

KAPOSVÁRI EGYETEM
IDEGENNYELVI IGAZGATÓSÁG

SZAKMAI IDEGEN NYELV 1.

Angol

Tananyag a Pedagógiai Kar hallgatói számára

Szerzők: Idegennyelvi Igazgatóság oktatói (Kaposvári Egyetem)

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SZÉCHENYI 2020



MAGYARORSZÁG
KORMÁNYA

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BEFEKTETÉS A JÖVŐBE

HIGHER EDUCATION EDUCATION SYSTEMS, LANGUAGE LEARNING

VOCABULARY

Take turns to explain these university expressions.

apply for admission	faculty	PhD
BA/BSc	fail an exam	scholarship
campus	GPA	skip a year
cheat	grades	state-financed students
credits	graduate from	student loan
dean	lecture	take private lessons
degree	MA/MSc	term
drop out	major	thesis
elective subjects	pass an exam	tuition fee

Match each person from the list with a suitable description.

examiner postgraduate graduate lecturer fresher undergraduate fellow student

- Someone who teaches at a university.
- Someone who studies at a university for his/her first degree.
- Someone who has a college degree.
- First-year student at university or college.
- Someone who studies for a second degree, e.g. MA, MSc, MBA, PhD
- Someone who asks questions at an exam.
- Someone with whom you study together at university e.g. in the same course or year

Correct the mis-collocations in these sentences.

- I can't come out. I'm studying. I'm passing an examination tomorrow.
- You won't give a place at university unless you do well in your A level exams.
- Congratulations! I hear you succeeded your examination!
- You can study a lot of different careers at this university.
- I got some good notes in my continuous assessment this term.
- She's a professor in a primary school.

7. He's a researcher at a university department, he's making research on the developmental psychology.
8. He gave an interesting 45-minute conference on the challenges of primary education.
9. Who is keeping the lecture in Pedagogy today?
10. I didn't copy any notes in the Science lecture yesterday.

READING

You can read about the educational history of three people of different nationality. Complete the texts with the given words.

A

attended, be, Education, fall, graders, graduated, high school, Preschool, scholarship, taught, tuition

My first educational institution was Montessori _____ in Sioux Falls.

I then _____ Garfield Elementary School in Sioux Falls...

Then we moved to Watertown, where I went to Mellette Elementary, which happens to _____ the same elementary school my mom and her brothers attended as kids! I was not very happy there in the first years though!

My 7th and 8th grade years were a good experience...pretty painless I must say!

In 9th grade, I started my _____ years at Watertown High School. I _____ from there in 2003 in a class of about 360 students.

Since the _____ of 2003, I have been at Southwest Minnesota State University and I love it. In 2004 I won an academic _____ which covered one year's _____. One of the main reasons I decided to be an _____ major was because of the education I have received throughout my life. I have had great teachers all along to show me how I should be teaching; I've also had a few who _____ me how not to teach. But overall, it's been great and I hope I can bring the kind of education I had to students for years to come! I am now a teacher at Milbank High School in Milbank, South Dakota. I teach 8th grade literature and a Mythology class open to 9 – 12_____.

B

attended, awarded, did, Department, finishing, Kindergarten, Ph.D, read, research, obtained, Society, studied

I studied at Kiangsu-Chekiang Primary School and _____ (1973-1981), a Hong Kong local school that uses Mandarin as the primary teaching language.

After _____ my primary education, I _____ Victoria College, (Jersey, Channel Islands, Great Britain) from 1984-1988, where I _____ 10 General Certificate of Examinations (GCE) O-levels and 6 A-levels. I was _____ the Queen's Gold Medal for mathematics.

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BEFEKTETÉS A JÖVŐBE

I _____ at Trinity College, Cambridge University to _____ Electrical and Information Science at the _____ of Engineering. I _____ a BSc degree in 1991 and MSc in 1994. Soon after I graduated in 1991, I worked till Aug 93 as a system development engineer at a Cambridge based company called CEDAR Audio Ltd. I started my____. studies in October 1993 with the Signal Processing and Communications Lab., Department of Engineering, Cambridge University. My main _____ interest was Blind Signal Separation. I had been an active member of the Cambridge University Chinese _____



SPEAKING

Use the following guidelines to speak about your educational history.

1. I started/left primary school in and went on to secondary school in
2. I attended a secondary school which.....
3. My favourite subjects were
4. My teachers were
5. I was quite good at
6. Unfortunately, I didn't do very well in
7. I took my school leaving exam in
8. I applied for admission to the Kaposvár University because
9. I'm a first-year student at the Faculty of
10. My major is/I'm studying/I'm majoring in
11. I'm going to graduate from university in..... ..and after graduation I'd like

VOCABULARY

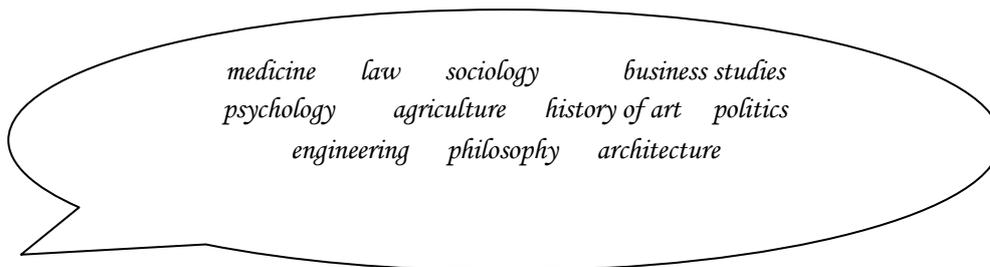
Which verb should be used in the sentences below? Use the correct forms. Are the statements true or false about you?

