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**Предмет:** Иностранный язык

**Группа**: 4-ЭМ-24

**Дата:** 12.09.2025 г.

**Тема:**  «Мой техникум. Моя будущая профессия».
**Основные источники:**

1. Англо-русский и русско-английский словарь. Мюллер В.К., М.: «Эксмо», 2008.
2. Голубев А.П., Балюк Н.В., Смирнова И.Б. Английский язык: учебное пособие для студентов СПО. – М.: издательский центр «Академия», 2006.

3. Интернет-ресурсы:
[http://www.study.ru](https://ped-kopilka.ru/go/url%3Dhttp%3A/www.study.ru); [www.learn-english.ru](https://ped-kopilka.ru/go/url%3Dhttp%3A/www.learn-english.ru)
**Выполнение заданий:**

**1. Learn the vocabulary. (Прочитать! Не учить)**

* Accountant — Бухгалтер
* Adjuster — Монтажник, сборщик
* Administrator — Администратор
* Air steward — Бортпроводник
* Air hostess — Стюардесса
* Announcer — Диктор
* Architect — Архитектор
* Artist — Художник
* Assistant — Помощник
* Astronaut — Космонавт
* Attorney / Lawyer — Адвокат, юрист
* Auditor — Аудитор
* Author — Автор, писатель
* Babysitter / Nanny — Няня
* Baker — Пекарь
* Banker — Банкир
* Bartender — Бармен
* Bodyguard — Телохранитель
* Broker — Брокер, маклер
* Builder — Строитель
* Butcher — Мясник
* Carpenter — Плотник
* Cashier — Кассир
* Chef — Шеф-повар
* Choreographer — Хореограф
* Cleaner / Janitor — Уборщик
* Cloakroom attendant — Гардеробщик
* Coach — Тренер
* Cobbler / Shoemaker — Сапожник
* Coder — Верстальщик
* Composer — Композитор
* Confectioner — Кондитер
* Consultant — Консультант
* Controller — Диспетчер
* Cook — Повар
* Copywriter — Копирайтер
* Cosmetologist — Косметолог
* Courier — Курьер
* Decorator — Оформитель
* Dentist — Дантист
* Designer — Дизайнер
* Developer — Разработчик
* Dishwasher — Посудомойщик
* Doctor — Врач
* Driver — Водитель
* Ecologist — Эколог
* Economist — Экономист
* Editor — Редактор
* Educator / Mentor — Воспитатель, наставник
* Electrician — Электрик
* Engineer — Инженер
* Entrepreneur — Предприниматель
* Farmer — Фермер
* Florist — Флорист
* Film director — Кинорежиссер
* Financier — Финансист
* Fisherman — Рыбак
* Gardener — Садовник
* Guard — Охранник, сторож
* Guide — Гид, экскурсовод
* Hairdresser — Парикмахер
* Housewife — Домохозяйка
* Hunter — Охотник
* Inspector — Инспектор, контролер, ревизор
* Insurance agent — Страховой агент
* Interpreter — Переводчик
* Jeweller — Ювелир
* Journalist — Журналист
* Judge — Судья
* Loader — Грузчик
* Manager — Менеджер
* Marketeer / Marketing specialist — Маркетолог
* Masseur — Массажист
* Mechanic — Механик
* Miner - Шахтер
* Model — Модель
* Musician — Музыкант
* Nurse — Медсестра, сиделка
* Operator — Оператор, телефонист
* Painter — Маляр
* Personal assistant — Личный секретарь
* Pilot — Пилот, летчик
* Photographer — Фотограф
* Policeman — Полицейский
* Politician — Политик
* Porter — Швейцар
* Postman / Mailman — Почтальон
* Producer — Продюсер
* Programmer — Программист
* Promoter — Промоутер
* Repairer — Ремонтник
* Salesman — Продавец
* Sales representative — Торговый представитель / Продавец-консультант *(амер.)*
* Scientist — Ученый
* Sculptor — Скульптор
* Secretary — Секретарь
* Singer — Певец
* Stylist — Стилист
* Supervisor — Супервайзер, контролер
* System administrator — Системный администратор
* Tailor — Портной
* Tattooist — Татуировщик
* Tax officer — Налоговый инспектор
* Teacher — Учитель, преподаватель
* Technologist — Технолог
* Travel agent — Туристический агент
* Waiter — Официант
* Writer — Писатель
* application — заявление
* application form — бланк заявления
* apply for a job — подать документы для приема на работу
* benefit — пособие
* career prospects — возможности карьерного роста
* CV — резюме
* current job — текущая работа
* day off — выходной
* dead-end job — работа без перспектив
* demanding job — сложная работа
* department — отдел
* discharge — увольнение
* entry-level job — работа, не требующая опыта
* embark on a career — начать карьеру
* employee — служащий
* employer — работодатель
* fulfilling / rewarding job — работа, приносящая удовольствие
* fire / dismiss / discharge / sack — увольнять
* flexitime — свободный режим рабочего дня, скользящий график
* full-time job — работа на полную ставку
* job interview — собеседование
* get a raise — получить повышение
* lucrative job — прибыльная работа
* meeting — встреча
* occupation — род занятий, профессия
* part-time job — работа на неполную ставку
* pay cut / wage cut — снижение заработной платы
* permanent position — постоянная вакансия
* profession — профессия
* promising career — многообещающая карьера
* promotion — продвижение по службе
* pursue a career — делать карьеру
* quit — бросать работу
* regular job — постоянная работа
* resign — уходить в отставку
* run a firm — руководить фирмой
* salary / wage — заработная плата
* self-employed — самозанятый
* severance / severance pay — выходное пособие
* skilled worker — опытный рабочий
* switch a career — поменять карьеру
* temporary position — временная вакансия
* to ruin a career — рушить карьеру
* trainee — стажер, практикант
* training — обучение
* trial period — испытательный срок
* unemployment — безработица
* vacancy — вакансия
* work experience — опыт работы
* work in shifts — работать посменно
* work overtime — работать сверхурочно
* worker — рабочий
* working hours — рабочие часы

