

Электронный архив УГЛТУ



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INTERNATIONAL ACTIVITY IN FUTURE CAREER



МИНИСТЕРСТВО НАУКИ И ВЫСШЕГО ОБРАЗОВАНИЯ
РОССИЙСКОЙ ФЕДЕРАЦИИ

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учреждение высшего образования
«Уральский государственный лесотехнический университет»
(УГЛТУ)

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ВВЕДЕНИЕ

Учебное пособие «International Activity in Future Career» имеет теоретическое и практическое значение в связи с актуальностью подготовки современного специалиста, активно владеющего иностранным языком, способного общаться в профессиональной сфере деятельности. Основная цель обучения иностранному языку на современном этапе – это практическое овладение языком, поэтому представляется важным формирование умения у будущего специалиста самостоятельно читать литературу с целью понимания и извлечения информации из иноязычных источников для профессионального становления.

Целью данного пособия является совершенствование взаимосвязанных видов речевой деятельности: профессионально-ориентированного чтения, говорения, письма и аудирования.

Материал пособия разделен на две части, взаимосвязанные между собой: «Future Career» и «International activity». Тексты и специальные задания для определения и развития профессиональной компетенции сформулированы таким образом, чтобы обучающиеся могли опираться на полученные знания по общим и специальным дисциплинам.

Комплексы упражнений разработаны в соответствии с основными методическими требованиями. Тексты соответствуют методическим принципам аутентичности, профессионально-информативной ценности, учитывают языковую и профессиональную компетенции обучаемых.

Подобрана система упражнений, обеспечивающая различную степень извлечения информации в зависимости от вида чтения и предусматривающая развитие умений в четырех видах речевой деятельности, умений эффективно использовать коммуникативные стратегии и современные информационные технологии в работе с профессионально значимой информацией. Упражнения для работы с текстами предполагают индивидуальную, парную и групповую работу, направлены на формирование умений и навыков в речевой деятельности.

Предлагаемые задания (перед текстами и после них) нацелены на проверку степени усвоения материала, так как наряду с получаемой информацией и ее обработкой важным элементом учебного процесса является контроль знаний обучающихся.

В целом пособие способствует успешной реализации поставленных авторами задач за счет организации всего материала, методи-

ческого аппарата и факторов, направленных на качество усвоения различных технологий чтения и овладения профессионально-деловой коммуникацией.

Основными ресурсами для эффективной работы с учебным пособием являются словари, справочники, сайты сети Интернет.

Part 1. My Future Career

Speaking and discussing

1. Answer the questions and discuss the following topics in the group.

1. What questions will you ask your future employer at a job interview?
2. What would you like to become?
3. Some people think that it is necessary to have a good command of a foreign language to get a good job. Do you agree with this?
4. Does a person need to possess special qualities to become a good specialist in this or that particular field? Why?
5. Give some advice on how to behave at a job interview to create a positive impression on the employer.

Reading

2. Read and translate the text:

Vocabulary:

provide – обеспечивать

profitable – хорошо оплачиваемый

nightmare – кошмар

decision – решение

creative – творческий

a specialist in business matters – специалист в сфере бизнеса

relax – расслабиться

be engaged – быть занятым

qualities — качества

accommodation – жильё

turn into — превратиться

working hours — рабочее время

make answers relevant — отвечать по существу

suitable – подходящий

travel on business – ездить в командировки

employees – служащие, работники

upright – прямо.

Choosing future profession can be extremely difficult for the youth since it implies responsibility and awareness of the sphere you want to work in. The problem is that in our early age we can't make an informed choice, but the necessity to choose comes to everyone sooner or later.

What two subjects you think are the most important for your future job, and why.

That's why I need computer science and maths, since these are key subjects in this industry, and if I want to become a successful specialist, I should master them.

What job you want to do in the future.

As for me, I want my future profession to be connected with the sphere of technologies, because it attracts me, and I'm interested in it very much. I believe this sphere will be one of the most valuable in the near future.

What job and education opportunities young people have after finishing the 9th form.

To my mind, pupils who leave school after the 9th form have equal opportunities with those who leave after the 11th form, because they can finish college and get higher education at university as well.

Whether your family approve of your career choice or not.

Fortunately, my parents support me in all my beginnings and approve of my choice whatever it will be. I believe they wish me all the best and they don't want me to regret wrong choice for the rest of my life.

What advice your parents have given you about your career choice.

Fortunately, my parents support me in all my beginnings and approve of my choice whatever it will be. They say they wish me all the best and that they don't want me to regret wrong choice for the rest of my life.

What school subjects will be important for your future job.

For my future profession I need computer science and maths, since these are key subjects in this industry, and if I want to become a successful specialist, I should master them.

In conclusion I'd like to say that the most important thing about future career is to find you cup of tea in this life and enjoy it, otherwise, you won't be satisfied with your life.

What jobs, in your opinion, will be popular in the future, and why.

To my mind, the most popular professions will be IT specialists and programmers; I believe that the sphere of technologies will be the most popular and valuable in the future, because we live in the world of advanced technologies nowadays, and they develop very fast [1].

3. Translate words and phrases from English into Russian:

awareness -
to imply -
to be extremely difficult -
in early age -
to make an informed choice -
to get higher education -
to be interested in smth -
responsibility -
sooner or later –
valuable -
to be connected with -
to master smth -
key subjects -
to regret smth -
to get higher education -
to support in one's all beginnings -
an industry -
IT specialists -
to attract -
for the rest of one's life -
for the rest of one's life -
to find one's cup of the sphere of technologies -
to develop fast -
to approve of smth -
computer science -
a wrong choice -
to be satisfied with smth -
programmers -
to get higher education -
otherwise -
to have equal opportunities with -
to wish all the best -
a successful specialist -
fortunately -
advanced technologies -
as well -
in the near future -
necessity -

4. Find matches.

<p>1) As for me, I want my future profession to be connected with the sphere of technologies, because it attracts me, and I'm interested in it very much. I believe this sphere will be one of the most valuable in the near future.</p>	<p>а) К счастью, родители поддерживают меня во всех начинаниях и одобряют мой выбор, каким бы он ни был. Я верю, что они желают мне всего самого лучшего и не хотят, чтобы я всю оставшуюся жизнь жалела о неправильном выборе.</p>
<p>2) Choosing future profession can be extremely difficult for the youth since it implies responsibility and awareness of the sphere you want to work in.</p>	<p>б) Я думаю, что самыми популярными профессиями станут IT-специалисты и программисты.</p>
<p>3) The problem is that in our early age we can't make an informed choice, but the necessity to choose comes to everyone sooner or later.</p>	<p>с) Что касается меня, я хотела бы, чтобы моя профессия была связана с технологической сферой, потому что она меня привлекает, и я в этом очень заинтересована. Я думаю, что она станет одной из самых значимых в ближайшем будущем.</p>
<p>4) That's why I need computer science and maths, since these are key subjects in this industry, and if I want to become a successful specialist, I should master them.</p>	<p>д) В заключение я хотела бы сказать, что самое важное в будущей карьере — это найти свое любимое дело и наслаждаться им, иначе ты не будешь удовлетворен своей жизнью.</p>
<p>5) To my mind, pupils who leave school after the 9th form have equal opportunities with those who leave after the 11th form, because they can finish college and get higher education at university as well.</p>	<p>е) Поэтому мне нужны информатика и математика, так как это ключевые дисциплины в этой индустрии, и если я хочу стать успешным специалистом, то я должна их освоить.</p>
<p>6) To my mind, the most popular professions will be IT specialists and programmers.</p>	<p>ф) Я верю, что сфера технологий будет самой популярной и значимой в будущем, поскольку мы живем в мире высоких техно-</p>

	логий, и они развиваются очень быстро.
7) Fortunately, my parents support me in all my beginnings and approve of my choice whatever it will be. I believe they wish me all the best and they don't want me to regret wrong choice for the rest of my life.	g) По-моему, ученики, которые уходят после 9-го класса, имеют равные возможности с теми, кто уходит после 11-го, потому что они могут закончить колледж и также получить высшее образование в университете.
8) I believe that the sphere of technologies will be the most popular and valuable in the future, because we live in the world of advanced technologies nowadays, and they develop very fast.	h) Проблема в том, что в нашем раннем возрасте мы не можем делать осознанный выбор, но необходимость выбирать приходит к каждому рано или поздно.
9) In conclusion I'd like to say that the most important thing about future career is to find your cup of tea in this life and enjoy it, otherwise, you won't be satisfied with your life.	i) Выбор будущей профессии может быть очень сложным для молодежи, поскольку он предполагает ответственность и знание той сферы, в которой ты хочешь работать.

5. Translate from English into Russian.

1. To my mind, pupils who leave school after the 9th form have equal opportunities with those who leave after the 11th form, because they can finish college and get higher education at university as well.
2. Fortunately, my parents support me in all my beginnings and approve of my choice whatever it will be. I believe they wish me all the best and they don't want me to regret wrong choice for the rest of my life.
3. Choosing future profession can be extremely difficult for the youth since it implies responsibility and awareness of the sphere you want to work in.
4. As for me, I want my future profession to be connected with the sphere of technologies, because it attracts me, and I'm interested in it very much. I believe this sphere will be one of the most valuable in the near future.

5. The problem is that in our early age we can't make an informed choice, but the necessity to choose comes to everyone sooner or later.
6. That's why I need computer science and maths, since these are key subjects in this industry, and if I want to become a successful specialist, I should master them.
7. In conclusion I'd like to say that the most important thing about future career is to find your cup of tea in this life and enjoy it, otherwise, you won't be satisfied with your life.
8. To my mind, the most popular professions will be IT specialists and programmers; I believe that the sphere of technologies will be the most popular and valuable in the future, because we live in the world of advanced technologies nowadays, and they develop very fast.

6. Translate from Russian into English.

1. Что касается меня, я хотела бы, чтобы моя профессия была связана с технологической сферой, потому что она меня привлекает, и я в этом очень заинтересована. Я думаю, что она станет одной из самых значимых в ближайшем будущем.
2. Выбор будущей профессии может быть очень сложным для молодежи, поскольку нужна ответственность и знание той сферы, в которой ты хочешь работать.
3. По-моему, ученики, которые уходят после 9-го класса, имеют равные возможности с теми, кто уходит после 11-го, потому что они могут закончить колледж и тоже получить высшее образование в университете.
4. Я думаю, что самыми популярными профессиями станут IT-специалисты и программисты. Я верю, что сфера технологий будет самой популярной и значимой в будущем, поскольку мы живем в мире высоких технологий, и они развиваются очень быстро.
5. К счастью, родители поддерживают меня во всех начинаниях и одобряют мой выбор, каким бы он ни был. Я верю, что они желают мне всего самого лучшего и не хотят, чтобы я всю оставшуюся жизнь жалела о неправильном выборе.
6. Поэтому мне нужны информатика и математика, так как это ключевые предметы в этой индустрии, и если я хочу стать успешным специалистом, то я должна их освоить.

7. Проблема в том, что в нашем раннем возрасте мы не можем делать осознанный выбор, но необходимость выбирать приходит к каждому рано или поздно.
8. В заключение я хотела бы сказать, что самое важное в будущей карьере – это найти свое любимое дело и наслаждаться им, иначе ты не будешь удовлетворен своей жизнью.

Speaking and discussing

7. Answer the questions and discuss the following topics in the group.

What do you think people need to be successful in their career? Is it education or personal charisma? What is the most important factor to your mind?

Reading

8. Read and translate the text.

Hi, everyone! My name is Olga, and I'm graduating from school this year. As for many teenagers, the choice of future career is a real challenge for me. There are so many jobs, so it's rather difficult to make the right decision. Furthermore, I'm firmly convinced that the choice of future career is essential, and I don't want to regret it for the rest of my life.

So I have been thinking about it for a long time. I have discussed it many times with my parents and closest friends, but I'm still a bit confused.

Firstly, I had a wish to do something I am keen on. I suppose turning your hobby into your future job is a great way one can become a successful specialist. I think I'm not bad at writing stories. I absolutely adore it! I can spend evenings thinking about the characters and the plot of my stories. I'm also fond of making illustrations to them. In addition, all the process of story making is very enjoyable to me. That's why I firmly believe that working as a writer is the best variant for me.

The only problem is that my parents totally disagree with me. They say it's not the right way to make money and it's just my childish dream. They think I must be realistic and force me to become a programmer. I love computers and I spend quite a lot of time sitting in front of one, but programming is a completely different thing. I'm attending a programming course at the moment, so I can see it's not something I'd really want to do.

Thus, I hope I'll be able to make the right choice, but for now future career is still an open issue [2].

9. Make up 1 general, 1 tag-question, 2 alternative and 2 special questions to the text.

Speaking and discussing

10. Answer the questions.

How do you choose your profession? Why is the profession of an engineer the best?

Reading

11. Read and translate the text.

1. While choosing a career I should take into consideration main demands that I want my future profession to have. The profession must be interesting, I must be sure in my future life. That means that I will be able to find a job after graduation from the college or university. The profession must be well-paid, otherwise I won't be able to support myself and my future family. That's why I consider an engineer the best profession for me.

2. Intellectual curiosity and skills in mathematics and science are essential for an engineer. Skills in these areas plus the ability to work hard, to communicate and work in harmony with people, to accept responsibility, and a desire to serve humanity will mean success for you.

As an engineer, one of your major goals is to help your enterprise or company meet a production schedule with a high quality, greater accuracy and operational precision, low-cost products or service.

To have a productive working environment you, as an engineer, must work in harmony with the employees you supervise that encourages them to perform well. You will need to know production methods and control systems, manufacturing processes and computer science.

3. To ensure that you have the right quantity and quality of product or service: at the right time, you, as an engineer, must coordinate people, machines, information, and materials.

These aims for an engineer may be achieved by higher education in all its forms: full-time, part-time, and correspondence or extra-mural.

Many departments of civil engineering in different universities provide students with an opportunity to obtain a solid foundation of knowledge and skills that assist and will assist in their job.

We needn't say how important the profession of a civil engineer is. Civil engineers plan, design, supervise and construct facilities essential to modern life such as: buildings and bridges, highways and tunnels, dams and water facilities, wastewater facilities and others.

Civil engineers solve problems resulting from: pollution, urban development, traffic congestion, energy needs and others.

Men and women entering civil engineering today can look forward to unlimited range of career opportunities. They include design, construction, research, teaching, sales and management.

4. Different departments of Engineering Technology train mechanical engineers. The program of such departments provides students with an opportunity to obtain basic engineering knowledge in different spheres of machine elements, machine tool designing, automation of manufacturing processes, metal cutting, etc. The program starts with the basics, with lectures that give the theory and laboratories where you use that theory practically.

Despite the transition period, in which Russia is at present, there is a growing need for mechanical engineers that are familiar with new technological methods, new tools, machines and new materials.

Current automotive trends indicate that the automobile will continue to experience changes that include expanded use of electronics and computerized controls for improving engine performance, fuel efficiency, exhaust emissions, and passenger comfort and safety. These changes will require service technicians who are knowledgeable and highly skilled in specialized areas of automotive technology.

Rapid growth in the number of vehicles operating in our country demands corresponding increase in the number of automotive engineers and mechanics to maintain and repair them.

12. Answer the following questions in the text.

1. What qualities should an engineer possess?
2. What is an engineer responsible for?
3. Is it necessary for an engineer to know the computer science?
4. What is the name of the department you study at?
5. Why do many young people want to enter the correspondence department?
6. What career area will you go into after graduating from the university?

