Урок 18 elementary

Разминка 18..mp3

John!

Mary!

Fanny!

Really!

Baby!

Sugar!

That’s right!

OK

Fine

Произнесите фразу “Not very” с нисходяще-восходящим тоном, чтобы выразить мягкое, дружелюбное возражение:

|  |  |
| --- | --- |
| This radio set is good, isn’t it? – Not very. | Это радиоприёмник хороший, не так ли? - Не очень. |
| That question is difficult, isn’t it? – Not very. | Этот вопрос трудный, не так ли? - Не очень. |
| That novel is new, isn’t it? – Not very. | Этот роман новый, не так ли? - Не очень. |
| The bag is heavy, isn’t it? – Not very. | Эта сумка тяжёлая, не так ли? - Не очень. |
| The room is narrow, isn’t it? – Not very. | Комната узкая, не так ли? - Не очень. |
| The lake is shallow, isn’t it? – Not very. | Озеро мелководное, не так ли? - Не очень. |

Произнесите реплики в диалогах с нисходяще-восходящим тоном, чтобы выразить уточнение:

|  |  |
| --- | --- |
| - The photos are in the box, aren’t they? – In the album. | - Фотографии в коробке, не так ли? - В альбоме. |
| - The children are at school, aren’t they? – In the yard. | - Дети в школе, не так ли? - Во дворе. |
| - The books are in the bookcase, aren’t they? – On the bookshelf. | - Книги в книжном шкафу, да? - На книжной полке. |
| - The pupils are at the lesson, aren’t they? – At the library. | - Ученики на уроке, не так ли? - В библиотеке. |
| - Eva and David are married for ten years, aren’t they? – For fifteen. | -Ева и Давид женаты 10 лет, не так ли? - 15. |
| - Sam is leaving today, isn’t he? – Tomorrow. | - Сэм уезжает сегодня, не так ли? - Завтра. |

Произнесите вторую часть предложения с нисходяще-восходящим тоном, чтобы выразить противопоставление:

|  |  |
| --- | --- |
| I want to go to the village, but not in winter. | Я хочу поехать в деревню, но не зимой. |
| I want to go to the park, but not in the afternoon. | Я хочу пойти в парк, но не днём. |
| I want to go to the library, but not today. | Я хочу пойти в библиотеку, но не сегодня. |
| I’d like to play tennis, but not right now. | Мне бы хотелось поиграть в теннис, но не сейчас. |
| I’d love to watch TV, but not in the day time. | Я бы с удовольствием посмотрела телевизор, но не днём. |
| We’d like to visit this museum, but not on Sunday. | Нам бы хотелось посетить этот музей, но не в воскресенье. |

Произнесите реплики в диалогах с нисходяще-восходящим тоном, чтобы выразить предположение:

|  |  |
| --- | --- |
| - Where is my hat? – It may be on the armchair. | - Где моя шляпа? - Она, наверное, на кресле. |
| - Where is Sally’s bag? – It may be near the door. | - Где сумка Салли? - Она, наверное, около двери. |
| - Where is our map? – It may be on the wall. | - Где наша карта? - Она, наверное, на стене. |
| - Where is Lisa’s belt? – It may be in the wardrobe. | - Где Лизин пояс? - Он, наверное, в шифоньере. |
| - Where are my pencils? – They may be in the pencil-box. | - Где мои карандаши? - Они, наверное, в пенале. |
| - Where are the children’s toys? – They may be in the bedroom. | - Где детские игрушки? - Они, наверное, в спальне. |
| - Where are the students? – They may be at the lecture. | - Где студенты? - Они, наверное, на лекции. |

Let’s revise.

Мы используем модальные глаголы для выражения физической или умственной способности выполнить действие (can), а также возможности выполнить действие по обстоятельствам (can).  Можно показать возможность выполнить действие в прошлом или в будущем (be able to).Мы можем показать разрешение (can или may),обязанность (must) или запрет (mustn’t). Мы можем выразить необходимость выполнить действие (have to) и отсутствие этой необходимости (don’t have to). Мы можем выразить необходимость в настоящем (have to/has to), в прошедшем (had to) и в будущем (will have to). Мы можем выразить совет (should).