<i>behave</i>	<i>leave</i>	<i>study</i>
<i>cheat</i>	<i>pass</i>	<i>take</i>
<i>do</i>	<i>revise</i>	
<i>fail</i>	<i>start</i>	
<i>learn</i>		



1. When I was at school, I used to for hours every evening.
2. Before taking tests or exams I usually the material of the whole term.
3. My biology teacher was terrible. We didn't anything.
4. When I didn't my homework, I wasn't allowed to watch TV later.
5. I very rarely in tests and exams; once the teacher caught me doing it, it was very embarrassing.
6. When I was at university I had to a lot of exams.
7. In the UK children school when they are four and can't before they are 16.
8. Fortunately, I easily all my exams. My parents would have been furious if I had
9. My brother was a rebel at school. He used to very badly.

Read these sentences spoken by university students. What is each person studying? Be careful there are more majors in the bubble than needed. Then write an extra sentence about your major and your studies.



1. We have to know every bone in a person's body.
2. I'm concentrating on the modernist style and the work of Le Corbusier and Frank Lloyd Wright.
3. The way we use fertilizers is much more precise than twenty years ago.
4. We're going to focus on Freud and Jung this term.
5. Expressionism was really a reaction to the work of the Impressionists.
6. We've spent a lot of time on American foreign policy and how it has been affected by various domestic problems.
7. You must know this case - it's one of the most famous in legal history.

☛ SPEAKING

Similar or different? Explain.

- | | | |
|----------------------|-----|----------------|
| 1. elementary school | and | primary school |
| 2. pupil | and | student |
| 3. boarding school | and | private school |
| 4. state school | and | private school |
| 5. nursery school | and | kindergarten |

- | | | |
|----------------------|-----|------------------|
| 6. headmaster | and | principal |
| 7. curriculum | and | material |
| 8. oral exam | and | written test |
| 9. school discipline | and | school behaviour |
| 10. timetable | and | curriculum |

🔗 LISTENING

Watch the video that your teacher plays about the education in Great Britain and answer these questions.

1. What's the compulsory range of full-time education in Britain?
2. How many percent of children don't pay for compulsory education?
3. What's the name of the school that children start at the age of 5?
4. How many children are there in an average class?
5. What are two main areas of focus in the primary school curriculum?
6. Why is the number '16' mentioned in the video?
7. What's the role of special events and sponsorship in schools?
8. At what age do children start secondary school?
9. What examples of school uniform are listed?
10. What time does school start in the morning?
11. What two options are mentioned for food at school?
12. What do state schools follow in connection with the subjects and the material?
13. What are the three core subjects and what other special subjects are taught?
14. When do students take their GCSE exams?
15. How many subjects do students specialize in between the ages of 16 and 18?
16. What proportion of students goes on to higher education?
17. What can students do if their parents can't afford to pay tuition fees?
18. Which universities are mentioned as the oldest in the world?
19. What sports can you see in the video played by university students?
20. What major differences are there between the British and the Hungarian education systems?



LANGUAGE USE

Read the summary of the Hungarian education system and choose the correct word in the gaps.

THE STRUCTURE OF THE HUNGARIAN EDUCATION SYSTEM

Kindergarten education and care is available for children **1**..... 3-6 and is compulsory from age 5.

Primary and lower secondary education is **2**..... in 8-grade single structure schools. However, general secondary schools are also allowed **3** offer single structure programmes starting from Grade 5 (8-grade secondary programmes) or Grade 7 (6-grade secondary programmes).

Upon completion of lower secondary (upper primary) education, students continue their studies **4**..... upper secondary level in general secondary schools, vocational secondary schools or vocational schools. General secondary schools provide general education and prepare **5** the secondary school leaving examination, which is the prerequisite for admission to **6** education.

Secondary vocational schools provide general and pre-vocational education in grades 9-12, prepare for the secondary school **7** examination, and provide admission to vocational post-secondary non-tertiary programmes starting in grade 13.

Vocational schools provide general and pre-vocational education in grades 9-10 and vocational education in grades 11-12 and may also provide remedial lower secondary general education for those who **8** not accomplished lower secondary education. Vocational schools do not prepare for the secondary school leaving examination.

Higher education programmes are offered **9** by universities and colleges.

Advanced vocational programmes may also be offered by secondary vocational schools. They do not provide a higher education degree but 30-60 of their credits can **10**..... recognised for relevant Bachelor programmes.

1.
 - a. age
 - b. of age
 - c. aged
2.
 - a. provided
 - b. providen
 - c. providing
3.
 - a. --
 - b. to
 - c. for
4.
 - a. at
 - b. in
 - c. to
5.
 - a. with
 - b. for
 - c. from

6.
 - a. high
 - b. higher
 - c. upper
7.
 - a. leavers'
 - b. leaving
 - c. living
8.
 - a. have
 - b. be
 - c. did
9.
 - a. to
 - b. from
 - c. by
10.
 - a. being
 - b. be
 - c. been

 LANGUAGE USE

Match the underlined words in the text below (items 1-5) with a word that has a similar meaning in this context (options A-G). There are two options you do not need.