7. Do you agree that the qualification of an engineer is a stimulating and satisfying career?

8. What does the qualification of an engineer mean?

13. Write down and translate into Russian the adjectives that characterize the profession.

14. Make all kinds of questions that you can to the last sentence in the text.

Developing writing and speaking skills

Applying for Jobs in Tourism

1. Discuss the questions.

1. How do you find out about job vacancies?
2. How do you apply for a job?
3. Have you ever applied for a job? What did you have to do?

When you apply for a job it is necessary to present a resume, or curriculum vitae (CV), to your potential employer. This document should include the following information:

- your name, address and telephone number
- the kind of position you are looking for
- your previous work experience
- your educational background
- references (you may write that they will be supplied upon request)

Start with your most recent job and work backwards. Don't leave out any vital information. Gaps in the dates will seem suspicious. If you took a year out travelling, were unemployed, etc., say so. Be positive about yourself, but don't lie. A CV or resume should not be more than two pages long. It should be concise, clear and brief, but sum up your personal, educational and career history. You may mention your outside interests, hobbies, language skills.

When applying for a job you'll be in competition with a number of other candidates. So writing a covering letter to employers can be a good idea. You should state at the beginning why you are writing and then try to keep the reader interested.

2. In order to apply for a job you usually have to send a curriculum vitae (CV) (in the USA called a resume) and a covering letter.

These documents are very important because they are the first impression you give.

Read the statements about CVs and covering letters. On the basis of your knowledge and experience, decide if you agree with them or not. Give your reasons.

1. A curriculum vitae is more acceptable if it is hand-written.
2. A covering letter should be hand-written.
3. The longer a CV is the better.
4. You should always include a photograph.
5. A CV should list experience in chronological order.
6. It's best to explain foreign qualifications and give an approximate equivalent in the country to which you are applying.
7. There is no point in mentioning outside activities, hobbies, etc.
8. Each CV should be customized for the job you are applying for.
9. Perfect prose isn't expected; note form is perfectly acceptable.
10. Use space constructively; don't mention failures or irrelevant experience.
11. Don't include your previous salary or salary expectations, unless requested.
12. You can lie on a CV: they'll never find out anyway.
13. Any gaps in the dates should be explained.
14. It's best not to send the CV by fax unless requested to do so.
15. Always make a follow-up phone call a few days after sending off your CV.

3. Now read an article and compare your ideas with recommendations in the article. Why what that.

How to Write a CV.

When applying for a job you'll be in competition with a number of other candidates. So your CV is important — interviewers will decide whether or not to see you on the strength of what you have written.

Don't just think of it as a list of facts; it should sum up your personal, educational and career history, as well as being an indication of your strengths and weaknesses.

Here are a few suggestions.

Presentation

- Use good quality paper. Don't give the impression this is just another photocopy.

- Always type your CV. Use a good typewriter or word-processor. If a CV is hand-written, it goes into the wastepaper basket.
- Don't fax a CV unless you're asked to. It's a confidential document.
Never send a CV without a covering letter explaining which vacancy you're applying for.

Content

Write a list of important headings.' These should include your name, date of birth, your address (and your e-mail address, if you have one), phone number (at work and at home), your work record and so on.

Start with your most recent job and work backwards.

Don't leave out any vital information. If you spend a year or two travelling, say so. Years that are unaccounted for will seem suspicious.

Don't include any negative information, such as exam failures or lost jobs. Be positive about yourself, but don't lie or you will undermine yourself from the start.

Don't ask for your CV to be returned; many companies keep CVs on file for future reference.

4. Summarize the recommendations in the article about:

- a) personal information and experience;
- b) layout, language and style.

5. Type, word process or write your CV and show it to your teacher.

6. Read an article in "The Times" and discuss the recommendations made in it. Pay special attention to the heading!

The Write Way to find a Job.

Answering advertisements is one way of finding a job. But there is a big gap between the number of vacancies filled and those advertised. So writing on spec* to employers can often be a good idea.

The object is to get the employer to see you — no more, because the best you can hope for from such an approach is an interview. Asking straight out for a job is fatal because it invites a "yes" or "no" response. As no one will offer a post to an unknown quantity the answer will always be negative.

There are a number of golden rules:

- Put yourself in the employer's shoes. Think of what you have to offer.

- Try to research the name (spelt correctly!) of a specific person to write to.
- Gear your CV to the job and organization. No two CVs should be exactly alike.
- If you've been in work, explain your duties and how your work has evolved. Demonstrate on paper that you are a potential asset.
- Try to keep your CV brief — one page is enough; perfect prose isn't expected — note form is acceptable.
- List your outside interests and skills. Don't forget your language abilities. Participation in sports can show your capacity for teamwork.

If your covering letter is in English, a native speaker should check it. You should state at the beginning why you are writing and then try to keep the reader interested. You must establish that you would like an interview. Edit ruthlessly. Go over your letter as many times as necessary. Search out and get rid of all unnecessary words and sentences.

*Note: to write on sec. — написать наудачу; с расчетом на выгоду.

7. A Job Interview.

Paula is the Area Sales Manager for "Funtours Ltd.," a firm of travel agents. Look at the information on her career to help you to complete the dialogue:

- a) I travel a lot, and meet lots of new people. At the moment I'm working on the sales figures.
- b) Yes. I become manager of the Newtown branch of Global Travel Agency.
- c) After a year I went to work as a tour guide in India.
- d) I've been working here since 3 March 1996.
- e) My first job was as an office junior at "Let's Go Holidays."
- f) After three years I decided to come home.

THE DIALOGUE

P – Paula

I – the Interviewer

I. What do you do?

- P. 1) _____
 I. I understand that you've had a varied career. How did you start?
 P. 2) _____
 I. And what did you do after that?
 P. 3) _____
 I. What then?
 P. 4) _____
 I. Back to the travel trade business?
 P. 5) _____
 I. And when did you move here, to Funtours?
 P. 6) _____
 I. And what does your job involve?
 P. 7) _____
 I. Thank you, Paula. I've enjoyed talking to you.

8. Read the following job ads.

<p>HOTEL CONTRACTING Assistant Contracts Manager</p> <ul style="list-style-type: none"> - Are you fluent in French and/or Spanish? - Do you have experience in contracting, or a good knowledge of the hotel trade? - Are you prepared to be based in London, but spend 50% of your time abroad? <p>Then send your Curriculum Vitae in English and in French/Spanish</p>	<p>TOUR OPERATOR MARKETING EX- ECUTIVE required</p> <p>by expanding travel company operating tours of Europe. Applicants must have inbound tour-operating experience and be able to take on key management roles. The ideal applicant must be resourceful, literate and numerate, and have a real appetite for hard work.</p>	<p>HELP WANTED <u>SECRETARY</u></p> <p>busy friendly office, to work for Managing Director. She should be able to work accurately, have good computer skills and a sense of responsibility. Foreign languages an advantage. Good promotion prospects for a career girl. Please contact Mr. T. Lown on 44-272-277123 or fax or post your C.V. 18 St. Augustines Parade,</p>
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<p style="text-align: center;">to: J.P. Nitkowski 108 New Bond Street London W1Y9AA</p>	<p style="text-align: center;">Applications with resumes should be sent to Ms Luisa Perero via fax. Fax number is 965596331</p>	<p style="text-align: center;">Bristol, BS1, UK Fax: 44-272-251016 or by e-mail: lown@com</p>
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9. Answer the questions.

1. What is someone called who applies for a job?
2. What abilities must the successful candidates for the above jobs have?
3. In what way should the candidates apply for the jobs?
4. Why do you think applicants who know foreign languages have an advantage?
5. Which of these positions would you like to apply for?

10. What kind of characteristics would you need to be a travel agent, a resort representative, a hotel manager?

<p>to be bright and intelligent to be persistent and hardworking to be tolerant and attentive to know local matters quite well people to know human nature to have good communication skills</p>	<p>to be strong and fit to be punctual and careful at work to be well-mannered and tactful to know how to deal with difficult people to have an agreeable personality to have drive and ambition</p>
--	--

11. Give the English for.

Перспективы продвижения по службе, образованный, грамотный, заявление, кандидат на должность, навыки работы, терпеливый и внимательный, настойчивый и трудолюбивый, выполнять работу быстро и точно, находчивый, изобретательный, рекомендации и характеристики, сложная работа (как вызов), хорошо оплачиваемая работа, разбирающийся в математике и точных науках.

12. Read the text and make a list of do's and don'ts.

HOW NOT TO DIE AT YOUR JOB INTERVIEW

Today, very few employers have time for long interviews. That is why first impressions about you are very important.

If you want to get the job, prepare for the interview.

Learn all you can about the company where you are seeking employment. You can make a better impression if you are familiar with the company's plans and operations.

Arrive for the interview on time. When greeting the interviewer wait until he moves to shake hands. You should also wait until he offers you a seat.

The way you dress is also very important. Choose clothing in which you'll be comfortable. Be neat. Your shoes should be well-cleaned and shined. If you are a woman try to be moderate in make-up and jewelry.

Try to be relaxed and confident during the interview.

Never interrupt the interviewers.

Don't criticize your previous employers. No matter how bad they were. Speak about them with respect when you start explaining why you quit [3].

Do's: _____

Don'ts: _____

13. It would be wise to think of all possible questions asked during the job interview and prepare your answers beforehand. What do the interviewers want to find out? They are interested in your personal characteristics. They want to know whether you can be trusted, what you can do for the company, how well you can get along with people.

Work in pairs. Put the questions below in the order you would ask them if you were the interviewer.

14. How would you answer these questions?

1. Why did you leave your last job?
2. Tell me about your family.
3. What things about this job do you think would be difficult for you?
4. Do you have any experience in this type of work?

5. Why have you applied for this kind of job?
6. What do you like doing in your spare time?
7. Why do you think you can handle this job? (Why should we consider you for his position?)
8. What are your future career plans? (Where do you want to be professionally, personally, and financially, in 1, 5, 10, and 20 years?)
9. How well did you get on with your previous bosses?
10. What hours are you available for work?
11. Are you energetic?
12. Why would you like to work for this company?
13. What are your personal strengths?
14. Are you looking for a temporary or a permanent job?
15. Tell me about your experience.
16. What salary do you expect?
17. Have you had any serious illness or injury?
18. Do you prefer to work with others or by yourself? (Are you a team player?)
19. What hobbies do you have?
20. Are you willing to work anywhere your company sends you?
21. Are you willing to work overtime?
22. What are your personal weaknesses?
23. What do you expect to get from this firm?
24. What would make you happy with this job?
25. Do you consider yourself to be a leader or a follower?

15. Translate into English.

1. Анкетные данные и рекомендательные письма прилагаются.
2. С моими прежними работодателями у меня были прекрасные отношения, но я хотел бы получить более сложную работу, воспринимаемую как вызов и, конечно, соответственно оплачиваемую.
3. Интересно, где эта фирма находит столько сотрудников, способных выполнять работу быстро и точно?
4. Мы ищем менеджера по продажам с опытом работы в крупной операторской фирме, знанием нескольких направлений, успешно владеющего навыками общения и со способностью работать с трудными клиентами.
5. Если вы решите, что моя квалификация и опыт работы устраивают вашу фирму, я готов к собеседованию в любое удобное для вас время.

6. Я честолобив и энергичен, трудолюбив и находчив.
7. Меня спросили, могу ли я занять ключевой пост.

16. Role-play. Job Interviews.

Interviewers

Form an interview panel for ADC Travel and Demiris Tours. Short-list candidates for the interview. Prepare a list of questions to ask the candidates. Interview the applicants and give them marks out of ten in each of the four areas:

- skills,
- experience personality,
- expectations.

Compare your marks with those of others in the interview panel and decide on the best person for each job.

Candidates

Choose one of the jobs advertised by ADC Travel or Demiris Tours. You are going to be interviewed for this job. Be ready to speak about your previous work experience, educational background, your future career plans, your family, hobbies and interests. Explain your motives for applying for this position. Make a list of your good points and be prepared to sell yourself at the interview. Think of the questions the interviewers will ask you and questions you will want to ask the interviewers. Try to convince the interviewers that you are the ideal candidate for this job.

17. Writing CVs.

Find three job advertisements and imagine you are a candidate for one of the posts.

Make a list of the qualifications and personal qualities that are required to do the job.

Write your CV and a covering letter.

18. A Role Play.

You are going to be interviewed for one of the jobs advertised previously (see task 9).

Make a list of the qualities you think the successful candidate should have. Then make a list of your good points and be prepared to sell yourself at the interview. Think of the questions the interviewers will ask you and questions you will want to ask the interviewer.

Divide your class into interviewers and applicants for the jobs. Perform the interviews.

TEXTS FOR READING

Types of Engineering

There are many kinds of engineers. Some create things that are so small they can only be seen with microscopes. Some make things we use with our hands every day such as mobile phones and laptops. Others build big – designing cars, planes and skyscrapers!

Engineers have the skills to turn products of the imagination into real-world innovation. As humanity's knowledge and needs increase, the demands on engineering grow. This means the future will be full of new opportunities for engineers.

Inventing tools and technology for the betterment of humanity is a special task. Learn what the future holds for engineers – and the world – by exploring the tiles below.

Civil Engineering (CE)



Growing our cities

Civil Engineers build the world's cities. They work with architects, construction companies and scientists to ensure that we live and work in safe, efficient and sustainable environments.

Civil Engineers take care of:

- The structures we rely on, from small buildings to skyscrapers
- Roads and bridges
- Systems for water, gas, electricity and telecommunications.

Future Civil Engineering projects will:

- make even larger skyscrapers possible, allowing many people to collaborate and work in a single place
- allow for new modes of transportation to be implemented
- make recycling waste and using resources such as water and electricity more efficient
- cater to new technologies such as self-driving cars.

As a Civil Engineer, you will guide the growth of the town or city you choose to live and work in. You may see new types of trains connecting people like never before, or help transition from petrol to electric vehicles.

Answer the questions.

1. What do civil engineers take care of?
2. What can you say about future projects of CE?
3. Civil Engineers work with architects, construction companies and scientists, don't they?

Industrial Engineering



Mastering methods and marvels

Industrial Engineers apply engineering skills to the management of complex systems. Their job is to make the use of resources such as time, industrial materials, and money optimised.

An Industrial Engineer is responsible for:

- Research leading to expertise of complex systems with a view to improve them
- Quality assurance and control of business practices and processes
- Workplace safety and wellness.

In the future, Industrial Engineers will:

- Be at the forefront of entirely new industries as technology and capability advances.
- Manage the transition from large fabrication machines to smaller 3D printing oriented solutions.
- Decide which tasks in a factory should be automated with robotics and mechatronics and which should remain human-powered.

As an Industrial Engineer you will apply engineering skills to businesses. You will view the production and distribution facilities and operations of a business much like a Mechanical Engineer views an engine; you will be a master of improvement in a rapidly changing future.

Answer the questions.

1. What is an Industrial Engineer responsible for?
2. As an Industrial Engineer you will apply engineering skills to businesses, won't you?
3. What will Industrial Engineers do in the future?

Agricultural Engineering



Harvesting the future

Agricultural Engineers improve the technology and processes that supply us with our food. Their inventions affect how crops are grown, harvested and stored. They're involved in every stage of the farming process including managing long-term effects on climate, soil health and waste recycling.

What's next?

- Mechatronics Engineers will create autonomous machines to harvest crops with precision at ideal times.
- Horizontal storage facilities could be replaced with vertical 'smart structures' that process food.
- Energy use will be more efficient and waste will be recycled in new ways.