Кроме основных значений, можно использовать значение вероятности.

Can может использоваться в вопросительных предложениях в значении «неужели?»  и в отрицательных предложениях в значении «не может быть, чтобы» (вероятность действия с точки зрения говорящего – 0%).

Might выражает значение «может быть, но вряд ли» (вероятность действия с точки зрения говорящего – 20%).

May выражает значение «может быть» (вероятность действия с точки зрения говорящего – 50%).

Must выражает значение «должно быть, скорее всего» (вероятность действия с точки зрения говорящего – 80%).

В этом значении модальные глаголы могут использоваться:

* V – для выражения вероятности либо какого-то факта (типичного действия) или для выражения вероятности совершения действия в будущем (прогноз).
* be + Ving – для предположения о действии, которое длится в данный момент.
* have + V3 – для предположения о прошлом действии.
* have + been – после модальных глаголов в значении вероятности может также использоваться have + ing для предположения о действии, которое длится уже какое-то время (и сказано, как долго), однако такие случаи очень редки.

Употребление модальных глаголов может понадобиться при прохождении интервью (собеседования) на английском языке.

Для устройства на работу необходимо написать резюме. В нем мы указываем нашу личную информацию, послужной список и различные умения и навыки, необходимые в желаемой области работы. Для этого Вам потребуется соответствующая лексика:

Так может выглядеть часть резюме, в которой Вы указываете свою личную информацию

|  |  |
| --- | --- |
| PERSONAL INFORMATION | Alexander Romanov |
|  | |
| images | значокFlat/app. 45, 38, Nevsky Prospect , St.Petersburg, Russia. |
| телефон+7(812)300-12-23   +79623459008 |
| имеил[Al\_romanov@gmail.com](mailto:Al_romanov@gmail.com) |
| сайтwww.romanovalex.com |
| яхуyahoo 123098 |
| Sex male | Date of birth 31/03/1985 | Nationality Russian |

**Используйте следующую форму для заполнения ее собственными личными данными.**

|  |  |
| --- | --- |
| PERSONAL INFORMATION | First name(s) Surname(s) |
|  | |
| images | значокhouse number, street name, city, postcode, country |
| телефонtelephone number     mobile number |
| имеилe-mail address |
| сайтpersonal website(s)  (if any) |
| яхуtype of IM service messaging account(s) |
| Sex  \_\_\_\_ | Date of birth dd/mm/yyyy | Nationality \_\_\_\_\_ |

Так выглядит часть резюме, где вы указываете свой послужной список:

|  |  |
| --- | --- |
| JOB APPLIED FORPOSITION | Chief accountant |

|  |  |
| --- | --- |
| WORK EXPERIENCE |  |

|  |  |
| --- | --- |
| August 2007-September 2013 | **Accountant** |
| Margarita Livanova Chief accountant, |
| ▪  Replace with main activities and responsibilities |
| Business or sector limber wholesale |

**Используйте следующую форму для заполнения собственными данными.**

|  |  |
| --- | --- |
| JOB APPLIED FORPOSITION | job applied for / position |

|  |  |
| --- | --- |
| WORK EXPERIENCE |  |

|  |  |
| --- | --- |
| Replace with dates (from – to) | **occupation or position held** |
| employer’s name and locality (if relevant, full address and website) |
| ▪  main activities and responsibilities |
| Business or sector type of business or sector |

Так выглядит раздел, где вы указываете данные о своем образовании:

|  |  |  |
| --- | --- | --- |
| EDUCATION AND TRAINING2002-2007 | **Economist** | Replace with EQF (or other) level if relevant |
| Moscow State University | |

**Используйте следующую форму для заполнения собственными данными.**

|  |  |
| --- | --- |
|  |  |

|  |  |  |
| --- | --- | --- |
| EDUCATION AND TRAININGdates (from – to) | **qualification awarded** | Replace with EQF (or other) level if relevant |
| education or training organisation’s name and locality (if relevant, country) | |
| ▪  a list of principal subjects covered or skills acquired | |

 Так выглядит раздел, где Вы указываете свои знания, умения и навыки:

PERSONAL SKILLS

|  |
| --- |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Mother tongue(s) | Russian | | | | |
| Other language(s) | UNDERSTANDING | | SPEAKING | | WRITING |
| Listening | Reading | Spoken interaction | Spoken production |  |
| English | B1 | B2 | B1 | B1 | B1 |
| Italian | A1 | A1 | A1 | A1 | A1 |
|  | Levels: A1/2: Basic user – B1/2: Independent user – C1/2 Proficient user Common European Framework of Reference for Languages | | | | |

**Используйте данную форму, чтобы внести собственные данные.**

|  |  |
| --- | --- |
| PERSONAL SKILLS |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Mother tongue(s) | mother tongue(s) | | | | |
| Other language(s) | UNDERSTANDING | | SPEAKING | | WRITING |
| Listening | Reading | Spoken interaction | Spoken production |  |
|  | Levels: A1/2: Basic user – B1/2: Independent user – C1/2 Proficient user Common European Framework of Reference for Languages | | | | |

Также в резюме желательно указать следующую информацию:

|  |  |
| --- | --- |
| Communication skills | your communication skills. Specify in what context they were acquired. *Example:* *▪  good communication skills gained through my experience as sales manager* |
| Organisational / managerial skills | your organisational / managerial skills. Specify in what context they were acquired. *Example:* *▪  leadership (currently responsible for a team of 10 people)* |
| Job-related skills | job-related skills not listed elsewhere. Specify in what context they were acquired. *Example:* *▪  good command of quality control processes (currently responsible for quality audit)* |
| Computer skills | your computer skills. Specify in what context they were acquired.*Example:* *▪  good command of Microsoft Office™ tools* |
| Other skills | other relevant skills not already mentioned. Specify in what context they were acquired. *Example:* *▪  carpentry* |
| Driving licence | Replace with driving licence category/-ies. *Example:* *▪  B* |

Если Вам есть, чем похвастать, укажите дополнительную информацию.

|  |  |
| --- | --- |
| ADDITIONAL INFORMATION |  |

|  |  |
| --- | --- |
| Publications Presentations Projects Conferences Seminars  Honours and awards  Memberships References | relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references… *Example of publication:* *▪  How to write a successful CV, New Associated Publishers, London, 2002.* *Example of project:* *▪  Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012).* |

|  |  |
| --- | --- |
| ANNEXES |  |

|  |  |
| --- | --- |
|  | list of documents annexed to your CV. *Examples:* *▪  copies of degrees and qualifications;* *▪  testimonial of employment or work placement;* *▪  publications or research.* |

 Вы можете приложить к резюме копии своих сертификатов.

Есть некоторые советы по составлению резюме.

**Прочитайте текст.**

Советы по составлению резюме

1. Know the purpose of your resume

Some people write a resume as if the purpose of the document was to land a job. As a result they end up with a really long and boring piece that makes them look like desperate job hunters. The objective of your resume is to land (find) an interview, and the interview will land you the job (hopefully!).

2. Back up your qualities and strengths

Instead of creating a long (and boring) list with all your qualities (e.g., disciplined, creative, problem solver) try to connect them with real life and work experiences. In other words, you need to back these qualities and strengths up, else (otherwise) it will appear that you are just trying to inflate things.

3. Make sure to use the right keywords

Most companies (even smaller ones) are already using digital databases to search for candidates. This means that the HR department will run search queries based on specific keywords. Guess what, if your resume doesn’t have the keywords related to the job you are applying for, you will be out even before the game starts.

These keywords will usually be nouns. Check the job description and related job ads for a clue on what the employer might be looking for.

4. Use effective titles

Like it or not, employers will usually make a judgment about your resume in 5 seconds. Under this time frame the most important aspect will be the titles that you listed on the resume, so make sure they grab the attention. Try to be as descriptive as possible, giving the employer a good idea about the nature of your past work experiences. For example:

Bad title: Accounting  
Good title: Management of A/R and A/P and Recordkeeping

5. Proofread (check if you have any mistakes) it twice

It would be difficult to emphasize the importance of proofreading your resume. One small typo and your chances of getting hired could slip. Proofreading it once is not enough, so do it twice, three times or as many as necessary.

6. Use bullet points

No employer will have the time (or patience) to read long paragraphs of text. Make sure, therefore, to use bullet points and short sentences to describe your experiences, educational background and professional objectives.