Несколько типовых вопросов на тему работы:

* Do you have a job? — У тебя есть работа?
* What do you do? — Чем ты занимаешься?
* Where do you work? — Где ты работаешь?
* What do you do for a living? — Чем ты зарабатываешь на жизнь?
* What did you do before that? — Чем ты занимался до этого?
* What does your company do? — Чем занимается ваша компания?
* How did you get this job? — Как ты получил эту работу?
* What kind of work is it? — Что это за работа?

**2. Answer the following questions.**

1. What should you do to find a job?

2. What kind of job have you already done?

3. What kind of job have you been trained to do?

4. What kind of job would you like to do?

**3. Have an up-to-date CV, get it into the hands of possible employers.**

* check the newspapers on a regular basis for vacancies;
* ask friends and family about work;
* make a list of organizations which need your kind of skills and just send them a copy of your CV by fax or by e-mail;
* use job counseling.

**4. How to be successful in a job interview? What should you do to make a good impression?**

a) to sleep well the night before;

b) to arrive ten minutes early;

с) to wear the right clothes for the job;

d) to be nice to the receptionist;

e) not to sit down until invited to;

f) you shouldn’t smoke or chew;

g) try to think of one or two intelligent questions about the organization before the interview;

h) when the interview is over, never ask if you have got the job. It is better to ask: When could I expect to hear from you?

**5. Fill in the table.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Professions** | **Qualities** | **Advantages** | **Disadvantages** |
| Miner |  |  |  |
| Electrician |  |  |  |
| Builder |  |  |  |

1. **Interaction. Let’s speak about job interview. Have you ever been to a job interview? What kind of questions are people asked? What questions could an interviewer ask?**
	* How old are you?
	* What are your qualifications?
	* Do you have a university degree?
	* Do you have previous work experience?
	* Do you know foreign languages?
	* Do you have computer skills?
	* Do you have a driving license?
	* Do you have good communication skills?
	* Can you work overtime?
	* Do you want a full-time job?
	* May I see your CV?
2. **What questions could an applicant ask at a job interview?**
	1. Could you tell me what the working hours will be?
	2. What career prospects are there?
	3. Could you tell me what salary I might expect?
	4. When could I expect to hear from you?
3. **Read some information about the applicant.**

Name: John Silverstone 5 Shipston St, Epsom, Surrey 07939 876982

Jsilverstone7@yahoo.com

Age: 28

Occupation: Hotel manager at Park Hotel. Route to job: John left school at 17 and at 18 went to University and received a BA in International Hospitality Management (The Robert Gordon University, 1999-2003), then an MBA in Hospitality Management (Queen Margaret University, 2003-2004). Then he worked as an assistant manager at Hyde Hotel (2005-2008). He was in charge of ordering food and supplies and organized special events for guests. At present he is a Hotel manager at Park Hotel. He is in charge of 25 employees. His tasks are to interview, hire and train employees. He is looking for a position of Hotel Manager in some other hotel. John is fluent in Spanish and German, has good knowledge of Italian. He is an advanced user of MS Excel, and an intermediate user of MS Word, Access, Front Page and Outlook programs. He has a driving license, good communication skills.

1. **A Curriculum Vitae (CV)**

Have you ever written a CV? Writing a successful CV is a very important step in getting a good job.

Remember that you should write a good CV first and only then you will get an interview (in case your employer likes your CV).

What information should be included in someone’s CV?

**An example**

**A Curriculum Vitae (CV)**

1. **Personal Information**
	* First name, Surname
	* Address, Telephone number, e-mail
2. **Position you are applying for**
3. **Education**

List any education or training you have got.

1. **Work Experience**

Starting with your present position, list the title of every job you have had with the name of the company, the city, and the years you worked there. Under each job, make a list of your duties.

1. **Personal skills**

Languages: Fluent in German, good knowledge of Spanish

Advanced user of MS Excel, and an intermediate user of MS Word, Access, Power Point programs

Good people and communication skills

1. **Relevant Qualifications**

Include licenses, certificates, and sometimes even interests and hobbies if they are truly relevant.

1. **Write your own curriculum Vitae (CV).**