Some interesting facts about Agricultural Engineering.

- Biology and engineering overlap for Genetic Engineers, who must combine the mindset of an engineer with knowledge of microbiology, biochemistry and biophysics. They use specialised tools created by teams of highly skilled engineers to do their work.
- Chemical Engineers create compounds that nourish or protect crops.
- Mechanical Engineers design and build equipment to harvest and process food.
- Environmental Engineers ensure that soil, water and land use is managed with sustainability in mind.

Engineers have streamlined agriculture, brought urban farming to our cities and are working hard to ensure the world has a sustainable food supply. Do you want to play a role in feeding the world? Study engineering and join those who make farming high tech and ultra-efficient!

Answer the questions.

1. What do Agricultural Engineers improve?
2. What interesting facts about Agricultural Engineering have you known from the text?
3. What should you do if you want to play a role in feeding the world?

Aeronautical Engineering



Where ideas take flight

Aeronautical Engineers focus on the design and development of aircraft and flight systems. They are the terrestrial branch of aerospace engineering while astronautical engineering is the non-terrestrial branch (see Space Engineering below).

Aeronautical Engineers build.

- Aircraft like planes and helicopters
- Propulsion systems such as jet engines and rockets
- Avionics systems that help aircraft function
- Simulations to train pilots of all types.

The future of Aeronautical Engineering includes.

- Faster planes that run on new types of fuel
- New propulsion systems that make flying cheaper and safer
- Technology that allows for streamlined vertical takeoff and landing.

As an Aeronautical Engineer you will help people travel in safety and comfort. You'll also have opportunities to work in defence, keeping skies clear of danger.

Answer the questions.

1. On what do Aeronautical Engineers focus?
2. What do Aeronautical Engineers build?
3. What does the future of Aeronautical Engineering include?

Electrical Engineering



High-powered skills

Electrical Engineers utilise knowledge of electricity and electromagnetism to design and build all manner of electric and electronic devices. Many specialities are open to electrical engineers, as the discipline encompasses all stages of power consumption.

In the future, Electrical Engineering will provide:

- Faster and more efficient wireless charging systems
- New types of electric cars
- The next generation of solar technology for a greener power system.

Electrical Engineers help build.

- Power plants and new technology for harnessing and distributing power.
- Telecommunications platforms and delivery systems.
- Power and lighting for houses, offices and municipal buildings.
- Electronic components of computers and other tools (see electronics engineer below).

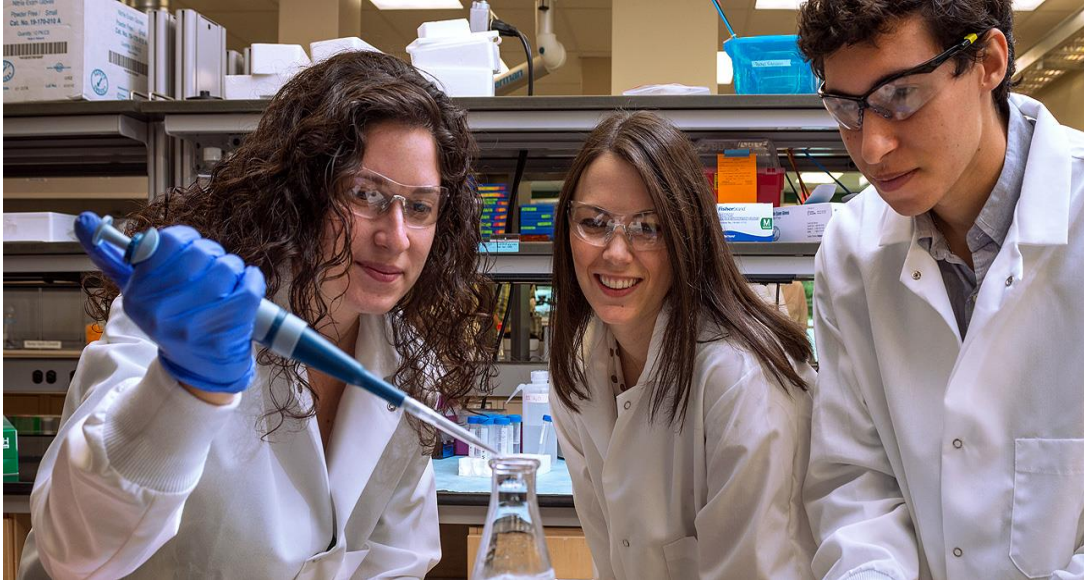
As an Electrical Engineer you will help power the world. You will work with other engineers to make all the things modern life requires faster, smaller and better for the environment.

Answer the questions.

1. Many specialities are open to electrical engineers, aren't they?

2. What will Electrical Engineering provide in the future?
3. What do Electrical Engineers help build?

Biomedical Engineering



Building health and happiness

Biomedical Engineers bridge two important fields: engineering and medicine. Their creations are used at all stages of the healthcare process. They design and build diagnostic tools used to understand the problems patients have, monitor important health metrics and help practitioners with therapeutics.

We can thank Biomedical Engineers for:

- Research equipment used to study ailments and find cures
- X-ray and CAT scan machines that let doctors see inside the human body
- Equipment and implants that improve the lives of the disabled.

What's next?

- Improved imaging techniques for faster diagnosis of illnesses
- Refined bionic implants that are more accessible to all who need them
- An even better understanding of the human body.

As a Biomedical Engineer you will empower people who improve and save lives. You will create the tools used by scientists and doctors to cure the afflictions of humankind. Together with top researchers and surgeons you will build a healthier, happier future.

Answer the questions.

1. What do Biomedical Engineers design and build?
2. What can we thank Biomedical Engineers for?
3. How will Biomedical Engineers build a healthier, happier future?

Chemical Engineering



Fuelling innovation

Chemical Engineers combine scientific knowledge of chemistry, physics and microbiology with an engineering mind frame and skill set. They ensure chemicals are properly produced, utilised and recycled. Some Chemical Engineers also work to create new chemical compositions and materials.

Chemical Engineers work in many industries, including:

- Healthcare and medicine
- Transport
- Waste management
- Food production.

In the future, Chemical Engineers will help create:

- More efficient systems for fuel development
- Artificial blood
- Powerful medicine

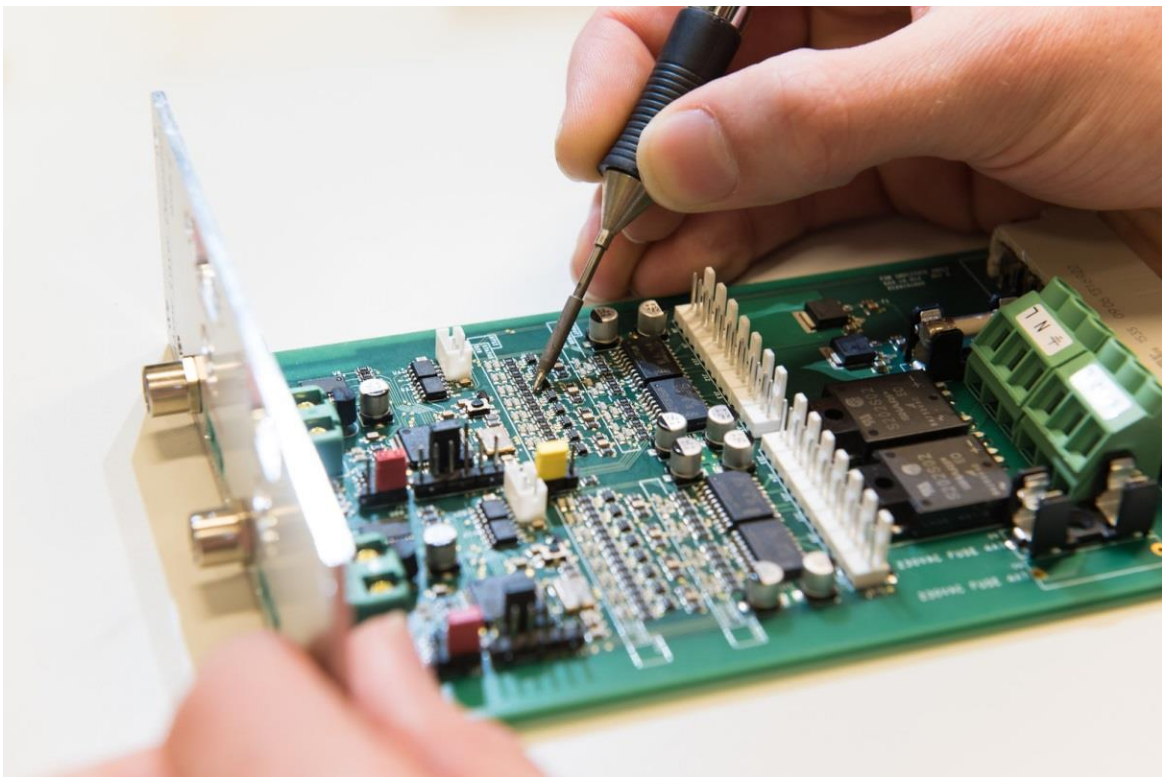
- The next generation of plastics and biodegradable chemical-based materials.

As a Chemical Engineer you will help design and create things that will fuel a better future. Many industries will be open to you and you will apply your knowledge in ways that suit your interests and goals.

Answer the questions.

1. What knowledge do Chemical Engineers combine?
2. What industries do Chemical Engineers work in?
3. What will Chemical Engineers help create in the future?

Electronics Engineering



Gadgets, gizmos and great ideas

An Electronics Engineer creates the hardware found inside of computers, gaming consoles, mobile phones and many other devices. Electronics is the foundation of modern technology. The engineers who design and build electronic components ensure our daily lives run smoothly.

Things Electronics Engineers make possible:

- Circuit design for modern tools and appliances
- Functionality of important mechanical engineering projects such as those for healthcare
- High-end software that need more computing power to run properly.

Future electronic innovation:

- Shrinking headsets and glasses for virtual reality and augmented reality
- Making the Internet even faster
- Creating super-fast quantum computers.

As an Electronics Engineer you will work with product designers or craft your own inventions. With the help of collaborators, such as software and mechatronics engineers, you will create and maintain the tools of the future.

Answer the questions.

1. What does An Electronics Engineer create?
2. What things do Electronics Engineers make possible?
3. What can you say about future electronic innovation?

Environmental Engineering



Building a better world

Environmental Engineers protect both people and the environment. They build solutions to problems related to resource and waste management such as water treatment, CO₂ emissions and air pollution. When structures and infrastructure are designed, Environmental Engineers assess their impact and add to the process accordingly.

Future projects for Environmental Engineers:

- Offsetting carbon emissions to counteract damage to the environment
- Creating new methods for mining and drilling of resources that have far less impact on the environment
- Ecosystem management for expanding cities and suburban zones
- Assisting other branches of engineering with the management of conditions brought about by climate change.

Environmental Engineers conserve resources by:

- Planning where to harvest solar energy most efficiently
- Assessing the impact of wind energy harvesting on the environment to place wind farms in the best place
- Desalinating and processing water with efficacy and creating wastewater treatment plans.

As an Environmental Engineer you will ensure the safety of people, animals, plants and the environment. New, better methods of supplying Australia with the things people need - water, food and ways to manage waste - will come from the minds and creations of Environmental Engineers.

Answer the questions.

1. Environmental Engineers protect both people and the environment, don't they?
2. By what do Environmental Engineers conserve resources?
3. Will you as an Environmental Engineer ensure the safety of people, animals, plants and the environment?

Marine Engineering



Deep insights and fluid thinking

Marine Engineers design and build ships and structures that allow us to travel, explore and gain resources from the world's oceans.

Marine Engineering includes:

- Making ships work, from propulsion and steering to functionality such as ventilation, heating and power
- Creating floating structures such as oil rigs
- Building manned and unmanned submarine vessels for deep sea exploration.

The future of Marine Engineering includes:

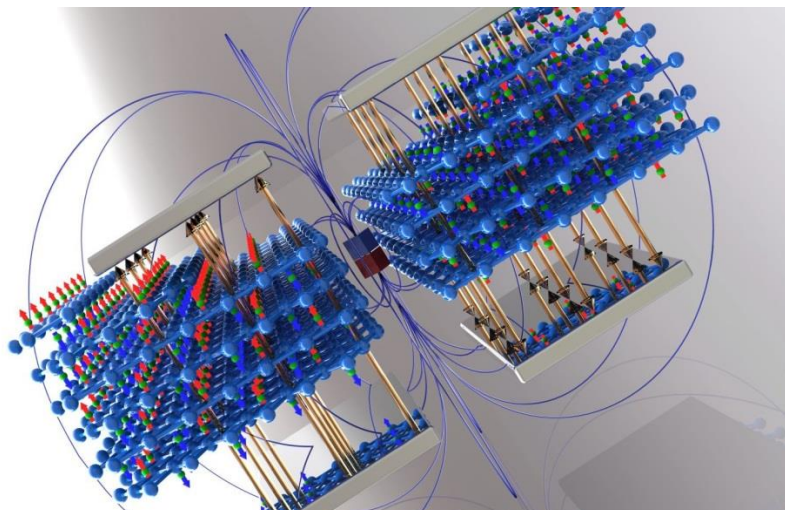
- Building structures that float and generating energy from ocean waves
- Designing ships that cause less pollution
- Working with mechatronics and Environmental Engineers to create machines that can rid our oceans of plastic waste
- Building new types of submarines and probes to explore the deepest parts of the ocean.

As a Marine Engineer you will help make future advancements that both protect and harness the power of the ocean. You will create tools for exploring the final terrestrial frontier, the ocean. Humanity has seen a mere 5% of it. You can help uncover the secrets of the remaining 95%.

Answer the questions.

1. What do Marine Engineers design and build?
2. What does Marine Engineering include?
3. What does the future of Marine Engineering include?

Materials engineering



Surface with purpose

Materials Engineers combine engineering with scientific knowledge to produce and enhance special materials. Chemistry, physics, electronics and other areas of knowledge are all valuable for those seeking methods for creating strong and efficient materials.

In the future, Materials Engineers will create:

- Lightweight materials used in the construction of spacecraft and space stations
- Metals that are light yet ultra strong for all manner of mechanical applications
- New materials for efficient storage of energy and information.

A few exciting recent advances in materials include:

- Improving carbon fibre creation, allowing it to be used as a strong, lightweight material in sports equipment, bicycles, tools and musical instruments
- The development of plant based fibres that can be cured and hardened as a sustainable replacement for wood
- The development of ultra lightweight materials such as aerogels and metal foams
- The emergence of tissue engineering and biomaterial design.

As a Materials Engineer you will help shape the future by creating the next generation of 'smart substances'. When humans can survive in deeper space, generate power just from walking down the street and survive strong impacts with lightweight body armour it will be due to the work of Materials Engineers.

Answer the questions.

1. Materials Engineers combine engineering with scientific knowledge to produce and enhance special materials, don't they?
2. What will Materials Engineers create in the future?
3. What do a few exciting recent advances in materials include?

Mechanical Engineering



Industry, interest and infinite possibilities

Mechanical Engineers are responsible for designing and building mechanical systems and machines of all types. They build tools and equipment that make the world run. Modern lifestyles depend on the continued achievements of Mechanical Engineers.

Mechanical Engineers create:

- Manufacturing facilities that house large machines to serve many industries
- Transport systems such as cars, trains, ships and aircraft
- Specialised tools and equipment for both personal use and important fields such as healthcare.