7. Where are you going?

Including professional goals can help you by giving employers an idea of where you are going, and how you want to arrive there. You don’t need to have a special section devoted to your professional objectives, but overall the resume must communicate it. The question of whether or not to highlight your career objectives on the resume is a polemic one among HR managers, so go with your feeling. If you decide to list them, make sure they are not generic.

8. Put the most important information first

This point is valid both to the overall order of your resume, as well as to the individual sections. Most of the times your previous work experience will be the most important part of the resume, so put it at the top. When describing your experiences or skills, list the most important ones first.

9. Attention to the typography

First of all make sure that your fonts are big enough. The smaller you should go is 11 points, but 12 is probably safer. Do not use capital letters all over the place, remember that your goal is to communicate a message as fast and as clearly as possible. Arial and Times are good choices.

10. Do not include “no kidding” information

There are many people that like to include statements like “Available for interview” or “References available upon request”. If you are sending a resume to a company, it should be a given that you are available for an interview and that you will provide references if requested. Just avoid items that will make the employer think “no kidding!”

11. Explain the benefits of your skills

Merely stating that you can do something will not catch the attention of the employer. If you manage to explain how it will benefit his company, and to connect it to tangible results, then you will greatly improve your chances.

12. Avoid negativity

Do not include information that might sound negative in the eyes of the employer. This is valid both to your resume and to interviews. You don’t need to include, for instance, things that you hated about your last company.

13. Achievements instead of responsibilities

Resumes that include a long list of “responsibilities included…” are plain boring, and not efficient in selling yourself. Instead of listing responsibilities, therefore, describe your professional achievements.

14. No pictures

Sure, we know that you are good looking, but unless you are applying for a job where the physical traits are very important (e.g., modeling, acting and so on), and unless the employer specifically requested it, you should avoid attaching your picture to the resume.

15. Use numbers

This tip is a complement to the 13th one. If you are going to describe your past professional achievements, it would be a good idea to make them as solid as possible. Numbers are your friends here. Don’t merely mention that you increased the annual revenues of your division, say that you increased them by $100,000, by 78%, and so on.

16. One resume for each employer

One of the most common mistakes that people make is to create a standard resume and send it to all the job openings that they can find. Sure it will save you time, but it will also greatly decrease the chances of landing an interview (so in reality it could even represent a waste of time). Tailor your resume for each employer. The same point applies to your cover letters.

17. Identify the problems of the employer

A good starting point to tailor your resume for a specific employer is to identify what possible problems he might have at hand. Try to understand the market of the company you are applying for a job, and identify what kind of difficulties they might be going through. After that illustrate on your resume how you and your skills would help to solve those problems.

18. Avoid age discrimination

It is illegal to discriminate people because of their age, but some employers do these considerations nonetheless. Why risk the trouble? Unless specifically requested, do not include your age on your resume.

19. You don’t need to list all your work experiences

If you have job experiences that you are not proud of, or that are not relevant to the current opportunity, you should just omit them. Mentioning that you used to sell hamburgers when you were 17 is probably not going to help you land that executive position.

20. Go with what you got

If you never had any real working experience, just include your summer jobs or volunteer work. If you don’t have a degree yet, mention the title and the estimated date for completion. As long as those points are relevant to the job in question, it does not matter if they are official or not.

21. Sell your fish

Remember that you are trying to sell yourself. As long as you don’t go over the edge, all the marketing efforts that you can put in your resume (in its content, design, delivery method and so on) will give you an advantage over the other candidates.

22. Don’t include irrelevant information

Irrelevant information such as political affiliation, religion and sexual preference will not help you. In fact it might even hurt your chances of landing an interview. Just skip it.

23. Use Mr. and Ms. if appropriate

If you have a gender neutral name like Alex or Ryan make sure to include the Mr. or Ms. prefix, so that employers will not get confused about your gender.

24. No lies, please

Seems like a no brainer, but you would be amused to discover the amount of people that lie in their resumes. Even small lies should be avoided. Apart from being wrong, most HR departments do background checks these days, and if you are buster it might ruin your credibility for good.