A. lasts	B. continues with	C. pass	D. go to	E. wish	F. take	G. search
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BRITISH EDUCATION: A QUICK GUIDE

Primary education begins in the UK at the age of five and continues until age 11. These schools are mixed – girls and boys (1) attend the same school. Secondary school lasts for five years (from age 11 to 16). Between the age of 11 and 14 students do not (2) sit for any public examinations. These schools may be either single-sex (just boys or girls) or mixed (both boys and girls). A student automatically progresses to the next level or year and does not repeat the year even if the student has failed his or her examinations. When students complete their secondary education they can choose further education or they can leave school and (3) look for a job. Further education means students prepare for their A-Level exams. These are qualifications for students who (4) plan to go to college or University. A British bachelor's

degree normally (5) takes three years to complete. Examples of first degrees are: BA (Bachelor of Arts), BEng (Bachelor of Engineering), and BSc (Bachelor of Science).

📖 READING

LIFE AT COLLEGE

Write the missing headings of the text on the broken lines:

- FREE AT LAST!*
- FRESHERS*
- BRITISH UNIVERSITIES*
- CLASSES*
- SPARE TIME ACTIVITIES*
- STUDENTS FROM ABROAD*
- GRADUATION*



1.....

There are 46 universities in Britain. Most universities and colleges do not have entrance examinations. Students are accepted if they have good 'A'-level results (school leaving exams). However, at some very popular universities good exam passes alone are not enough. They choose their students after interviews, and competition for their places is fierce. For all British citizens a place at university brings with it a grant from their Local Education authority. The grants cover tuition fees and some of the living expenses. The amount depends on the parents' income. If the parents do not earn much money, their children will receive a full grant which will cover all their expenses. Many students take a year out (a gap year) and travel round the world or take a part-time or temporary job before they go to university or college

2.....

Most 18 and 19 year-olds in Britain are fairly independent people, and when the time comes to pick a college they usually choose one as far away from home as possible! So, many students in northern and Scottish universities come from the south of England and vice versa. It is very unusual for university students to live at home. Although parents may be a little sad to see this happen, they usually see it as a necessary part of becoming an adult. Anyway, the three university terms are only ten weeks each, and during vacation times families are reunited.

3.....

When they first arrive at college, first-year university students are called 'freshers'. A fresher's life can be exciting but terrifying for the first week. Often freshers will live in a Hall of Residence (which can be self-catering or with food provided) on or near the college campus, although they may move out into a rented room in their second or third year, or share a house with friends.

4.....

A large number of overseas students study in Britain. Most universities and colleges run language courses to help students study academic subjects in English.

5.....

As well as lectures, there are regular seminars, at which one of a small group of students (probably not more than ten) reads a paper he or she has written. The paper is then discussed by the tutor and the rest of the group. Once or twice a term, students will have a tutorial. This means that they see a tutor alone to discuss their work and their progress. In Oxford and Cambridge, and some other universities, the study system is based entirely around such tutorials which take place once a week. Attending lectures is optional for Oxbridge students!

6.....

Lots of students join clubs and societies when they go to university, such as drama societies, sports clubs or charity. During the first week, all the clubs and societies hold a 'freshers' fair" during which they try to persuade the new students to join their society. Also, nightlife is very important for students in Britain. Universities and colleges often invite pop bands to come and play and students enjoy throwing parties.

7.....

After three or four years (depending on the type of course and the university) these students will take their final examinations. Students who succeed in passing them graduate with a degree. Most of them (over 90 per cent) do and will be able to put BA (Bachelor of Arts), or BSc (Bachelor of Sciences) after their name. It will have been well earned!

Answer the questions.

1. Is it easy to get admission?
2. What is a gap year?
3. Do all students get the same grants?
4. Where do British students tend to choose university?
5. How long are the terms and how many terms are there in a year?
6. What do students do at a seminar/tutorial?
7. Is it compulsory to go to lectures in Oxford and Cambridge?
8. How do students spend their free time?
9. What's the freshers' fair?
10. Do all college students graduate in the end?

 LANGUAGE USE

Fill in the missing prepositions (BETWEEN, BY, FOR, FROM, IN, INTO, OF, ON, TO, THROUGH, UP, WITH)

THE OXFORD COLLEGES

The University of Oxford is made _____ of a large number of colleges all of which enjoy a considerable measure _____ independence.

The colleges which have succeeded _____ tracing their foundation _____ the earliest dates are University (1249), Balliol (1262) and Merton (1264).

Almost all the colleges are _____ old sites, but new ones occasionally come _____ being as a result _____ endowment.

Most of the buildings, however, date _____ the 17th century, and _____ recent years large sums have been spent _____ cleaning their stonework.

Each college is entered _____ a gatehouse _____ which a porter has a room where he deals _____ enquiries and sees who is entering and leaving. _____ all the college entrances there are various notices, _____ example: Gentlemen are reminded that the Dean is available _____ Tuesdays _____ 10 a.m. and 12 noon to see them _____ appointment. _____ the beginning and end of term the lodge is piled high _____ students' cases.

The gatehouse opens _____ the front quadrangle, which has a nice lawn enclosed _____ three sides by students' rooms, while _____ the fourth stand the hall and the chapel. The rooms are usually not open _____ the public. The hall and chapel are reminders _____ the importance of religion _____ the origin and development of the university. Many colleges, such as Corpus Christi and Queen's were founded _____ ensure that the church would not lack an educated clergy.