The mechanics of the future include:

- Perfecting forms of travel such as high speed rail and vertical take-off/landing aircraft
- Robotics created by Mechanical Engineers specialising in mechatronics (see below)
- Machines that harness the power of the tides
- Highly specialised tools that are compact and efficient for applications ranging from art to medicine and beyond, to experiments done in space.

As a Mechanical Engineer you will choose how to innovate - big or small, human-powered or AI-driven. The machines that make the future a better place will be created by your hands.

Answer the questions.

1. What for are Mechanical Engineers responsible?
2. What do Mechanical Engineers create?
3. What do the mechanics of the future include?

Mechatronics Engineering



Our robotic reality

A Mechatronics Engineer uses skills in both electronic and mechanical engineering alongside Software Engineers and other specialists to create machines capable of performing complex tasks. When you think of a future where drones deliver your pizza by air and cars drive themselves you're imagining the work of Mechatronics Engineering.

Mechatronics Engineers are interested in:

- Mechanics and robotics
- Computerised systems and automation
- Artificial Intelligence (AI)
- Mimicking natural systems.

In the future, Mechatronics Engineers will:

- Design and build robots that help humans in all areas of life
- Provide Australia's workforce with more free time due to increased automation of tasks
- Help keep our cities clean with small, autonomous waste management machines.

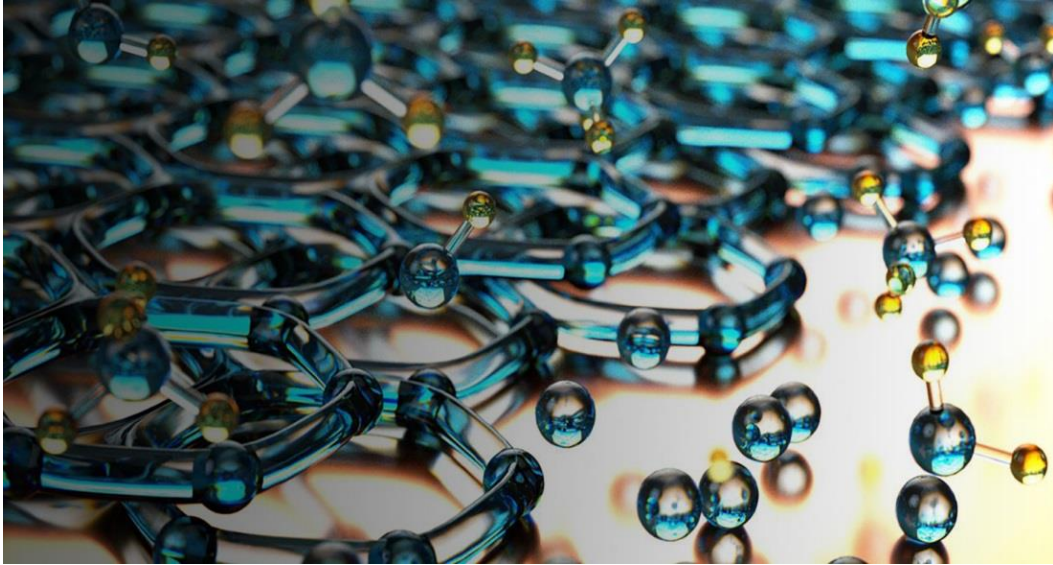
As a Mechatronics Engineer you will develop the systems that usher in a new age of humanity. Dreams of the future become possibilities of the now when engineers take ideas from science fiction to science fact.

Answer the questions.

1. What skills does a Mechatronics Engineer use?

2. What will Mechantronics Engineers do in the future?
3. What are Mechatronics Engineers interested in?

Nano-Engineering



It's the little things that count

A nanometre is one billionth of a metre and Nano-Engineers design and build on this incredibly small scale. They work in many fields and as tools for their discipline become more refined their reach will become even wider.

Nano-Engineering deals with creating technology for:

- Advanced microscopy and imaging techniques that help scientists gain a better understanding of biology, chemistry and physics
- DNA synthesis
- The creation of advanced materials
- Increased energy efficiency ол heating and cooling systems, batteries and more.

In the future, nanotechnology could:

- Be the basis for advanced medicine and treatments
- Allow for the creation of complex hardware for advanced mechatronics applications.
- Go even smaller! The principles of working at the nano scale will be applied to working at pico (atomic) and femto (subatomic) scales.

As a Nano-Engineer you will create solutions that won't be seen but will be valued by the industries you choose to work in. With nano-tech, we take incredibly small steps towards a boundless future.

Answer the questions.

1. Nano-Engineers design and build on this incredibly small scale, don't they?
2. What could nanotechnology do in the future?
3. What can you create as a Nano-Engineer?

Software Engineering



The mind of the machine

Software Engineers connect two areas of practice that are crucial for technological advancement: engineering and computer programming. By utilising the principles of an engineer with coding skills, Software Engineers gain a deep theoretical knowledge of computer systems that enables them to learn current tools and practices with ease.

Software Engineers are responsible for:

- The creation of complex computer programs that make modern life convenient and connected
- The design and implementation of firmware for everything from mobile phones and cash registers to the computers in cars and aeroplanes
- Pushing the boundaries of computation and driving hardware demands that lead to increased capability and productivity for computer users.

The future of software includes:

- Programs that use historical data and real-time climatic analysis to more accurately predict weather patterns
- Artificial Intelligence (AI) systems that will help people find information, complete tasks and even solve complex problems that humans cannot
- The creation of intricate virtual environments where people won't only play games but will also work, research and more.

As a Software Engineer you will do more than code, you will create the systems that define the future of communication, industry and entertainment.

Answer the questions.

1. Software Engineers connect two areas of practice that are crucial for technological advancement: engineering and computer programming, don't they?
2. What for are Software Engineers responsible?
3. What does the future of software include?

Space Engineering



Build beyond the sky

Space Engineering requires the skills of many different types of engineers. That's because the machines built for outer space – satellites, space stations, shuttles and rockets – need fuel, special materials, and more.

Space Engineering facts:

- There are many differences between earth and space to consider such as: extreme temperatures, radiation, microgravity and the vacuum of space.
- Astronauts don't just rely on engineers, they often are engineers!
- Satellites used for communication, media and defence are products of Space Engineering.

A star-bright future for Space Engineers:

- Companies such as Space X are privatising the 'space industry' and hope to get humans to Mars by 2020.
- Fabricating tools in space will allow for machines to be built that could never be built elsewhere due to gravity.
- Imaging will be further refined, allowing us to see deeper into space.
- Tools used in space for research will provide insights into the nature of the universe.

As a Space Engineer you will help explore our solar system and beyond, launch equipment for new services and technology and study our planet in new ways. The future is as vast as outer space for those who choose to work in Space Engineering.

Answer the questions.

1. Why does Space Engineering require the skills of many different types of engineers?
2. What is the future of Space Engineers?
3. There are many differences between earth and space to consider, aren't there?

Part 2. International Activity.

Reading

1. Read and translate the text.

INTERNATIONAL WORK EXPERIENCE AND HOW IT BOOSTS YOUR CAREER

International work experience can often be the difference between two strong candidates, as well as being both personally and professionally rewarding.

You get the opportunity to explore a new country, immerse yourself in a new culture and meet people from all over the world. The business world is becoming more international than ever and employers are increasingly turning to those candidates that have overseas experience. So get yourself some work experience abroad by registering with Europe Language Jobs, once registered you can filter job vacancies in Europe to include only the industry, language and country/city you want to work in! Pretty useful right?

If you can complete an international internship or any kind of job abroad then you show yourself as an organised, independent, adventurous candidate to future employers. Maybe this isn't your number one reason for getting some overseas experience under your belt – let's face it, we do it because we love to travel and experience new things – but you cannot underestimate how this period of your life can boost your career. If you want to find a job with your language skills, discover the best jobs for multilingual candidates in Europe right now.

Ways that international work experience enhances your prospects.

Working in a foreign country looks very impressive on your CV and will help your application stand out in the competitive job market. In interviews, you will be able to draw on your experiences that you have had as English-speaking expat and impress the employer with the unique skill set that you have gained. International work experience will also broaden the type of jobs you will be able to apply for and open up new and exciting English-speaking opportunities for you.

Language skills.

English speaking countries are abundant in Europe, but if you are looking for a country that speaks German, for example, this is becoming more common too! The demand for German-speaking candidates is growing fast and with this, German communities are becoming more and more present in

various parts of Europe. It's an exciting time for German speakers! Who said moving abroad with your German language skills had to be difficult? It's now becoming easier than ever... .

Fluency in a foreign language is a skill that organisations greatly value, especially those that operate at an international level as you will be able to communicate with offices abroad. As well as your English language skills, we recommend learning an additional language too, perhaps the native language of the country you choose to relocate to! Learning a language is a key example of how international work experience can boost your career, and also shows employers that you can take initiative and are willing to take on new challenges.

Demonstrates employable skills.

When employers and recruiters scan a CV they always look for clues about the person's character as well as their concrete qualifications. Someone who has stayed in the same country and even city for all of their professional life has less appeal than someone who has, for example, completed an internship or job abroad in a different country, and who have therefore spent time in other cultures and expanding their understanding of the world.

There are certain skills that you demonstrate by having international work experience on your CV, including:

- Independence
- Sense of adventure
- Confidence
- Ambition
- Open-mindedness
- Adaptability

Learn a new way of doing things.

You will have a better understanding of how organisations operate internationally and will have greater knowledge about global markets. You will then be able to use this new-found knowledge and in your job role. By working outside of your native country you are also demonstrating to employers that you are culturally experienced and are willing to offer a commitment above and beyond what other candidates might be able to offer.

Grow your global network.

When working abroad you will meet people that come from a completely different culture to yourself, and you will learn a lot about the norms and customs of this new culture. This will benefit you in your career as you will have a greater understanding of other countries and will be able to communicate better with them. You'll also be able to develop a worldwide contact base, which could be extremely beneficial in the future as you may be

the first to hear about it when your dream English-speaking job becomes available in an exciting new culture and destination.

"Make sure to use the work abroad opportunity to the fullest. Join ex-pat groups, network with the locals, collect references and nourish valuable contacts. Your international experience will benefit your career development vastly." - Says Jacques Buffett, Career Expert at International Career Toolbox - Zety.fr.

Self-Development.

One of the main things you will notice is that international work experience brings you self-development. You will be thrust into new situations that you might not have experienced before and you will learn how to adapt quickly in these instances. Employers will value this as they will be able to see that you are used to working in unfamiliar surroundings and that when you are pushed out of your comfort zone you can adapt. The experience will also boost your confidence and will give you a greater drive to take on more tasks that you might have previously considered daunting.

If you ever get the opportunity to work abroad and gain some key international work experience it is worth taking it, you will learn a lot and meet a lot of international people. It may seem like a big step to take but it will advance you in your career and you will be a step ahead of candidates that you might see yourself up against in the future.

It's time to make the most of the opportunity to easily boost your CV & career by gaining international experience! If you are excited by the idea of moving abroad with your English language skills, use the Europe Language Jobs job board to discover where English-speakers are in demand right now. You can filter by language and also by location, start searching now!

2. Make up 4 questions of each type (general, alternative, special, dividing) to the text.

3. Make a list of terms related to the topic "International activities".

Cities of the world where you can apply your knowledge/abilities to the fullest.

Text 1

1. Read and translate the text.

London

The Crown of Europe

Famous for red double-decker buses and phone boxes, London, the capital of the United Kingdom (UK), is the most visited city in the world.

With a population of around 18,000 people 1,000 years ago, London is now home to approximately 12 million people from all over the world. Getting to know all of the London's charms is a daunting task, but even a short visit will be an unforgettable experience for every tourist.



A Brief History of London

- Although the Romans named the city *Londinium* during their conquest of Britain, settlements had existed on the site of the city for thousands of years before.
- The royal history of England starts in the 9th century with the House of Wessex (the name of the royal family), and continues until today with the currently reigning House of Windsor.
- Under Anglo-Saxons, London emerged as a great trading city, and it eventually replaced Winchester as the capital of England.
- As Britain grew as a supreme maritime power, London drew people from all over world, which boosted its economy.
- London was heavily bombed during World War II, and soon after, the decline of the British Empire followed.
- Still, London managed to grow in size and influence and maintain its status as a global center of culture and finance.



Attractions

Buckingham Palace

Queen Elizabeth II is probably the most famous reigning monarch in the world, having held the position for more than 55 years. The Queen and her family reside in the Buckingham Palace, which was built in the 19th century. The palace, now a focal point for the British people for both national celebrations and mourning, had Queen Victoria as its first resident.

Located in Westminster, this grand palace has 775 rooms, and one of the largest private gardens in the world. Tourists are welcome to visit some state rooms, which are normally used for official meetings, in August and September.



Tower Bridge

Standing tall over the Thames River, Tower Bridge is one of the iconic symbols of London. While the bridge is freely accessible to both pedestrians and vehicles, there is an admission charge to enter its twin towers.

Currently blue and white, the bridge had previously been painted red, white and blue for Queen Elizabeth II's Silver Jubilee, that is, the 25th anniversary of her accession to the throne. To allow large ships to pass, the bridge is raised around three times a day. During those times, all the traffic stops or is redirected to a different bridge.



British Museum

British Museum's permanent collection, which counts as many as 8 million art pieces and artifacts, will overwhelm you. The collection originates from all continents, and it illustrates the story of human civilization, history and culture from the very beginning.

This museum hosts more than 6 million tourists each year. This is where you can see Elgin Marbles, taken from the ancient Greek temple of Parthenon in Athens, and Rosetta Stone, one of oldest writings of Ancient Egyptian literature, carved on a stone.

Like with all other public museums in London, the entrance to the British Museum is free.



London on Film

- *Sherlock Holmes*, the most famous fictional detective, is from London. According to the book, the movies and the series, his residence is on 221b Baker Street. If you go to this address, you will find a small museum dedicated to Sherlock Holmes and an inevitable long queue of tourists waiting to enter.
- According to the best-selling book, *Harry Potter* and his wizard friends leave to Hogwarts, the school of magic, from the King's Cross station in London. The secret passage to their world of magic is on the 9 $\frac{3}{4}$ Platform, which tourists can actually see if they visit the station.
- *James Bond*, a famous British movie spy, often needs to carry out missions around London. If you are fan, you might want to check out Thames House, the headquarters of Bond's secret service MI5, and many other city locations which have featured in James Bond movies.