25. Keep the salary in mind

The image you will create with your resume must match the salary and responsibility level that you are aiming for.

26. Analyze job ads

You will find plenty of useful information on job ads. Analyze no only the ad that you will be applying for, but also those from companies on the same segment or offering related positions. You should be able to identify what profile they are looking for and how the information should be presented.

27. Get someone else to review your resume

Even if you think you resume is looking kinky, it would be a good idea to get a second and third opinion about it. We usually become blind to our own mistakes or way of reasoning, so another people will be in a good position to evaluate the overall quality of your resume and make appropriate suggestions.

28. One or two pages

The ideal length for a resume is a polemic subject. Most employers and recruiting specialists, however, say that it should contain one or two pages at maximum. Just keep in mind that, provided all the necessary information is there, the shorter your resume, the better.

29. Use action verbs

A very common advice to job seekers is to use action verbs. But what are they? Action verbs are basically verbs that will get noticed more easily, and that will clearly communicate what your experience or achievement were. Examples include managed, coached, enforced and planned. Here you can find a complete list of [action verbs divided by skill category](http://www.quintcareers.com/action_skills.html).

30. Use a good printer

If you are going to use a paper version of your resume, make sure to use a decent printer. Laser printers usually get the job done. Plain white paper is the preferred one as well.

31. No hobbies

Unless you are 100% sure that some of your hobbies will support you candidacy, avoid mentioning them. I know you are proud of your swimming team, but share it with your friends and not with potential employers.

32. Update your resume regularly

It is a good idea to update your resume on a regular basis. Add all the new information that you think is relevant, as well as courses, training programs and other academic qualifications that you might receive along the way. This is the best way to keep track of everything and to make sure that you will not end up sending an obsolete document to the employer.

33. Mention who you worked with

If you have reported or worked with someone that is well known in your industry, it could be a good idea to mention it on the resume. The same thing applies to presidents and CEOs. If you reported to or worked directly with highly ranked executives, add it to the resume.

34. No scattered information

Your resume must have a clear focus. If would cause a negative impression if you mentioned that one year you were studying drama, and the next you were working as an accountant. Make sure that all the information you will include will work towards a unified image. Employers like decided people.

35. Make the design flow with white space

Do not jam your resume with text. Sure we said that you should make your resume as short and concise as possible, but that refers to the overall amount of information and not to how much text you can pack in a single sheet of paper. White space between the words, lines and paragraphs can improve the legibility of your resume.

36. List all your positions

If you have worked a long time for the same company (over 10 years) it could be a good idea to list all the different positions and roles that you had during this time separately. You probably had different responsibilities and developed different skills on each role, so the employer will like to know it.

37. No jargon or slang

It should be common sense, but believe me, it is not. Slang should never be present in a resume. As for technical jargon, do not assume that the employer will know what you are talking about. Even if you are sending your resume to a company in the same segment, the person who will read it for the first time might not have any technical expertise.

38. Careful with sample resume templates

There are many websites that offer free resume templates. While they can help you to get an idea of what you are looking for, do not just copy and paste one of the most used ones. You certainly don’t want to look just like any other candidate, do you?

39. Create an email proof formatting

It is very likely that you will end up sending your resume via email to most companies. Apart from having a Word document ready to go as an attachment, you should also have a text version of your resume that does not look disfigured in the body of the email or in online forms. Attachments might get blocked by spam filters, and many people just prefer having the resume on the body of the email itself.

40. Remove your older work experiences

If you have been working for 20 years or more, there is no need to have 2 pages of your resume listing all your work experiences, starting with the job at the local coffee shop at the age of 17! Most experts agree that the last 15 years of your career are enough.

41. No fancy design details

Do not use a colored background, fancy fonts or images on your resume. Sure, you might think that the little flowers will cheer up the document, but other people might just throw it away at the sight.

42. No pronouns

You resume should not contain the pronouns “I” or “me.” That is how we normally structure sentences, but since your resume is a document about your person, using these pronouns is actually redundant.

43. Don’t forget the basics

The first thing on your resume should be your name. It should be bold and with a larger font than the rest of the text. Make sure that your contact details are clearly listed. Secondly, both the name and contact details should be included on all the pages of the resume (if you have more than one).

