. I am light as a feather and yet a stronger man can't hold me for more than 5 minutes. What is it?

Proverbs:

- 1. No bees no honey, no work no money.**
- 2. When you go in search of honey you must expect to be stung by bees.**
- 3. He that would eat the fruit must climb the hill.**
- 4. He who would search for pearls must dive for them.**
- 5. He who would catch fish must not mind getting wet.**

- 6. A cat in gloves catches no mice.**
- 7. The cat would eat fish and would not wet her paws.**
- 8. Little strokes fell great oaks.**
- 9. Feather by feather a goose is plucked.**
- 10. Score twice before you cut once.**
- 11. A bad workman quarrels with his tools.**
- 12. He works best who knows his trade.**
- 13. Jack of all trades is a master of none.**
- 14. In the morning mountains, in the evening fountains.**

Business contacts

Before Ivan left Moscow he had contacted the Englishman and told him he would be in London soon. And they decided to meet in the London office of the Englishman. Thus he telephoned the Englishman to make an appointment for the next day.

Ivan: My name is Smirnov. I'd like to speak to Mr. Frieser, please.

Voice: There is no one by name of Freiser. I'm afraid you have the wrong number. What number were you calling?

Ivan: I was dialing 7—2992.

Voice: Oh, but this is 7—2993.

Ivan: I'm sorry to have bothered you.

Voice: That's quite all right.

Secretary: Mr. Freiser's office here.

Ivan: May I speak to Mr. Freiser, please?

Secretary: Who is that calling, please?

Ivan: My name is Smirnov. I came from Moscow a few days ago and I wanted to meet Mr. Freiser. We spoke about our meeting while I was still in Moscow.

Secretary: I'm sorry Mr. Freiser is busy now. He is in conference. How could he contact you later?

Ivan: I'm staying at the Sherlock Holmes Hotel. My room number is 346. I'll be in at about six in the evening.

Secretary: Very good. He will contact you then.

Mr. Freiser: Ivan, is that you? Good evening.

Smirnov: Good evening, Frank. I'm very glad to hear you.

Mr. Freiser: So am I. When shall we meet?

Smirnov: I have some free time tomorrow morning.

Mr. Freiser: Splendid. Let's make an appointment for ten.

Smirnov: It suits me all right.

Mr. Freiser: Then our driver will pick you up at the hotel at a quarter to ten. Our office is not far away.

Smirnov: I'll be happy to see you and discuss our enquiry then.

Mr. Freiser: Likewise. I'll be grateful if you could join me for lunch.

Smirnov: Thank you. I'll be glad to see you tomorrow.

Writing a CV/résumé

DOs

- keep your CV/résumé brief and concise: there is no need to go into a lot of detail about your education or employment history.
- try to keep your CV/résumé to one or two sides of A4 paper.
- use brief, informative sentences, short paragraphs, and standard English.
- when describing your responsibilities and achievements, start each point with an action verb (such as *teaching*, *leading*, *developing*): this creates more impact.
- use bold type or bullet points to highlight key information.
- proofread for spelling, grammar, or punctuation mistakes: many employers routinely discard CVs/résumés that contain this type of mistake.
- update your CV/résumé regularly as your situation changes.