2. Vocabulary Questions.

1. What does "reign" mean?
 - A. to rule as a monarch
 - B. to be from a wealthy family
 - C. to own a palace
2. What does "maritime" mean?
 - A. located on the beach
 - B. connected with the sea
 - C. done very quickly
3. What does "focal" mean?
 - A. the center or the most important part
 - B. very powerful
 - C. well-known
4. What does "boost" mean?
 - A. help increase or improve
 - B. decline rapidly
 - C. cause to explode
5. What does "overwhelm" mean?
 - A. have a strong emotional impact on something
 - B. require much time
 - C. cost a lot of money

3. Collocation Questions.

1. Getting to know all of London's charms is a _____ task.
 - A. intimidating
 - B. daunting
 - C. challenging
2. In the medieval times, London _____ as a trading city.
 - A. unfolded
 - B. emerged
 - C. appeared
3. British Museum's collection _____ from all continents.
 - A. originates
 - B. derives
 - C. arises
4. The Silver Jubilee marked the anniversary of Queen's _____ to the throne.
 - A. elevation
 - B. assent
 - C. accession

5. Rosetta Stone contains important Egyptian writings _____ on a stone.
 - A. carved
 - B. written
 - C. engraved
6. Many city locations _____ in James Bond movies.
 - A. featured
 - B. promoted
 - C. starred
7. Today, London is a _____ center of finance and culture.
 - A. global
 - B. universal
 - C. world
8. The 9 ³/₄ Platform is a _____ passage to Hogwarts.
 - A. hidden
 - B. secret
 - C. covert
9. The collection _____ as many as 8 million art pieces.
 - A. counts
 - B. equals to
 - C. incorporates
10. James Bond often _____ missions in London.
 - A. executes
 - B. accomplishes
 - C. carries out

4. Wh Questions.

1. **When** did the British Empire start to decline rapidly?
 - A. after World War II
 - B. after World War I
 - C. in the 1990s
2. **What** is the House of Windsor?
 - A. the place where the royal family lives
 - B. the name of the current royal family
 - C. Queen Elizabeth's summer house
3. **How** does Harry Potter access his school of magic?
 - A. across the Tower Bridge
 - B. through the King's Cross station
 - C. in the Thames House
4. **Who** was the first queen to live in the Buckingham Palace?

- A. Queen Victoria
 - B. Queen Elizabeth
 - C. Queen Catherine
5. **Why** was Tower Bridge painted red, blue and white?
- A. to celebrate the Olympic Games
 - B. to celebrate British independence
 - C. to celebrate Queen's Silver Jubilee.

5. Evaluating Statements.

1. Based on the information in this lesson, which statement is **true**?
 - A. Tourists can visit some of the rooms in the Buckingham Palace on most months.
 - B. Tourists can visit some of the rooms in the Buckingham Palace on certain months.
2. Based on the information in this lesson, which statement is **false**?
 - A. You can still cross the Tower Bridge on foot while large ships are passing under it.
 - B. You cannot use the Tower Bridge while large ships are passing under it.

6. True or False?

1. Based on the information in this lesson, is the following statement true or false?
2. *"London has always been the capital of England."*
 - A. True.
 - B. False.
3. Based on the information in this lesson, is the following statement true or false?

"There are no admission fees for any public museum in London."

 - A. True
 - B. False.

Text 2

1. Read and translate the text.

Berlin

The Reunited City

Very few cities speak of the history of the 20th century in so much detail like Berlin does. Berlin, the capital of Germany and one of the most

multicultural cities in the world, was greatly affected by several wars in the past century. As such, this city stands as an important witness to the turbulent history of the continent, but also as a representative of a united, peaceful and diverse Europe.



A Brief History of Berlin

- Berlin remained a small settlement for many centuries until it merged with the city of Colln, located on the other side of the Spree River.
- In the late 17th century, Berlin became famous as a haven for religious and economic refugees, which helped it develop further.
- In 1701, the city became the capital of Prussia. Until the beginning of the 20th century, its economy kept growing immensely.
- Having been defeated in World War I, Germany was forced to pay reparations, and this led the living standard to deteriorate.
- During World War II, Berlin was nearly burnt to the ground due to numerous bombings which resulted in Germany's defeat.
- After several decades of being a divided city, Berlin united and grew into one of the most prosperous places in the world.



Attractions

East Berlin and Berlin Wall

After World War II, Germany was divided amongst the winning powers. East Berlin subsequently fell into the hands of the Soviets, who installed a communist regime in the entire East Germany.

The differences in the living conditions in these different parts of the city became visible really quickly, and the developed West became more attractive to people.

To make sure nobody escapes from East Berlin, East Germans permanently closed the border between East and West by building a wall – now known as the **Berlin Wall** – which stretched through the entire city. The wall was constantly monitored by soldiers stationed in more than 300 watchtowers.

Although the Wall was torn down in 1989 and East and West were united again, some remnants of the wall are still kept in the city and available for tourists to see. Nowadays, the former **East Berlin** has evolved into a vibrant cultural hub. This part of the city now gathers numerous artists, who paint on walls and organize exhibitions. It is also where students and young people hang out.



Brandenburg Gate

Although built in the 18th century on the orders of Prussian king Frederick to celebrate an important victory, the Brandenburg Gate has become a symbol of modern Berlin. When East and West Germany were divided, the gate actually became a part of the Berlin Wall and was incorporated into the border between two countries.

For this reason, the Brandenburg Gate today is a proof of a unified Germany, but also as the best symbol of peace and prosperity in the whole of Europe. Being a rather central point in the city, the gate attracts great numbers of tourists.



Reichstag Building

The Reichstag, located near the Brandenburg Gate, currently serves as the German Parliament building. The building was the center of German political power until 1933, when it was set on fire and severely damaged.

After that, the building was not used for political purposes, and was only renovated and rediscovered in 1999.

At the top of the Reichstag lies a large glass dome which offers a 360-degree view of Berlin cityscape. Prior registration is needed if you want to join one of the free tours of the building and should be made well in advance, particularly to visit the dome or the terrace.



Berlin Cathedral

Berlin Cathedral, also known as *Berlin Dom*, is one of the most magnificent buildings in Berlin. Although it looks like its centuries old, the current building was only finished in 1905. Yet, the site of the cathedral has been an important place of worship since the 15th century. Its roof and windows were reconstructed after World War II, but the church interior still offers a number of older decorations and ornaments worth seeing.



2. Vocabulary Questions.

1. What does "merge" mean?
 - A. to be on different sides of the river
 - B. to be separated by force
 - C. to unite in a single piece
2. What does "subsequently" mean?
 - A. after something has happened
 - B. causing a great change
 - C. failing to complete something
3. What does "haven" mean?
 - A. a prison-like place
 - B. a safe place
 - C. a war zone
4. What does "prosperous" mean?
 - A. well-known
 - B. expanding in its size
 - C. financially successful, wealthy
5. What does "deteriorate" mean?
 - A. to become worse rapidly
 - B. to go downhill by car
 - C. to become better

3. Collocation Questions.

1. Berlin Cathedral has been a place of _____ since the 15th century.
A. faith
B. worship
C. respect
2. The Reichstag's was _____ on fire in 1933.
A. lighted
B. put
C. set
3. East Berlin has evolved into a cultural _____.
A. hub
B. core
C. base
4. For several decades, Berlin was a _____ city.
A. divided
B. cut up
C. split
5. Reservations to enter the Reichstag should be made well _____.
A. in the future
B. ahead
C. in advance
6. Berlin is an important _____ to the history of Europe.
A. witness
B. observer
C. spectator
7. Some _____ of the Berlin Wall are still kept.
A. leftovers
B. remnants
C. survivors
8. East Berlin is where students _____.
A. walk around
B. make friends
C. hang out
9. Soldiers were _____ in watchtowers along the wall.
A. stationed
B. located
C. positioned

10. Heavy bombings of the city led to Germany's _____.
- A. loss
 - B. defeat
 - C. beating

4. Wh Questions.

1. **Who** helped Berlin develop rapidly in the 17th century?
 - A. soldiers
 - B. refugees
 - C. the Soviets
2. **How** can you see the Reichstag dome from the inside?
 - A. by sending a letter to the Parliament
 - B. by asking politely
 - C. by registering
3. **What** important monument was once a part of the Berlin Wall?
 - A. King Frederick's statue
 - B. the Berlin Cathedral
 - C. the Brandenburg Gate
4. **Why** was the Berlin Wall built in the first place?
 - A. Because East Germans wanted to stop people from escaping to the West.
 - B. Because West Germans wanted to stop people from escaping to the East.
 - C. Because the royal family wanted to build it.
5. **When** did the Berlin Wall come down?
 - A. in 1961
 - B. in 1989
 - C. never

5. Evaluating Statements.

1. Based on the information in this lesson, which statement is **true**?
 - A. East and West Berlin were separated by a wall but belonged to the same country.
 - B. East and West Berlin belonged to two different countries until 1989.
2. Based on the information in this lesson, which statement is **false**?
 - A. Berlin Cathedral has been well preserved since the 15th century.
 - B. The site of the Berlin Cathedral originates from the 15th century, but not the building.

6. True or False?

1. Based on the information in this lesson, is the following statement true or false?

"Today, West Berlin is much more popular among artists than East Berlin."

A. True

B. False

2. Based on the information in this lesson, is the following statement true or false?

"Tourists can see some parts of the Berlin Wall in their original form at different locations."

A. True

B. False

Text 3

1. Read and translate the text.

Beijing

The Celestial City



Beijing is the capital city of the People's Republic of China. It is one of the largest cities in the world, with a population of over 21 million peo-

ple. It is one of the world's leading centers for politics, economics, education, and culture. It is also one of the oldest cities in the world, dating back at least three thousand years.

Etymology

The name Beijing means "Northern Capital" in Chinese. The city was given this name in 1403 during the time of the Ming Dynasty. It distinguished the city from the Ming Empire's other major power base, Nanjing (the "Southern Capital").



A Brief History of Beijing

- There is evidence that the ancestors of modern humans lived in the region which is now Beijing for over 250,000 years. The bones of a prehistoric human species called *homo erectus* were discovered at Zhoukoudian in the 1920s and given the name "Peking Man".

- The first walled city to be built on the site of modern Beijing was Jicheng, the capital city of the state of Ji. This city was built in 1045 BC. Jicheng became the capital of its province when the first emperor Qin Shi Huang unified the country in 221 BCE. The city passed under the rule of many different dynasties during the next thousand years.

- By 1122 CE, the city was known as *Zhongdu* and was the capital of the Jurchen Jin dynasty. The city was attacked by a Mongolian army led by Genghis Khan in 1213 and largely destroyed two years later.

Genghis's descendant Kublai Khan built the new city of *Dadu* to replace the old city between 1264 and 1293. Dadu became the capital of the Yuan dynasty.

- In 1368 the city was conquered by the rebel leader Zhu Yuanzhang and renamed *Beiping*. By 1403, the city had become known as *Beijing* and was one of the Ming Dynasty's most important power bases. It was around this time that the city's famous Forbidden City and Temple of Heaven were first built. By 1420, Beijing was the undisputed capital of the Ming Empire.

- Beijing was the largest city in the world for most of the 15th, 16th, 17th, and 18th centuries. In 1644 the Ming dynasty was succeeded by the Qing dynasty. In 1860, parts of Beijing were captured and burned down by French and English forces. They increased European influence in Beijing until the Xinhai Revolution of 1911 which replaced Qing rule with a new Republic of China.

- The city fell under the control of the Japanese army in 1937. It was occupied by Japan until the end of the Second World War in 1945. After the Chinese Civil War came to an end in 1949, Beijing was declared as the capital of the new People's Republic of China led by Mao Zedong.

- The city has grown into one of the world's largest and most important cities in the last 30 years. In 2008, Beijing hosted the Summer Olympic Games.

Attractions

The Great Wall of China

This incredible wall stretches for thousands of miles across the north of China. Construction of the wall began as early as the 3rd century CE under the first Emperor of China, Qin Shi Huang, in order to protect his kingdom from attackers from the north.

The wall has been rebuilt and improved many times over thousands of years. The majority of the existing wall was built during the Ming Dynasty between 1368 and 1644. Visitors to Beijing can take a 40-mile (64 kilometer) trip north to visit the Jinshanling and Simatai sections of the wall.

The Wall is a UNESCO World Heritage Site and is the only human construction that is visible from outer space.



Temple of Heaven

The Temple of Heaven is a complex of religious buildings in the southeastern part of the city center. It was built between 1406 and 1420 during the reign of the Yongle Emperor.

It was visited twice a year by the Emperors of the Ming and Qing dynasties who would pray to Heaven for good weather so that crops would grow well.

At the center of the temple is the Hall of Prayer for Good Harvests where this ceremony would take place. This ceremony was considered to be crucial for the Emperors, who believed that they ruled because they had been granted a mandate from heaven.



Forbidden City

The Forbidden City is a large palace complex in the center of the city. It was built around the same time as the Temple of Heaven to act as the home of emperors and their households.

It acted as the center of Chinese government and political life for over 500 years. The Forbidden City is now home to a large Palace Museum. It was declared a UNESCO World Heritage Site in 1987.

It is listed as holding the largest collection of historic wooden structures in the world. It receives over 15 million visitors each year.



Summer Palace

The Summer Palace is a huge collection of lakes, gardens, and palaces spread over an area of 1.1 square miles (2.9 square kilometers). The central Kunming Lake is entirely man-made and the earth was used to build Longevity Hill where many of the palace's most beautiful buildings stand.

The majority of the palace buildings were constructed in the latter half of the 18th century to act as a place for the Emperor to relax.

Parts of the Summer Palace were damaged by the British in the 1860s and during the Boxer Rebellion of the 1900s. However, the site has been restored and renovated in recent years to become one of the city's leading tourist attractions.



An Authentic Beijing Dish

For meat eaters, a visit to Beijing is not complete with sampling its most famous dish, Peking Duck. The duck is roasted and shredded and usually eaten wrapped in small pancakes with spring onion, cucumber and hoi sin sauce.

2. Vocabulary Questions.

1. What does "distinguished" mean?
 - A. frozen or made cold
 - B. set on fire
 - C. made special or separate from others
2. What does "launched" mean?
 - A. a person who falls down
 - B. a child or relative of the child of a person
 - C. someone who takes over their parents' business
3. What does "prestigious" mean?
 - A. argumentative or disagreeable
 - B. recognized by everyone, not challenged
 - C. shared equally among a group
4. What does "illustrations" mean?
 - A. speaking in a pleasing way
 - B. boredom or misery
 - C. power or authority to shape decisions

5. What does "manuscript" mean?
- A. the time of year when seeds are planted
 - B. the time of year when trees are bare and without fruit
 - C. the time of year when crops are collected

3. Collocation Questions.

1. The _____ of the Peking Man was discovered in the 1920s.
 - A. carcass
 - B. body
 - C. skeleton
2. Qin Shi Huang was the first _____ of China.
 - A. Prince
 - B. King
 - C. Emperor
3. The Roman geographer Ptolemy _____ to the area as *Eblana Polis*.
 - A. capital
 - B. prime
 - C. head
4. The Mongol burned the city to the _____ in 1215 before rebuilding it fifty years later.
 - A. dirt
 - B. earth
 - C. ground
5. The city became known as Beijing once it was designated as the northern capital of the Ming _____.
 - A. tribe
 - B. dynasty
 - C. family
6. French and English soldiers _____ fire to large parts of the Summer Palace complex in 1860.
 - A. set
 - B. game
 - C. match
7. Mao Zedong made Beijing the capital of the _____ Republic of China in 1949.
 - A. Person's
 - B. People's
 - C. Humans

8. Parts of the Great Wall of China date _____ as far as the third century BCE.
 - A. back
 - B. front
 - C. face
9. The Emperors of the Ming and Qing dynasties would come to the Temple of Heaven to _____ for a good harvest twice a year.
 - A. beg
 - B. supplicate
 - C. pray
10. The Forbidden City lay at the _____ of political life in China for over 500 years.
 - A. heart
 - B. lung
 - C. liver

4. Wh Questions.

1. **What** is Simitai?
 - A. an ancient Chinese weapon
 - B. a section of the Great Wall of China
 - C. the name of a Chinese Emperor during the 3rd century BCE
2. **Why** was the Great Wall of China built?
 - A. to protect China from invaders to the north
 - B. to demonstrate the Yongle Emperor's power
 - C. to force prisoners of the Emperor to work
3. **Where** is the Palace Museum located?
 - A. Temple of Heaven
 - B. Summer Palace
 - C. Forbidden City
4. **How long** did it take to build the Temple of Heaven?
 - A. 12 years
 - B. 14 years
 - C. 150 years
5. **When** did the Ming Dynasty come to an end?
 - A. 1654
 - B. 1466
 - C. 1644.