Many of the pictures _____ the halls are _____ great value and are the work of distinguished artists.

SCHOOL REPORTS 'NOT TOUGH ENOUGH'

Fill in the blanks by choosing words from the box. There are three extra words which you do not need to use.

of	both	classroom	ability	then	more	face-to-face
many	should	authors	than	how	weaknesses	

School reports are often not honest enough and give parents the wrong impression of their children's 1 according to a study published in the journal Education Today. The 2 of the study say teachers sometimes do not know 3 to write reports; they usually don't understand the aim 4 the report. School reports 5 help pupils improve their work but many teachers do not give a clear picture of the pupil's strengths and 6. 'Many reports are too positive and pupils often think their grades are better 7 they really are'. There is a problem at 8 primary and secondary school where teachers need 9 support with how to write reports. Teachers discuss children's marks with parents but it is difficult to be honest 10. Some children not only fail to do well on tests but also have discipline problems.

🔊 LISTENING

GRAD PLANS

George and Crystal discuss jobs and life after college.

Pre-listening task: match the words and expressions with their OPPOSITES.

- | | |
|----------------------|--------------------------------|
| 1. to be low on cash | a. to start university/college |
| 2. to graduate | b. good |
| 3. wisely | c. to have a lot of money |
| 4. bad | d. fantastic |
| 5. part-time (job) | e. motivating, cheerful |
| 6. depressing | f. first |
| 7. horrible | g. foolishly |
| 8. last | h. full-time |

Listen to the text twice and decide if the following statements are true (T) or false (F).

1. George doesn't have enough money at the moment. T/F
2. George has a whole year left before graduation. T/F
3. According to Crystal, the last semester at college is a good opportunity to find a job. T/F
4. Crystal would like to find a part-time job. T/F
5. George is unhappy about finishing school soon. T/F

6. Crystal's friends, who have already graduated, are quite happy to be out of school. T/F
7. Grad school lasts for four years. T/F
8. Crystal thinks that studying is a good way to spend time until the economy improves. T/F
9. George's grade point average is enough to get a full scholarship. T/F

 **LANGUAGE USE**

LEARNING ENGLISH

Fill in the gaps.

staying, advantages, speak, achieve, changes, improve, surrounded, concentrated

Today, millions of people want to learn or (1)..... their English but it is difficult to find the best method. Is it better to study in Britain or America or to study in your own country?

The (2)..... of going to Britain seem obvious. Firstly, you will be able to listen to the language all the time you are in the country. You will be(3)..... completely by the language wherever you go. Another advantage is that you have to(4)..... the language if you are with other people. In Italy, it is always possible, in the class, to speak Italian if you want to and the learning is slower.

On the other hand, there are also advantages to(5)..... at home to study. You don't have to make big(6)..... to your life. As well as this, it is also a lot cheaper than going to Britain but it is never possible to (7)..... the results of living in the UK. If you have a good teacher in Italy, I think you can learn in a more (8)..... way than being in Britain without going to a school.

So, in **conclusion**, I think that if you have enough time and enough money, the best choice is to spend some time in the UK. This is simply not possible for most people, so being here in Italy is the only **viable** option. The most important thing to do in this situation is to maximise your opportunities: to speak only English in class and to try to use English whenever possible outside the class.

Are these sentences true or false about the text?

1. The article is about the best way to learn English.
2. There are no Italians in Britain.
3. If you stay in your country to learn English your life can continue more or less as it was before.
4. People who don't have a lot of money should go to Italy to learn English.

WORK AND THE LABOUR MARKET



VOCABULARY

Choose the best answer.

1. If you are self-employed, you ...

1. don't have a job.
2. are your own boss.
- X. work really hard.

1. The employee is the

1. boss
2. staff
- X. worker

2. Balancing a career means

1. developing your career
2. trying to find the balance between your boss and your colleagues.
- X. being worker by day and a homemaker by night.

3. If you are out of work, you

1. don't have a job.
2. are on holiday.
- X. have a short (coffee/lunch/etc) break.

4. He worked ... my firm ... a manager.

1. in/as
2. in/like
- X. for/as

5. A *workaholic* person is someone who

1. doesn't like working.
2. drinks at work.
- X. can't live without his job.

6. If you do some extra work after working hours, you

1. are overworked.
2. work freelance.
- X. do overtime.

- 7. If you work *on the side*, it means you**
1. are overworking.
 2. do some extra private work after working hours.
 - X. work your fingers to the bone.

- 8. I'm flying to Sweden ... *business*.**
1. for
 2. on
 - X. about

- 9. If you work in shifts, you**
1. lack job security.
 2. work less than eight hours.
 - X. work in different parts of the day every week.

+1. I can't go with you, I still have some to do.

1. work
2. job
- X. jobs

Complete the sentences with the correct word(s).

*Example: My current job is temporary. It's a one-year contract.
permanent full-time temporary*

- 1 I love being _____ – I don't have a boss to tell me what to do.
part-time temporary self-employed
- 2 She doesn't have _____ hours. She often works at night.
regular full-time working
- 3 Jill's _____ for the finance department.
in charge responsible accountant
- 4 You need at least two years of work _____ to work in this company.
contract qualifications experience
- 5 Some people choose to _____ when they're sixty-two.
resign be sacked retire
- 6 If you don't complete your income tax, you may have to pay more than necessary.
account report return
- 7 When you retire at the age of 65, you receive a(n) from the government.
grant fine pension

Rewrite the sentences. The basic meaning should be the same.