44. Consider getting professional help

If you are having a hard time to create your resume, or if you are receiving no response whatsoever from companies, you could consider hiring a professional resume writing service. There are both local and online options are available, and usually the investment will be worth the money.

**Посмотрите следующие видео на внешнем ресурсе:**

<http://www.youtube.com/watch?v=hRDMl0R2c9g>

<http://www.youtube.com/watch?v=erK7V6MLnFA>

**Послушайте песню и вставьте слова в пропуски:**

Прослушайте песню

Mad about you (Sting)

mad\_about\_you.mp3

A stone’s throw from Jerusalem  
I walked a lonely mile \_\_\_\_\_\_\_\_\_\_  
And though a million stars were shining  
My heart was lost on a distant planet  
That whirls \_\_\_\_\_\_\_\_\_\_\_\_  
Whirling in an arc of sadness  
I’m lost \_\_\_\_\_\_\_\_\_ I’m lost without you  
Though all my kingdoms turn to sand  
And fall \_\_\_\_\_\_\_\_\_\_\_\_  
I’m mad about you I’m mad about you

And from the dark secluded valleys  
I heard the ancient sighs of \_\_\_\_\_\_\_\_\_\_  
But every step I thought of you  
\_\_\_\_\_\_\_\_\_\_\_\_\_ only you  
And every star a grain of sand  
The leavings of a dried up \_\_\_\_\_\_\_\_\_\_  
Tell me, how much longer? How much longer?

They say a city in the desert lies  
The vanity of an \_\_\_\_\_\_\_\_\_\_  
But the city lies in \_\_\_\_\_\_\_\_\_\_  
Where the wind howls and the vultures sing  
These are the works of man  
This is the sum of \_\_\_\_\_\_\_\_\_\_\_\_  
It would make a prison of my life  
If you became another’s wife  
With every prison blown to \_\_\_\_\_  
My enemies walk free  
I’m mad about you \_\_\_\_\_\_\_\_\_

And I have never in my life  
Felt more alone than I do now  
Although I claim dominions over all I see  
It means \_\_\_\_\_\_\_\_\_\_\_\_\_\_  
There are no victories  
In all our histories, \_\_\_\_\_\_\_\_\_\_

A stone’s throw from Jerusalem  
I walked a lonely mile \_\_\_\_\_\_\_\_\_\_\_\_  
And though a million stars were shining  
My heart was lost on a distant planet  
That whirls around the \_\_\_\_\_\_\_\_\_\_\_  
Whirling in an arc of sadness  
I’m lost without you \_\_\_\_\_\_\_\_\_\_\_\_\_\_  
And though you hold the keys to ruin  
Of everything \_\_\_\_\_\_\_\_  
With every prison blown to dust,  
My \_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Though all my kingdoms turn to sand  
And \_\_\_\_\_\_\_\_\_\_\_\_\_  
I’m mad about you I’m mad about you

Проверьте себя

A stone’s throw from Jerusalem  
I walked a lonely mile in the moonlight  
And though a million stars were shining  
My heart was lost on a distant planet  
That whirls around the April moon  
Whirling in an arc of sadness  
I’m lost without you I’m lost without you  
Though all my kingdoms turn to sand  
And fall into the sea  
I’m mad about you I’m mad about you

And from the dark secluded valleys  
I heard the ancient sighs of sadness  
But every step I thought of you  
Every footstep only you  
And every star a grain of sand  
The leavings of a dried up ocean  
Tell me, how much longer? How much longer?

They say a city in the desert lies  
The vanity of an ancient king  
But the city lies in broken pieces  
Where the wind howls and the vultures sing  
These are the works of man  
This is the sum of our ambition  
It would make a prison of my life  
If you became another’s wife  
With every prison blown to dust  
My enemies walk free  
I’m mad about you I’m mad about you

And I have never in my life  
Felt more alone than I do now  
Although I claim dominions over all I see  
It means nothing to me  
There are no victories  
In all our histories, without love

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I’m lost without you I’m lost without you  
And though you hold the keys to ruin  
Of everything I see  
With every prison blown to dust,  
My enemies walk free  
Though all my kingdoms turn to sand  
And fall into the sea  
I’m mad about you I’m mad about you