5. Evaluating Statements.

1. Based on the information in this lesson, which statement is **true**?

- A. The Great Wall of China is located around 40 miles north of Beijing.
 - B. The Great Wall of China is located around 80 kilometers south of Beijing.
2. Based on the information in this lesson, which statement is **false**?
- A. Peking Duck is usually eaten in a pancake with spring onion, cucumber, and hoi sin sauce.
 - B. Peking Duck is usually eaten in a bun with red onion, tomato, and oyster sauce.

6. True or False?

1. Based on the information in this lesson, is the following statement true or false?

"Kunming Lake was made by enlarging an existing pool during the mid-17th century."

- A. True
- B. False.

2. Based on the information in this lesson, is the following statement true or false?

"Over 15 million people visit the Forbidden City every year".

- A. True
- B. False.

WORKING IN TOURISM

1. Study the vocabulary list:

in comparison to	по сравнению с...
to generate	производить, создавать; генерировать
tolerant	терпимый
patient	терпеливый
personnel	персонал, личный состав, кадры
syn. staff	штат сотрудников
personnel management	руководство кадрами
personnel department	отдел кадров
to employ	нанимать на работу, предоставлять
employer	работу
employee	предприниматель, работодатель
employable	служащий, работающий по найму

to gain experience expertise	трудоспособный приобрести опыт знания и опыт (в данной специально- сти); компетенция; знание дела
to acquire	приобретать; достигать чего-либо; овладевать каким-либо навыком
to acquire knowledge "red tape"	приобрести знания бюрократические процедуры
irritation	раздражение, гнев
to be in charge of smth syn. to be responsible for reluctant	отвечать за что-либо; руководить чем- либо делающий (что-то) с неохотой; не- охотный; вынужденный (что-то де- лать)
to supervise	надзирать; заведовать; наблюдать (за чем-то); руководить
to keep up with	следить за новейшими достижениями; не отставать от современных тенден- ций
lavish	щедрый; обильный; расточительный
lavish treatment	щедрое угощение
a fee	плата; гонорар; вознаграждение
on a fee basis	на платной основе.

2. Read and translate into Russian

A tour guide (or conductor) is the person in charge of a tour or an excursion. The terms are interchangeable but some people use "guide" to refer to the person who accompanies a sightseeing trip and "conductor" for the person who makes the travel arrangements.

Free-lancers are people who work for themselves. Many free-lance writers specialize in the travel field.

Consultant is a person who offers his experience and knowledge in a particular field to individual customer on a fee basis. There are consultants and consulting firms in the tourist industry.

Social Director is a person at a resort hotel or on a cruise ship who is in charge of the activities to amuse and entertain the customers.

Front-desk employees are hotel personnel who work at the registration, information and cashier's desks.

3. Read and translate.

TEXT 1

CAREERS IN TOURISM

Like most service industries, tourism is labour-intensive; that is, it employs a high proportion of people in comparison to the number that it serves. The range of jobs is also very wide, from unskilled, like a dishwasher in a restaurant, to semi-skilled, like a waiter or a chambermaid, to skilled, like a travel agent or a tour operator. In addition, tourism generates many jobs that are not usually considered to be within the industry itself — jobs in construction, manufacturing, and merchandising.

A majority of the jobs in tourism have one common feature: contact with the public, including both the positive and negative aspects of dealing with ordinary human beings. Anyone who has chosen a career in tourism should enjoy working with people and be tolerant, especially since the irritations of travel can bring out the worst qualities in some people.

In many jobs in which it is necessary to deal with the public, language skill is necessary or desirable. People who hold jobs of this kind include travel agency employees, ticket and reservations agents, airline flights personnel, front-desk employees in hotels, tour conductors or guides, waiters, barmen and so forth. The degree of language skill may vary from using special terms in catering service jobs to speaking fluently among travel agents and tour guides. The degree of language skill may vary according to the location of the job.

The tourist industry differs from many others as it employs more women than other kinds of business. Indeed, women are found at all levels. Many successful travel agents are women who have established independent enterprises after gaining experience elsewhere in the industry. There are many different ways to acquire the necessary experience. Some agents begin as clerical workers or secretaries in travel agencies or in the transportation companies. Particular jobs that provide useful knowledge include those of ticket agent and reservations agent for the airlines.

In addition to dealing with the public, the travel agent must deal with people who work for the other components in the industry. One of the most important aspects of the job is keeping informed of the highly complex

pricing policies of airlines and the resort hotels. The agent must also keep up with other developments in the industry — new resorts, changing travel regulations, new services. So travel agents who go on familiarization tours are given lavish treatment so as to impress them favourably with the services that are being offered.

The people who write about travel also receive lavish treatment from the tourist industry. There are relatively few travel writers, but they fill an important place in publicizing the industry. Some of them work full-time for magazines or newspapers. Others are free-lancers: they work for themselves and sell their articles to any publication that is interested in them. There is also a small industry involved in writing and publishing travel guidebooks.

The tour operators work much more within the framework of ordinary corporate practice than the small retail agencies do. Companies like Cook and American Express employ people in nearly all phases of tourism, ranging from the jobs that would be found in a retail travel agency to those that deal with packaging tours or establishing overall policy for the companies. They also employ a large staff to work on advertising and publicity. Official and semi-official tourist bureaus also employ many people who perform different kinds of work. Some of the jobs are related to promotion, which is extremely important to the whole industry. Others are involved with research, such as gathering travel statistics and trying to work out systems that increase their accuracy. Others are concerned with planning and development of existing facilities.

Consulting firms also play a part in the tourist industry.

A consultant offers the expertise he has acquired through study and experience to individual clients on a fee basis. In tourism, consultants are called in to give advice to government tourist bureaus or private developers.

Perhaps the most distinctive and difficult job in the entire industry belongs to the tour guide or conductor.

The term guide is used for one in charge of local sightseeing and "conductor" is the one accompanying a group throughout its travels and making all the arrangements for the group.

The sightseeing guide must be familiar with the points of interest that he is showing to the visitors. He usually gives a prepared talk that describes the points of interest, but he must also be prepared to answer a lot of questions. And he has to deal with any problems that occur during the tour or excursion, such as bad weather, sudden illness, an accident. A sightseeing guide needs two qualities above all — an outgoing personality and language skill.

The conductor, or the guide who stays with a group throughout its trip needs the same two qualities. He also needs to have a thorough knowledge of all the regulations and red tape that the tourists will meet when going from one country to another. These are the aspects of travel that are likely to cause the most problems and create the most irritation when they go wrong: handling the luggage of the group, easing them through government formalities, making sure they get the kind of accommodations, food and entertainment they have paid for. Another distinctive job in tourism is that of a social director. Many resort hotels and nearly all cruise ships employ a person who is in charge of the activities that are supposed to entertain and amuse the customers. The social director not only has to organize these activities, he must also involve the willing and the reluctant guests in the fun and games. A good social director should really enjoy the games and parties that are planned for the guests.

In addition to social directors, resorts employ people to supervise activities in which the resorts specialize — golf and tennis pros, or swimming, skiing and scuba diving instructors.

There are many facilities for training in the tourist industry. Many hotel companies, airlines have training programmes and courses for people who will fill both skilled and semi-skilled positions.

Tourism is an industry that is still growing rapidly. It provides people with a variety of occupations that require different kinds of skills. No matter what aspect of the industry one may work in, the final result of the effort should be a satisfied customer who remembers his trip and his holiday with pleasure [4].

4. Find in the text answers to these questions.

1. Why is tourism labour-intensive?
2. What is a common feature of all jobs in tourism?

3. Why are language skills necessary in many jobs in tourism?
4. What is the range of language skills required in various jobs in tourism?
5. How can people working in tourism acquire the necessary experience?
6. What are the most important aspects of different jobs?
7. Why do travel writers receive lavish treatment?
8. What is the range of activities of the tour operators?
9. What are the functions of official and semi-official tourist bureaus?
10. What does the job of consultants in tourism involve?
11. What is the difference between a tour guide and a conductor?
12. What does the sightseeing guide have to do in his job?
13. What qualities does the conductor need? Why?
14. What does the job of a social director involve? Why is this job important?
15. What kind of instructors are needed in tourism? Why?
16. What should the final result of any job in tourism be?

5. Say what you've learned from the text about:

- a) the wide range of jobs in tourism;
- b) the common features of all jobs in tourism;
- c) the ways to acquire necessary skills and experience in tourism;
- d) the travel agents and tour operators;
- e) the sightseeing guides and conductors;
- f) consulting firms and social directors;
- g) the main aim of any job in tourism.

6. Match the people to their job titles:

- a) Product Manager
- b) Trainee hotel Manager
- c) Conference Coordinator
- d) Travel Consultant
- e) Cabin Attendant
- f) Business travel Consultant

1) I've been working in the local office of a major travel agency group in the US for the last three years. I have to try to find corporate clients who will regularly use us when their personnel has to come for a meeting or a conference or a negotiation — something like that It's a pretty competitive

market because when a company is going through a bad patch then travel is often one of the first things that gets cut. So we try to include a number of incentives, but of course that cuts our own profit margins.

2) I'm on a programme where every month or so I change departments, so I started off in the restaurant and then spent some time in the kitchen and went into the reception and at the moment I'm working in one of the offices and learning accountancy and financial management, and then, at the end of that I hope I'll get a job in a position of responsibility either generally or in a particular department.

3) I basically have to be friendly to passengers, make sure everyone is in the right seat, then show them the safety procedures and serve drinks and a snack. It's not easy to combine this job with a social life because I'm frequently away from home. This week we're stopping over in Dubai so we won't be back for another couple of days. But I enjoy the contact with people and we're part of a good team.

4) I have a checklist of points, which I go over beforehand to make sure that everything is ready. I check that the equipment is in the right place and in working order, that all the catering has been looked after, the hotel reservations have been made and things like that. Then when people arrive I welcome them and give them their badges and information folders. Next week we're having a big do with about 600 participants so... .

5) I have to deal with the public and take their bookings for flights, hotels, tours, car hire and that sort of thing. Its quite hard work and the basic salary isn't brilliant, but I get a performance-related bonus and commission so I don't do too badly. I'm doing a training course at the moment because I'd like to specialize in incentive travel. In fact I have an interview next week.

6) What I have to do is to plan ahead so that in two or three years time we have another destination or resort to offer in the catalogue. This means that I have to visit and travel around the region, contract with hoteliers and service providers and so on. Obviously, I have to deal with a lot of money matters and negotiate terms and conditions. At the moment we're thinking of opening up a resort in Albania.

7. Note the following words from the interviews:

it's a pretty competitive market	это рынок с довольно сильной конкуренцией
a company is going through a bad patch	компания переживает трудные времена
the first thing that gets cut	первое, что «урезают», т. е. на чем экономят средства
an incentive	побуждение, стимул; здесь – привлекательные условия контракта
incentive travel	мотивационный туризм
profit margins	маржа прибыли: показатель прибыли (чистого дохода) в процентах к объему реализованной продукции (услуг)
accountancy	бухучет
safety procedures	меры безопасности
to combine the job with social life	сочетать работу и личную (светскую) жизнь
a checklist of points	список дел для самоконтроля; контрольный список того, что нужно сделать
a badge	нагрудный знак; табличка с именем
information folder	папка с необходимой информацией
we're having a big do	мы проводим большое мероприятие
a basic salary	основной оклад / базовая заработная плата
a performance related bonus	премия, зависящая от качества выполненной работы
commission	здесь – комиссионные
I don't do too badly	здесь – Я неплохо зарабатываю
to plan ahead	заниматься перспективным планированием
to contract with hoteliers	заключать контракты с владельцами гостиниц
service providers	фирмы, специализирующиеся в сфере оказания различных услуг
money matters	денежные вопросы; финансовые дела
to negotiate terms and conditions	вести переговоры по условиям контракта

8. Read the passages again and answer the questions.

1. How long has the business travel consultant been working for the travel agency?
2. What is her main job task?
3. Why is this market highly competitive?
4. Why do they have to cut their own profit margins?
5. What kind of training programme is there for hotel managers?
6. What is he doing at the moment?
7. What job does he hope to get in future?
8. What are the main job duties of a cabin attendant?
9. What qualities does she need for her job?
10. What are the disadvantages of the job?
11. What does she enjoy about her job?
12. What is the conference coordinator responsible for?
13. How does she manage to arrange everything?
14. What does the job of a travel consultant involve?
15. What kind of job is that? Is it well-paid?
16. What does he want to specialize in?
17. What does the job of a product manager involve?
18. What kind of matters does he deal with?
19. What are his plans at the moment?

9. Read the conversation and fill in the forms below.

O'Connor Hello, Peter! Fancy you meeting here!

Berger Hi, John. Glad to see you. Small is the world.

O'Connor What are you doing in London? Are you still with ADC?

Berger Oh, yes, I'm Vice-President in charge of project coordination and work with all the subsidiary companies. My job at the moment is to help our London office with a new advertising campaign. They are launching it next week. And how are you doing?

O'Connor I'm fine, thank you. I work for Forever Young Holidays.

Berger So you're in tourism too, aren't you? What do you do?

O'Connor I'm the General Manager in charge of tour operations. I'm also involved in different aspects of the business: product development, market research, advertising and sales promotion.

(Ann Chapman comes up to Peter Berger and John O'Connor.)

Ann Hello, Peter. How are you?

Berger Very well, thank you, Ann. I'd like you to meet John O'Connor from Forever Young Holidays. John, this is Ann Chapman from our London office.

O'Connor Pleased to meet you.

Ann Hello. Glad to meet you.

Berger Ann is our Finance Manager responsible for International Accounts

NAME <u>PETER BERGER</u> COMPANY _____ JOB _____ IN CHARGE OF _____	NAME <u>JOHN O'CONNOR</u> COMPANY _____ JOB _____ IN CHARGE OF _____
NAME <u>ANN CHAPMAN</u> COMPANY _____ JOB _____ IN CHARGE OF _____	

10. Read the text and answer the questions below.

WHO'S WHO IN BUSINESS

John O'Connor, the General Manager of Forever Young Holidays, has been working in tourism for nearly fifteen years. He's been involved in different aspects of the business - from sales, to marketing, to product development. For the last few years he's been coordinating promotional projects for the company. His job also involves visiting hotels and resorts. He deals with hoteliers, handling agents and airlines. His work with hoteliers includes negotiating room rates, allocations and child reductions. Born in Ireland, educated in Switzerland and the USA, he has been living in England for a number of

years. He speaks fluent French, German, Italian and Spanish, Mr. O'Connor is married, with a son and a daughter [5].

1. What is John O'Connor?
2. How long has he been working in tourism?
3. What aspects of the business has he been involved in?
4. What does his job involve?
5. What does his work with hoteliers include?
6. Has he been living in England long?
7. What languages does he speak?
8. Is Mr O'Connor married?

11. Do you know what the following words mean?

- | | |
|------------------|--------------|
| – hotelier | resort |
| – handling agent | to deal with |
| – allocation | to negotiate |
| – reduction | |

12. Imagine that you work in hospitality business. Can you speak about your occupation? These questions might help you.

- What business are you in?/ What do you do for a living?
- How long have you been working in tourism?
- What company are you with?/ Where do you work?
- How long have you been working for/with/at this company?
- What are you responsible for?/ What does your job involve/ include?