1. What do you do? *What's*
2. I earn £50,000. *My*.....
3. I get £20,000 from my teaching job and another £10,000 from writing.
My total
4. In my job I have to maintain all the computers in the building.
My job involves
5. I'm responsible for one of the smaller departments.
I'm in charge

Find the logical answer on the right for each of the questions on the left.

- | | |
|----------------------------------|---|
| 1. Why did they sack him? | A Because he was nearly 65. |
| 2. Why did they promote him? | B Because he was late for work every day. |
| 3. Why did he apply for the job? | C Because he needed more training. |
| 4. Why did he retire? | D Because he was out of work. |
| 5. Why did he resign? | E Because he's the best in the department. |
| 6. Why did he go on the course? | F Because he didn't like his boss. |

READING

MOTHERS FACE WORKPLACE DISCRIMINATION (10TH AUGUST, 2013)

More than one in four British mothers who have returned to work feel discriminated against. This is according to a survey conducted by the legal firm Slater and Gordon (S&G). Researchers questioned 1,975 women about their experiences in the workplace before and after giving _____. Most of the women had never filed any kind of complaint as they suspected it would be a waste of time and be even more detrimental to their career prospects. Grievances aired in the survey included mothers being overlooked for promotion, and more junior employees progressing faster up the _____ ladder. Another common gripe was their points of view being considered less worthy than those of colleagues without children.

The findings contrast with the opinions of managers and employers. A director at Britain's Confederation of British Industry (CBI) said: "We don't recognise the picture painted here. Our experience is that businesses are better than ever at managing maternity leave and reintegrating mothers on their return." The UK's employment _____ Jo Swinson said: "The government is committed to making sure that more businesses make the best use of women's talents throughout the organisation, from boardroom to the shop floor." S&G lawyer Kiran Daurka said: "It is shocking that so few women speak out when they suffer discrimination." She accused employers of avoiding the issues and of "burying their heads in the _____".

Are these sentences true or false according to the text?

1. More than a quarter of mothers feel discriminated against at work.(T/F)
2. Mothers find it harder to climb the career ladder. (T/F)
3. Women don't have time for complaining. (T/F)
4. Managers have different opinions from women. (T/F)
5. According to the managers workplaces are supportive of women returning from maternity leave. (T/F)
6. The company who made the survey believes the managers not women.)T/F)

TRANSLATING

Translate this article into Hungarian.

JOBS FOR THE BOYS!

Forget Mary Poppins - a nineties nanny is more likely to resemble Martin Smith who, at 22, is one of the new breed of British male nannies.

'I love being around kids and my job is very rewarding. The money isn't great, but then I don't do it for the money. I like seeing kids happy and, if they are, it makes my job a whole lot easier,' laughs Martin.

He claims today's nannies are better equipped and more highly qualified, and that their image is changing rapidly.

'Anyone with basic school qualifications can do the course to become a nanny, but personality is really more important. I'm a good nanny because I have a rapport with youngsters and babies - it isn't a gift exclusive to women.'

His female counterparts have welcomed Martin, although some chauvinistic men think his chosen career makes him a bit 'soft'. 'I feel sorry for them,' he sighs. 'Just because I work with women and kids, it doesn't mean I'm feminine or strange.'

But he admits that it will take some time for male nannies to be totally accepted. 'It'll happen gradually, but there's no reason why men can't do this job as well as women.'

VOCABULARY

What's the difference?

temporary work contract	vs	permanent work contract
work part time	vs	work full time
do overtime	vs	be overworked
be fired	vs	be made redundant
redundancy payment	vs	unemployment benefit
resign	vs	retire
self-employed	vs	unemployed
unemployment	vs	unemployed
employer	vs	employee
salary	vs	bonus
white-collar jobs	vs	blue-collar jobs

READING

A Human Resources Manager has drawn up a shortlist of applicants he feels would be suitable for a vacancy in his company. Look at the descriptions of the candidates he plans to invite for interview.

- *Hamed has a can-do attitude and is able to meet deadlines*
- *Tomoko is a self-starter who can work on her own initiative*
- *Ivan is able to multi-task and has a proven track record*
- *Li is an effective team player with a customer-focused approach*
- *Cristina is numerate and computer literate*
- *Piroska has excellent time management and people skills.*

Which candidate ...

- | | |
|--|------------------------------------|
| - is good with figures? | - co-operates with colleagues? |
| - is good at working on his/her own? | - can finish a job on time? |
| - can plan their day efficiently? | - is able to make contacts easily? |
| - has a good rapport with clients? | - has a history of success? |
| - has a positive approach? | - has IT skills? |
| - can cope with several jobs at the same time? | |

Complete the table using the following words/expressions.

inefficiency	advancement	skill / competence	sociable
achievable	lack / shortage	disability	disagree
agreement	active	lazy	demotion
productivity	consent	nonconformity	discourage
impossible	encourage	surplus	take on
introvert	dismiss		

word	Synonym	opposite
ability		
agree		
compliance		
dynamic		
efficiency		
extrovert		
feasible		
motivate		
promotion		
recruit		
redundancy		

FINDING A JOB

Choose the correct words.