13. Give the English for:

дочерняя компания, исследование рынка, отвечать за что-либо, рекламная кампания, запускать, разработка продукта, реклама, быть вовлеченным (принимать участие), продвижение товара на рынке, счет.

14. Translate into English.

1. В какой фирме Вы работаете?
2. Мы собираемся запустить новую рекламную кампанию.
3. Как долго Вы работаете в Forever Young Holidays?
4. Чем Вы занимаетесь? (За что Вы отвечаете?) – Я занимаюсь счетами фирмы.

5. Я отвечаю за рекламу, а также занимаюсь исследованием рынка и продвижением продукта на рынке.

6. Он работает с авиакомпаниями и агентами по наземному обслуживанию.

7. В настоящий момент наш генеральный директор ведет переговоры с отельерами о квотах мест, тарифах и детских скидках.

15. Read what Peter Berger writes about his company.

As you already know, ADC Travel Company presents total services for incoming tourism. We facilitate incoming charter aircraft, help in obtaining all visas, medical insurance, transfers, coach tours, cruises, seminars, car hire, accommodation for individuals or groups in hotels of different categories from 1 to 5 stars.

Also we offer a wide range of enjoyable excursions always with guides who speak the language required for your clients.

In ADC, we offer exceptional service for excellent price. Nothing is too much for us, and we are delighted to offer any extra services our clients request.

Give the Russian for:

incoming tourism, to facilitate charter aircraft, to obtain visas, medical insurance, transfer, coach tour, car hire, accommodation, wide range of, to require

Vocabulary Practice

1. Look up in the dictionary the meanings of the words in the box and match the qualities with these definitions:

- | | | | |
|-----------------|----------------------|---------------|----------------|
| 1) articulate | 4) diplomatic | 7) optimistic | 10) energetic. |
| 2) numerate | 5) considerate | 8) dynamic | |
| 3) enthusiastic | 6) computer-literate | 9) accurate | |

- a) is able to use information technology;
- b) thinks of other people's feelings;
- c) is discreet and tactful in delicate situations;
- d) shows a lot of enthusiasm and energy;
- e) is good with figures;
- f) can speak fluently;

- g) is precise, pays attention to detail;
- h) feels confident about the future.

2. Make a list of qualities you think are most important for anybody working in tourism. Mark the qualities you think you have, make a list of your good points.

Words with meaning of remuneration.

Remuneration, n — вознаграждение; оплата; заработная плата, компенсация.

3. Match the words in the box with the definitions.

- 1) salary 4) commission 7) tip
- 2) bonus 5) overtime 8) perks.
- 3) wages 6) fee

a) the extra things, such as luncheon vouchers or free medical insurance, over and above the basic pay;

b) a small sum of money given to reward the services of people like waiters or taxi drivers;

c) money paid every month, but referred to as annual earnings paid to professional and managerial staff;

d) money paid to a professional person, e. g. a doctor or lawyer for advice given;

e) money paid to a manual worker, usually calculated hourly and paid weekly;

f) money added to pay, usually as a reward for good work;

g) money that is paid for extra hours of work;

h) money earned as a proportion of the goods or services sold by an individual.

4. Fill in the gaps with a word from the box in task 3.

1. She left school without any qualifications then got a factory job, but the _____ weren't very good.

2. The basic remuneration isn't high but she earns 15% _____ on every tour she sells.

3. The salary is not exceptional but the _____ include the use of a car and subsidized accommodation.

4. The consultants charged us a _____ of £ 2,000 for an hour's work.

5. The starting _____ is £ 35,000 per annum rising to £ 40,000 after two years.

6. We gave the guide a good _____ because she made the visit so interesting.

7. The company paid each employee a £ 250 Christmas _____ as profits had never been so high.

8. If they work on a Sunday they get _____ which is double their usual rate of pay.

5. Read the passage In which Mary Bright talks about her job.

I work for a large tour operator, and part of my job is to try out new holiday destinations, cruises and so on. The best thing about my job is that I get the chance to travel abroad, and I also meet new people, which I think is fantastic. I've been on lots of trips, but my favourite one last year was a river cruise down the Nile to Kornak — I think ancient Egypt is so fascinating.

Normally I don't really look forward to going on cruises because I get so seasick, but I find flying OK most of the time. The only time I don't is when I have to go on really long flights — and I can tell you, going from Madrid to Australia is terrible!

6. Write sentences about her likes and dislikes using the verbs in brackets. The first one has been done for you. e. g. (love) She loves travelling abroad.

- a) (love),
- b) (interested),
- c) (dislike),
- d) (not mind),
- e) (hate).

7. Now write a short paragraph about your likes and dislikes and a holiday job you would like to take.

Developing reading skills

Read a passage from the book by V. R. Collins "Working in Tourism" and discuss it.

The World Tourism Council estimates that by the end of the XX century the tourism industry will be the world's largest employer. At the mo-

ment travel and tourism employ one in every 15 workers worldwide. Once only the rich travelled, but now the proliferation of hotel and resort accommodation together with the affordability of air transport and the increase in leisure time mean that it is easy for people to travel. Whenever the topic of international tourism crops up, statistics involving tens of millions are mentioned but it is not always easy to understand how these statistics are compiled.

How can anyone count all these people who move away from their homes in search of novelty and entertainment? Of course, the tens of thousands of Russians who take a package holiday abroad and their counterparts in North America who go south in the winter are tourists. But so are the day-trippers in Britain and France who go on a cross-Channel shopping spree, a day trip to the seaside and scientists who regularly attend conferences away from home. All these people require an army of people to service their needs.

The tourism industry is so sprawling that job definitions are not always precise. The classic tourism job is that of guide or representative (formerly known as couriers), the person who looks after holidaymakers.

Guides work in a town, city or area and usually return to base each evening whereas tour guides (managers) directors travel round with their clients staying in a different place most nights.

A tour operator puts together the components of a holiday package or tour, booking accommodation, travel and services. The people who work in the office in charge of the bookings, budget, etc. are "destination managers," most of whom were once reps or guides themselves.

A ground handler is the term for a company which looks after visitors at a destination.

Travel agents (or consultants as they prefer to be called in the US) have the job of selling the packages created by tour operators. Travel agencies are like any high street store rather than designer studios. They are retail outlets which, like high-street stores, are often part of a national chain.

Contrary to popular opinion, working in a travel agency does not lead directly to jobs in other tourism sectors, though it is useful training for other things. Tourist information centres (TICs) employ a vast number of people. Incentive conferences serve as bonuses to the high-achieving staff in big companies, and provide a surprising amount of work within the industry. For example, a multinational electronics company might organize a luxury island holiday for those employees who have been responsible for increasing turnover in the previous financial year.

Arguably, package tourism has been guilty of harming local economies, particularly in developing countries.

From the locals' point of view in the tourist destination, foreign tour operators employ foreign staff to look after foreign holidaymakers who pay for most of their holiday in foreign currency. There is some trickle down to the local community but not nearly as much as there would be if it provided the services to travellers and tourists.

On the other hand, packaged tourists can be better controlled, and if the company looking after them is sensitive to local concerns, this can be more beneficial than a mass invasion of independent travellers. Anyone who enjoys looking after people, has stamina and the will to work hard even under pressure has a good chance of finding work in tourism. There are jobs in tourism for young and old, male and female, school leavers and university graduates, people of all nationalities. And ability to crack jokes and solve practical problems knows no limits of age, nationality, sex or background. It is one of the few industries where sex discrimination is minimal. Many heads of companies are women particularly in conference organizing.

The only jobs, which women don't seem to want, are those of coach drivers, since lifting their enormous suitcases can be a challenge.

Everyone involved with the travel industry agrees that personality is more important in this sector than in most others, and in many cases even more important than qualifications and experience. Although there are behind-the-scene roles, most travel industry employees deal with public face-to-face and employers are looking for bright, enthusiastic and well-organised individuals to look after their clients.

Knowledge of a foreign language is becoming more valued, though a great many people employed in the industry are still monolingual. People who speak with a pronounced accent (regional, foreign, etc.) are normally at advantage, provided they speak clearly and can be easily understood by other people.

Recent years have seen a welcome and growing awareness of the damage that mass tourism can do. Groups which were once allowed to rampage through tourist destinations with no regard for the feelings of the locals or the preservation of the local environment (both natural and cultural) are being better controlled. Nowadays tourism bosses are beginning to realize that tourism has been destroying the very thing it seeks to promote, though there is still a great deal of scope for progress in this area.

But a more mature and sensible attitude prevails today, and applicants for many posts will be expected to show sensitivity to these issues. Anyone

with a background in conservation or who can demonstrate an ability to interpret -sympathetically the culture of foreign countries will have an advantage. For certain jobs a background in conservation, history, architecture or other professional qualification is more useful than general tourism training. Many attractions need local guides with specialized knowledge, basic emergency aid training, perhaps a health and hygiene certificate, plus any specialist qualifications will get you more interviews and will help you to give a better service to clients [6].

1. Answer the questions on the text.

1. Why does the tourist industry employ so many people?
2. What people are called "tourists"?
3. What are the basic jobs in tourism?
4. What qualities are needed for these jobs?
5. What is the idea of incentive conferences?
6. In what way can package tourism be harmful to local economies?
7. What is the scope of job opportunities in tourism?
8. Why is personality so vital in any job in tourism?
9. How important is knowledge of a foreign language for those who work in tourism?
10. Why is ecological aspect of tourism becoming so important nowadays?
11. What qualifications are needed for some jobs in tourism?

2. Summarize the key issues of the text.

3. Think and answer.

1. Do many people want to work in tourism? Why (not)?
2. What are the job requirements for those who want to work in tourism in Russia?
3. What tourism jobs are considered highly in Russian tourism?
4. What jobs do not seem very attractive to you? Why?
5. How are jobs in tourism paid in Russia?
6. What tourism-related jobs require high qualifications?
7. What kind of job / would you like to take up? Or: do you hold?
8. What are the advantages and disadvantages of the job?
9. Can you compare the development of tourism in Russia with other countries and parts of the world?
10. What are the latest trends in tourism development in Russia?

4. Find in the text the following topical words and phrases, make sure that you are able to explain in English what they mean, and add them to your working vocabulary:

to accommodate, catering, a multiplier effect, a lifestyle, sunbathing, the mass tourism market, the host community, a developer, tax revenue.

5. Write out from the text the sentences or their parts which contain the words and phrases given below and translate them into Russian:

an employer, GNP, the host community, to be recycled, with out distinction, to flaunt money, obtainable, a proponent, rate of employment.

6. Explain in English the meaning of the following phrases:

a consumer-driven force, both opportunities and challenges, a mature industry, career prospects, a chain reaction, a scanty-clad female tourist, a green industry.

7. Answer the following questions:

1. What is meant by tourism? Are there any differences in meaning between the English word "tourist" and its Russian equivalent "турист"?
2. What can you say about economic impact of tourism?
3. What is meant by the multiplier effect?
4. Why are tourists sometimes disliked by the host community?
5. What do the critics say about the negative impact of tourism?
6. What do the advocates of tourism say in defense of this business?

TYPES OF HOLIDAYS

1. Can you match the following types of holidays with their definitions?

<u>Special interest holiday</u>	a) a holiday in a rented cottage, villa or chalet when people have to do their own cooking and housekeeping
<u>Winter sports</u>	b) a two- or three-day holiday
<u>Cruise</u>	c) a holiday where the tour operator arranges both the flight and accommodation
<u>Incentive travel</u>	d) learning English, arts, etc., or taking part in excavations
<u>Safari</u>	e) holidays that companies give to

<u>Homestay</u>	their employees as a reward for past success or to motivate them for the future
<u>Adventure tour</u>	f) skiing in the mountains
<u>Break</u> (weekend break/city break)	g) a holiday above a luxury liner
<u>Self-catering holiday</u>	h) a holiday visiting a game park
<u>Package tour</u>	i) a holiday like in Indiana Jones films
	j) a stay with a family as a guest of the owners

2. What types of holidays are these?

- 1) a three-week expedition to Greenland to study flora and fauna
- 2) a trip to Moscow with two nights at the Marriott Hotel
- 3) a ten-day holiday including the flight and bed-and-breakfast stay at a two-star hotel
- 4) a five-day stay in a rented Swiss chalet
- 5) two weeks on an ocean liner with a three-day stopover in Barbados.

3. Can you complete the following phrases with the words from the box?

Winter sports, self-catering, special interest, weekend break, safari, cruise, adventure, package tour, homestay.

- 1) a ten-day _____ to Mexico, including flights, deluxe hotels, and visits to Teotihuacan and Chichen Itza
- 2) a relaxing _____ holiday with old-fashioned hospitality on a family farm
- 3) a three-week _____ holiday in the Amazon rain forest
- 4) a stay in Mombasa combined with a _____ in the famous Tsavo game park
- 5) a _____ holiday for the family in a rented cottage in Finland
- 6) a _____ in London to visit the British Museum and be back in time for work on Monday
- 7) a week's _____ in Caribbean Sea aboard a luxury liner
- 8) a _____ holiday skiing on the slopes of the Alps
- 9) a _____ holiday studying arts and learning English in London.

4. Read the text.

TRAVEL THRU THAILAND

Travel Thru Thailand Co., Ltd. is a family-run inbound tour operator, based in Bangkok.

The company was founded in 1980 to cater to individuals and group travel arrangements in Thailand and the neighboring countries.

Although small in comparison with other mass market inbound tour operators, we use modern technology, combined with a few well-proven systems to run a medium size business.

We understand the importance of providing tour companies with a quick response to their requests for booking and inquiries. Our reservation and account systems are computerized and we have two fax machines, e-mail and eight telephone lines for communication.

Travel Thru Thailand has its own mini-buses, equipped with individual air-conditioning controls, plus music and video systems.

We can arrange accommodation throughout Thailand and Indochina, from economy class to luxury class hotels. Also, tours of Thailand and holiday arrangements in Hong Kong and Singapore may be made through us.

Whether your client's ideal holiday is:

- relaxing on a tropical beach, sipping a cool cocktail
- trying their hand at sports and water sports
- experiencing a fascinating far eastern culture by visiting colorful markets and serenetemples
- an adventure in comfort, visiting scenic areas of beauty, and ruins of ancient civilizations
- choosing a wider holiday experience by including Hong Kong and Singapore in the itinerary

Travel Thru Thailand staff and representatives will be there to serve them. We are a member of the Association of Thai Travel Agents and the Convention Promotion Association [7].

A MESSAGE FROM THE CHAIRMAN

Most tour companies' confidential tariffs and brochures have a paragraph or two, informing you that they give good 'service'. We will only state that at Travel Thru Thailand giving the best of service is our norm.

5. True or false?

1. Travel Thru Thailand Co., Ltd. is one of the largest mass market inbound tour operators in Thailand.
2. The headquarters of Travel Thru Thailand are in Singapore.
3. The company can arrange accommodation throughout Thailand and neighboring countries.
4. The company's reservation and account systems are computerized.
5. Travel Thru Thailand hire mini-buses with air-conditioning controls.

6. Answer the questions.

1. When was Travel Thru Thailand established?
2. What equipment is used by the company for communication?
3. What kinds of holiday can the clients look for?
4. Travel Thru Thailand is a member of the Convention Promotion Association, isn't it?
5. Which phrase could be used as the company's motto?

7. Which words go together, according to the text?

inbound machine
tropical country
account tour operator
neighboring temple
holiday tariff
fax system
quick arrangements
ancient areas of beauty
serene culture
scenic beach
confidential civilization
fascinating response.