Most jobs are advertised as current *position / application / vacancies*. They appear in the local and national *press / bodies / resource*, professional *contacts / journals / resource* and specialist career publications. In addition many professional *bodies / contacts / agencies* offer services which can help job seekers find a suitable *position / vacancies / application*. Recruitment *bodies / contacts / agencies* hold details of a wide range of *vacancies / jobs / applications*. The Internet is a valuable *press / journal / resource* – not only for vacancies but to find background information on companies. Approximately one third of jobs are never advertised, but may be found by approaching a company directly. This is called a speculative *position / application / vacancies* and is common among young graduates starting at the bottom of the career *industry / ladder / schemes*.

Finally, don't forget to use your personal *bodies / contacts / agencies*.

Head hunters, or executive search firms, *specialise in / take part in / rely on* finding the right person for the right job. When a company wishes to hire a person for an important *responsibility / position / work*, it may use the services of such a firm, specifying the skills and abilities which are required of the future *employee / employer / employment*.

The head hunter contacts executives with the right career profile, and provides the company with a *longlist / quicklist / shortlist* of suitable candidates. In this way, the employer can avoid going through the preliminary stages of interviewing and selecting *applications / applicants / appliances* itself.

Find the English version of the following expressions:

jelenlegi üresedés/betöltendő állás
 szakmai lap
 Álláskereső
 toborzó iroda
 széles választék
 friss diplomás
 fejtudás cég
 szolgáltatást igénybe venni
 kapcsolatot felvenni
 alkalmas jelentkezők
 pályázók kiválogatása

Where do you think you could find the following vacancies?

Preschool Teacher Plumber Special Needs Educator Personal Assitant
 Shop Assistant Infant and Early Childhood Educator Primary Teacher
 Webdesigner Tour Guide Truck Driver Environment Specialist

READING

HOW TO PREPARE FOR A JOB INTERVIEW

Tips for Having a Great Job Interview

Choose the proper heading to go with the following paragraphs (there is one extra):

Tip 1	Tip 2	Tip 3	Tip 4	Tip 5	Tip 6	Tip 7

- a) Give eye contact and smile*
- b) Introduce yourself and give handshakes*
- c) Dress for Success*
- d) Make sure to thank the Interviewer*
- e) Ask about the working conditions*
- f) Bring two copies of your resume (CV)*
- g) Be prepared and have answers in advance to interviewer's questions*
- h) Arrive to your interview early*

Are you looking for a job? Would you like to know how to have a successful job interview? Employers are looking for the best qualified people for the positions that are open. Even though there are many different kinds of jobs out there, the interview process is usually always very similar for everyone. If you want to get the job you apply for, then here are some things you should know before going to your interview.

Tip 1: _____

It is always best to dress for success at a job interview. No matter what job you are interviewing you should always go dressed in business attire (clothes). It is important to dress professional so employers will think you are serious about getting the job position. Business attire doesn't have to be fancy, simple and clean-cut can get a positive reaction as well. For men business attire can be a shirt, trousers, black shoes, and a tie. For women business attire can be a nice button down shirt, or blouse, a skirt or trousers, and shoes. It is also recommended to look clean, so remember to take some time to make yourself look nice.

Tip 2: _____

It is always good to be prepared when going to an interview. So make sure you prepare a resume that is appropriate for the job that you are applying for. It is always good to bring two

copies of your resume with you. You can also put them in a folder to make it look more presentable.

Tip 3: _____

Arriving on time to your interview can be okay but arriving early can impress employers. It is good to arrive to your interview early so you can take a breath before you go in. Plus another reason for leaving early is to account for things like traffic, or other different things.

Tip 4: _____

When you meet your interviewers make sure to introduce yourself to them by stating your name. Also make sure to give a little eye contact and a firm handshake to your interviewer. After the introductions you can hand your interviewer your resume.

Tip 5: _____

It is always good to prepare for your interview by knowing what you are going to say to your interviewer's questions. Most common questions include: So why do you think you should get this job position? What experience do you have in this field? What are your strengths and weaknesses, and other questions like that. If you prepare answers in advance you won't be as nervous and don't have to think as much during the interview.

Tip 6: _____

Most employers like it when possible employees have a good and positive personality. So during an interview it is always good to smile, give the appropriate eye contact, and be attentive.

Tip 7: _____

When you are ready to leave the interview make sure to thank your interviewer for their time, and again shake their hand before leaving.

These tips will help assure you to get the position you want!

Are these statements true or false? Correct the false ones.

1. The interviews are different depending on the job you apply for.

2. The interviewer is not interested in what clothes you are wearing at the interview.

3. Ladies must wear a skirt, but not trousers at the interview.

4. You should look clean and nice.

5. Employers do not accept resumes (CV-s) on paper, only in email.

6. It is better to arrive a bit early for the interview.

7. Do not tell the interviewer your name if he does not tell you to.

8. If you look into the interviewer's eyes, he may think that you are aggressive.

9. It is very useful to prepare for the interviewer's questions before the interview.

10. If you smile, employers may think that you are a nice, friendly person.

Find the words that match the definitions (3 words do not have a definition):

a) work force

h) interview

b) wages

i) manager

c) working hours

j) job centre

d) blue collar worker

k) company

e) overworked

l) employee

f) unemployed

m) fringe benefit

g) Curriculum Vitae

1. people doing manual work	
2. a person working for another person or firm for pay	
3. weekly payment	
4. without a job	
5. a brief summary of a person's career	
6. to have worked too much or too long	
7. a formal meeting in which a person questions another	
8. an office where people can look for a job	
9. the total number of persons who are employed or employable	
10. the members of a firm	

🔊 LISTENING

NEXT STEP

Pre-listening task: match the adjectives with their synonyms/explanations.

- | | |
|---------------|-------------------------------|
| 1. busy | a. powerful |
| 2. boring | b. lovely |
| 3. nice | c. monotonous |
| 4. awesome | d. hard |
| 5. difficult | e. sg that makes you feel sad |
| 6. annoying | f. cool |
| 7. strong | g. full of activity |
| 8. depressing | h. irritating |

Listen to the text and decide for which person the following statements refer to, Christal /C/ or George /G/.

This person ...

1. would like to work at a clothing store C/G
2. wouldn't mind working in an office C/G
3. is sometimes busy, sometimes bored C/G
4. still has a lot of time to find a job C/G
5. thinks about getting a discount in his/her future job C/G
6. doesn't like being pushed by the seller C/G
7. isn't good at getting people to buy things C/G

Listen to the text again and decide if the following statements are true (T) or false (F).

1. Crystal is working at a restaurant at the moment. T/F
2. She doesn't want to change her job. T/F
3. She prefers a white-collar job. T/F
4. George loves fashion. T/F
5. George enjoys meeting new people. T/F

READING

THE PERFECT JOB

After reading the text: “The Search For the Perfect Job”, match the information of column B to the questions of column A. The answers can be used one, several or no time.

The Search For the Perfect Job

This is the story of Nathan’s search for the perfect job. He had just graduated from high school when he started his quest. His first job was as a waiter. He didn’t mind serving food, but what bothered him was that sometimes the clients got angry at him, so he quit. After that, he tried to work as a mechanic. He didn’t know very much about cars, but he learned quickly. Nathan loved that job. Nevertheless, he found its flaw: he didn’t like getting grease on his hands. Later on, Nathan tried working as a chef. That job didn’t last very long since he was not a good cook. He was fired on his third day. Soon after that, he decided to try becoming a police officer. Big mistake! He soon realized that the training was very tough. He wasn’t strong enough for that kind of job. Other than that, he had a big discipline problem; he was constantly getting into fights with other people, so he was kicked out of the police academy. After all these experiences, Nathan came to the conclusion that the perfect job does not exist.

A

Questions

1. What was Nathan’s first job?
2. In which job did N. have a discipline problem?
3. What did Nathan dislike about being a mechanic?
4. Why did Nathan get fired when he was working as a chef?
5. What was Nathan’s conclusion about the perfect job?
6. In which job did Nathan have to serve food?
7. When did Nathan start looking for the perfect job?
8. Why did Nathan quit his first job?
9. Nathan was not strong enough to work in which occupation?
10. Did Nathan like working as a mechanic?

B

Answers

- a. Clients got mad at him.
- b. Waiter.
- c. It does not exist.
- d. Yes.
- e. He did not cook well.
- f. His hands got dirty.
- g. Police officer
- h. Chef
- i. No
- j. After he finished high school.
- k. Mechanic

Find the matching words from the text.

to be dismissed:

fat, oil:

continuously, all the time:

person who fixes/repairs a machine:

to finish school:

head cook:

excellent:

customer:

to see, understand:

practice, teaching:

person who serves customers in a restaurant:

opposite of weak:

to leave, go away:

school for higher learning:

THE GOOD QUALITIES OF A DAY-CARE TEACHER



A quality day-care teacher isn't afraid to get down on the floor and play with children.

A day-care teacher's job involves more than just watching kids every day. In addition to making sure those children are safe, a day-care teacher is responsible for their health, development, nutrition and education. Combine those responsibilities with

the ever-changing personalities of multiple infants, toddlers and pre-schoolers on a daily basis and a day-care teacher needs a lot of positive qualities to be successful.

1. _____

Good day-care teachers do not enter the job without any training. They have taken courses in child development and understand the milestones and skills children should learn at each age. Through classes and training, they also know how to plan appropriate activities and strategies to help children meet those milestones. When it comes to children's safety, quality day-care teachers have taken courses and earned their first aid and CPR certifications. They recognize signs of common illnesses and child abuse, and know when to take action if a child shows a change in mood or behaviour.

2. _____

Children like to mimic the actions of the adults around them. A good day-care teacher realizes this and serves as a positive role model for the children in her care. This includes dressing comfortably to make it easy to interact with the children and avoiding revealing clothing or shirts with negative images. It also involves avoiding inappropriate behaviours, such as smoking, hitting, pushing, or using foul language.

3. _____

When a day-care teacher fails to set rules or use appropriate ways to discipline children, chaos can ensue in a day-care setting. A good day-care teacher creates simple rules for children to follow and uses strategies, such as behaviour charts and time outs, to encourage children to follow the rules. At the same time, a quality day-care teacher realizes that a lot of discipline problems can be prevented by setting clear limits and following routines.

4. _____

Good day-care teachers enjoy working with children - and the children know that. They are kind to all children and do not discriminate against children of different races or abilities. Patience is exercised throughout the day as children throw tantrums, make messes and exert

extreme amounts of energy. Even when it is difficult or children do not cooperate, quality day-care teachers are focused on the best interests of the children in their care and are dedicated to helping them learn and grow.

Match the proper headings to the paragraphs:

- a) **Appearance**
- b) **Discipline**
- c) **Education and Training**
- d) **Interacting with Children**

 **LETTER WRITING**

JOB APPLICATION

Put the parts below into the correct order to make a complete email for someone applying for a job.

- a) the summer programme where I worked last year. I am available for interview in Naples any weekday afternoon, and you can email
- b) as a Word document. You will notice that I have supervised children on a range of sports and cultural activities as well as dealing
- c) Dear Sir /Madam,
With reference to your advertisement on the JobFinders.com website, I am interested in applying
- d) as I enjoy working with young people. I have a lot of energy and enthusiasm and am also responsible and reliable. I have attached my CV
- e) First Certificate grade A. I would be grateful if you would consider my application. You will see
- f) the travel industry. During the last few summer holidays I have
- g) for the post of tour leader for Italian school students. I am 26 years old and am currently studying
- h) me or telephone me on the number below. I look forward to hearing from you soon.
Yours faithfully
- i) for a diploma in Tourism at Naples University. After that I hope to follow a career in
- j) in the job of tour leader, taking students to London. I feel that I would be well-suited for this job
- k) to do something more varied and challenging, and for this reason I am interested
- l) with transport arrangements and tickets. You will also notice that my English is good and I have

m) from my attached CV that two people can be contacted as references, one is a university professor and the other is from

n) worked as a youth leader in Italy, and I enjoyed the work very much. Next summer I would like

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.
C													

Complete the sentences with one of these words: as, at, for, from, in, of, on, to.

1. With reference your advertisementthe latest issue of Teachers' Weekly, I am interested applying the post of substitute teacher.

2. I have attached my CV a Word document.

3. I am available interview any time.

4. I'm working a private teacher at the moment.

5. You can email me or telephone me the number given my CV.

6. I look forward hearing you soon.

7. I have a good knowledge Special Needs Pedagogy. I studied it university.

8. I'm unemployed the moment. I've been out work since the summer.

9. I'm studying degree Pedagogy.

10. I hope to follow a career primary education.

11. I have been working Telekom for one year.

12. I attach my CV requested.

How would you say these sentences in English?

- a. Ezúton szeretnék jelentkezni az iskola honlapján megírdetett napközis nevelő állásra.
- b. Jelenleg a Kaposvári Egyetemen, tanító szakon.
- c. Nagyon jól beszélek németül és franciául is.
- d. Úgy gondolom, alkalmas vagyok erre az állásra, mivel tapasztalt és megbízható vagyok.
- e. 5 évig dolgoztam egy fővárosi általános iskolában.
- f. Feladataim közé tartozott a napközis foglalkozások szervezése és a kulturális programok előkészítése.
- g. Várom mielőbbi válaszát.
- h. Szeretnék a jövőben gyógypedagógiai nevelőként is dolgozni, de ehhez még több tapasztalatra van szükségem.
- i. A mellékelt önéletrajzomban láthatja, hogy 3 évig külföldön dolgoztam.
- j. Remélem, megfontolja pályázatomat.

Read this advertisement:

Social event organizer

We are looking for someone to arrange weekend and evening events for a group of students from Europe, who will be studying at a London language school in July and August. Could it be you? Are you

- a good organizer?
- sociable and outgoing?
- good at languages?

Now read this letter of application for the job advertised above. Choose the words or phrases in bold that you think are more formal.

3 July 2012

Dear Sir or Madam,

I am writing to apply for the **post / job** of Social Events Organizer which was advertised in last week's edition of Summer Jobs.

I am **now / currently** studying French and Italian at London University, so I speak both languages well.

I feel I would be **suitable / right** for this position because I have good organizational skills, and I greatly enjoy going out and meeting new people. I have lived in London all my life so I know many of the places that young students would enjoy.

I have experience of this kind of work. Last summer I **was employed at / worked for** Imperial Hotels as a Tour Organizer, and I arranged excursions to places of interest in and around London. I also worked for London Life last Christmas, which involved taking **groups of / some** American tourists around the capital.

My course finishes in the middle of June, so I **would be available for work / can start working** at any time during July and August.

Please do not hesitate to contact me if you **need / require** any **more / further** information. I look forward to hearing from you.

Yours faithfully,

Sweeny Todd

Read this advertisement and with the help of the above letter write an application.

WANTED!

We are looking for Summer Camp Hosts to help teach and entertain children aged 10-12 at our Summer Camp in August.

If you are good with children, keen on sports and other outdoor activities, and have a lively and outgoing personality, then we'd like to hear from you. We offer

You saw this advertisement in an English newspaper and would like to apply for the position advertised.

BNI Metropolitan looks for active, resourceful, well travelled individuals who are over 23. They must be willing to work overseas for periods of up to 6 months on a fixed contract. A second language (especially French or Spanish) is preferred but not essential. Successful candidates are good with people, have a confident personality and plenty of overseas travel experience. They would also need to be well organised, numerate, accurate and able to work well under pressure.

Jobs in the UK head office | At our head office in Farnborough, Hampshire, we look for individuals who can join our existing teams working in flights, finance, children day care, reservations, operations or IT/systems departments.

Apply with C.V.

Joseph Barnes

BNI Metropolitan

231 Duchess Rd

Farnborough

Hampshire

Write a letter of application. Your letter should contain at least two of the following points and one other aspect:

- say which position you are applying for, and why you are interested in it
- tell about your experience in this field
- say why you think you are suitable for the post
- write when you can start the earliest