8. Can you put in the right prepositions?

1. We understand the importance ___ providing tour companies ___ a quick response ___ their requests ___ booking and inquiries.
2. The company was founded to cater ___ individuals and group arrangements.
3. Also, tours ___ Thailand and holiday arrangements ___ Hong Kong and Singapore may be made ___ us.

4. Although small ___ comparison ___ other mass market inbound tour operators, we use modern technology, combined ___ a few well-proven systems to run a medium size company.

5. The company has its own mini-buses equipped ___ individual air-conditioning controls.

9. Can you complete the following Press Release with the words from the box?

Arrangements, luxury, requests, service, inbound, response, accommodation, founded, based, inquiries, cater, provide, staff.

Tropical Tours

Tropical tours is an _____ tour operator _____ in Barcelona. The company was _____ 13 years ago to _____ individuals and group travel _____ in Spain. They can arrange _____ throughout Spain, from economy class to _____ class hotels. Tropical Tours _____ travel agencies with a quick _____ to their _____ for booking and _____. Tropical Tours _____ and representatives are always ready to give the best _____ to their clients.

DESTINATIONS

1. Read the text.

REPUBLICA DOMINICANA

General information

Population:

7.5 million people

Capital: Santo Domingo

National language: Spanish.

Geography

The Dominican Republic lies at the heart of the Greater Antilles. It occupies two thirds of the island of Hispaniola which it shares with Haiti. The land is washed by the Atlantic ocean in the north and the Caribbean

Sea in the south. It has the tallest mountains in the West Indies: Pico Duarte is the highest peak in the Caribbean at 3,175 m.

Climate, Fauna and Flora

The dry season starts in November and ends in April while the rainy season lasts between May and June (heavy but brief showers). Minimum temperatures occur in January (25°C) and maximum temperatures in April (29°C).

The flora is mainly tropical, rich and varied, with royal palms, coconut, mango, orange and Caribbean pine trees, sugar canes, orchids and cedars.

The fauna is also varied, includes parrots, iguanas, crocodiles, etc... But there are neither poisonous snakes in the jungles nor sharks on the beaches.

Practical Information

Entry conditions: Valid passport. For a stay less than 90 days, obtain a Tourist Card from a Dominican Consulate or at the airport upon arrival (10\$). Departure tax: 10\$ at the airport.

Vaccinations: no compulsory vaccinations. Time difference: GTM hours: -7.00.

National currency: Dominican Peso (1 US\$ ~ 15 Dominican Pesos).

Electricity: 110 volts, electric plugs with flat pins.

Water: It is highly recommended to drink mineral or purified bottled water.

Transport: Several means of transport are available: taxis, air-conditioned buses for intercity travel and rented cars (a driving license and international credit card are required).

Food

There is a wide variety of fish and seafood, meat, vegetables and fruit.

Typical dishes: "La Bandera", the daily menu of Dominicans composed of meat, beans, rice, salad and "fritos", fish cooked in coconut milk, and other dishes such as "sancocho" "locrios".

Typical drinks: fruit juices, "ceniza" beer, rum, pina colada, cuba-libre (rum and coke) and a very wide choice of exotic cocktails.

Shopping

Golden amber and blue larimar (local stones), carved wood, cigars (Davidoff is established in the Dominican Republic), rum, pottery, ceramics, Creole dolls. Cassettes of merengue and salsa are also a good buy. And it is not a bad idea to bargain.

2. True or false?

1. The Dominican Republic is situated in the Caribbean region.
2. The island is washed by the Atlantic ocean in the south and the Caribbean sea in the north.

3. There are no mountains in the Dominican Republic.
4. The best season for making a holiday in Dominicana is between May and June.
5. Tourists shouldn't be afraid of poisonous snakes and sharks.
6. One can't enter the country without vaccination.
7. Dominican typical dishes are mainly vegetarian.
8. It is recommended to bargain in local markets and shops.

3. Answer the questions.

1. What country does the Dominican Republic share the island of Hispaniola with?
2. What can you say about Dominican flora and fauna?
3. What are the entry conditions in the Dominican Republic?
4. The voltage is 220 volts, so you don't need to bring an adaptor, do you?
5. How can you rent a car?
6. What do you know about local dishes and typical drinks?
7. What souvenirs can tourists buy in Republica Dominicana?
8. Do you like merengue and salsa music?

4. Which words go together, according to the text?

valid water

compulsory snakes

purified passport

driving canes

sugar vaccination

poisonous plug

electric license.

5. You are Felix Jimenez, Minister of Tourism of the Dominican Republic. This is the beginning of your speech at the presentation of the Dominican Republic as a holiday destination.

I invite you to experience the dreams of this Paradise on Earth, to meet 7.5 million smiles which inhabit the Dominican Republic, to fully enjoy the incomparable cultural and historical heritage of its colonial past, the most complete hotel infrastructure in the Caribbean and, of course, our unique beaches, bright sunshine and our music: the merengue.

What else can you say about your country?

6. COUNTRIES & NATIONALITIES. Demis Demiris is a Greek businessman. He is from Greece. What about these business people? Complete the chart.

NAME	COUNTRY	NATIONALITY
Adam Black	the USA	
John O'Connor		Irish
Akiko Suziki	Japan	
Paolo Rossi		Italian
Swen Swensson	Sweden	
Klaus Stronberg		Swiss
Maria Romero	Spain	
Jean Pascal	-	French
Gerhard Wolf	Germany	
Boris Petrov		Russian
Vedat Koseoglu	Turkey	
Helen Smith		Australian
Brigitte Haas	the Netherlands/ Holland	
Hans Andersen		Danish
Lee Tao	China	
Tibor Mikes		Hungarian

7. Can you find mistakes in the chart below and correct them?

AIRPORT	CITY	CITY CODE	COUNTRY
Sheremetyevo	Moscow	MOW	Russia
Charles de Gaulle	Prague	PRG	Germany
J.F.Kennedy	New York	LON	the USA
Fumicino	Rome	ROM	Greece
Heathrow	Tel Aviv	TLV	the UK
Schoenefeld	Berlin	BER	the Czeck Re-
Capital	Beijing	BJS	China
Hellinikon	Athens	ATN	Italy
Juarez	Amsterdam	MEX	the Netherlands
Schiphol	Mexico City	AMS	Mexico
Narita	Tokyo	TYO	Japan
Ben Gurion	London	NYC	Israel

Ataturk	Paris	PAR	France
Schwechat	Vienna	VIE	Austria
Ruzyne	Istanbul	IST	Turkey

8. GRAMMAR FOCUS. The definite article. Can you put the whenever necessary?

Note:

use the before:

the names of museums; rivers and oceans; island groups; deserts and mountain ranges; kingdoms, states and republics;

don't use the before;

towns and cities; countries and nationalities; names of people; lakes and mountains.

Louvre Geneva Italy Napoleon Seychelles Sahara Maldives	Alps Nile Everest Africa Prado Himalayas Volga	Mediterranean Czeck Republic Lenin's mausoleum Pacific Ocean Lake Michigan United Kingdom Kili- manjaro
---	--	--

9. Read the text.

Acapulco is the largest and most exciting diversion center in Mexico. Impressive hotel complexes, exotic night clubs and restaurants of international caliber co-exist with the beauty of the tranquil beaches with tropical vegetation surrounding one of the most beautiful bays of the Pacific. Connected by 326 kilometers of highway, it is the closest beach to Mexico city.

Acapulco is famous for its mild climate and for the quality of its tourists services. Here you will find a wide range of activities for the entire family. All the water sports are available in Acapulco: surfing, snorkeling, scuba diving, water skiing, riding water-bikes and parachute gliding. The beaches, streets, hotels, amusements parks, night clubs and restaurants are just some of the places where you can pleasantly enjoy yourself in a safe and fun-filled environment.

One of the greatest attractions is La Quebrada, where divers throw themselves into the ocean from a height of 46 meters. The CICI, one of the

largest water parks in Mexico, is an experience you should not miss, due to its impressive water slide and its enormous pool with giant waves. The Fort of San Diego, the Aquarium and the Zoo are also worth seeing.

Acapulco provides nightlife just like in the movies. The discotheques, clubs and bars open their doors to both young and old alike.

Acapulco is a shopper's delight. What to buy? Acapulco is recognized as the leader in high quality summer clothing. You can also acquire silver, handicraft jewelry, leather accessories, shoes, and charming shell ashtrays. Don't miss the opportunity to enjoy a magical destination, which will capture you with its spell [8].

10. Fill in the gaps with the appropriate words from the text above.

1. Antalya is one of the largest and most exciting centers in Turkey.
2. The Dominican Republic is for its climate and for the quality of its tourists services.
3. The Kremlin is seeing.
4. One of the greatest in China is The Great Wall.
5. Don't the opportunity to visit Madame Tussaud's.
6. What water sports are in the Dominican Republic?

11. Can you match the words with the similar meaning?

environment	because of
diversion	to buy
spell	artisan
due to	to catch
to acquire	recreation
handicraft	atmosphere
enormous	charm
to capture	large

12. You are in charge of a new promotional project for Acapulco. What facts about Acapulco should be stressed in your promotional campaign?

13. Look at the list of adjectives below and decide which of them can go with the nouns in the box:

holiday, beach, unforgettable, water, atmosphere, landscape, view

peaceful, brilliant, tranquil, secluded, uncrowded
romantic, exciting, sandy, spectacular,
transparent, crystal clear, relaxed,
scenic, fascinating, breathtaking, picturesque, impressive
welcoming, fun-filled, carefree, safe, magic, charming.

14. Translate into English.

1. Для въезда в Турцию турист должен иметь действительный паспорт. Визу можно получить по прилету в аэропорту. Прививки делать не обязательно.

2. В китайских, греческих, турецких и египетских магазинах рекомендуется торговаться.

3. Одними из доступных для туристов достопримечательностей Лондона являются Вестминстерское аббатство, Тауэр, музей мадам Тюссо и Трафальгарская площадь. Стоит также посетить Британский музей.

4. Вы можете назвать типичные японские, португальские и испанские блюда?

5. Наша фирма предлагает захватывающие приключенческие туры в величественные Гималаи, на живописное озеро Байкал, в волшебную пустыню Гоби, а также спокойный отдых на очаровательных островах в Тихом океане.

6. Не упустите возможность посетить великолепную Прагу, столицу Чешской Республики.

15. Role-play. Presenting a New Destination.

You have recently returned from a fam trip to a holiday resort and now have to report back on your visit. Prepare a presentation. Talk about the resort as a new holiday destination. Include the following.

Transport to and from the resort The accommodation The food Shopping opportunities The entry conditions	The climate The local attractions Transport in the resort The price and value for money
---	--

FAM TOURS

1. Read the letter.

DEMIRIS TOURS

12, Philemon Str., Athens 105 57, Greece

tel.: 3225851-5 (5 lines), fax: 3228031

Mr. J. O'Connor

General Manager

Forever Young Holidays

11 March 2002

Dear Mr. O'Connor,

During your visit to our stand at the Berlin trade fair, we discussed tourist interest in our destination. We both thought it might become a very popular destination for British tourists.

Recently, the Board have been discussing the possibility of organizing FITs from the UK. We have now reached agreement with Olympic Airways on the travel arrangements. As a result of this, we are preparing, in association with the carrier, a familiarization tour of Attica region. We hope that about fifteen British tour operators and travel agents will join the party. We would be pleased if you would be able to participate in this tour. The most suitable time for us is between 17 and 21 May. I am enclosing a proposed itinerary. We would like to show you the sightseeing attractions and introduce you to the wide range of holiday types available in the region. We hope to include hotel packages, up-market independent tours, escorted tours, activity holidays, and special seasonal tours. We feel that the flight costings are so reasonable that it should also be possible to market family-oriented low budget packages. These might include self-catering arrangements.

We should be able to give you fuller details of the tour within the next two weeks. In the meantime, perhaps you would be kind enough to let us know if you would be interested in joining us and if the dates are convenient.

Yours sincerely

Alkis Russos

Assistant Commercial Manager

2. Answer the questions.

1. Where did Mr. O'Connor first make contact with Demiris Tours?
2. What has made it possible for Demiris Tours to arrange the tour?
3. Who is organizing the tour with Demiris Tours?
4. Who will take part in the fam?
5. What is the purpose of the tour?
6. What would Demiris Tours like Mr. O'Connor to do before he is given more details of the tour?

3. Which words go together, according to the text?

suitable	itinerary
low budget	tours
popular	packages
sightseeing	time
proposed	holidays
up-market	attractions
activity	destination

4. Give the English for:

продавать, достичь соглашения, прилагать, в сотрудничестве с, разумный, перевозчик, принимать участие, подходящий, удобный, дешевые турпакеты.

5. Can you match the definitions and the words they define?

1. holidays offering special activities such as walking or cycling	a) in association with
2. tours accompanied by a tour leader	b) family-oriented
6. tour arranged for tour operators so that they can inspect a region and its facilities	c) activity holidays
7. directed towards families	d) expensive
8. together with	e) escorted tours
9. travel program	f) self-catering arrangements
10. low cost	g) itinerary
11. up-market	h) familiarization tours
12. arrangements where guests provide and prepare their own food	i) low budget

6. Can you fill in the gaps with the words from the box?

Destination, agreement, to market, suitable, arrangements, carrier, convenient, reasonable, proposed, familiarization, join, meantime.

1. We have now reached _____ with Olympic Airways on the travel _____.
2. We both thought it might become a very popular _____ for British tourists.
3. We are preparing, in association with the _____, a _____ tour of the region.
4. We hope that about 15 tour operators and travel agents will _____ the party.
5. The most _____ time for us is between 17 and 21 May.
6. I am enclosing a _____ itinerary.
7. We feel that the flight costings are so _____ that it should also be possible _____ family-oriented low budget packages.
8. In the _____, perhaps you would be kind enough to let us know if the dates are _____.

7. Write a letter to Demiris Tours informing them that Forever Young Holidays glad to participate in the fam and that they are ready to offer any kind of ass \ forming the group for the tour.

8. You are the Marketing Director of Forever Young Holidays. Prepare a letter other tour operators and travel agencies to join the fam.

9. Study the following itinerary. It shows the activities and timetable during the first two and a half days of a familiarization tour. The activities for each of been written in the wrong order. Decide the time when each activity should take place.

Day 1 Sunday 20 May

- | | |
|-----------|---|
| 10.00 | Inaugural dinner at hotel. |
| 11.30 | Free time for relaxation. |
| 19.00 | Turkish night at Kervansaray. |
| 21.30 | Arrival at Izmir Airport. Transfer to Kushadasi by coach. |
| Afternoon | Check into Grand Blue Sky Hotel, Kushadasi. |

Day 2 Monday 21 May

- | | |
|-------|--------------------------------------|
| 08.30 | Departure from Grand Blue Sky Hotel. |
| 09.30 | Return to Korumar Hotel. |

- 10.00 Lunch at Adakule Hotel.
- 11.00 Inspection of hotels in Kushadasi region.
- 13.00 Optional visit to a night club.
- Afternoon Open-buffet breakfast.
- 16.30 Some more hotels.
- 20.00 Check into Korumar Hotel.
- 22.30 Gala dinner at the Hotel.

Day 3 Tuesday 22 May

- 09.00 Lunch at Selchuk Restaurant.
- 10.00 Walking tour of ancient Efes.
- 10.30 Open-buffet breakfast.
- 13.00 Departure from Korumar Hotel and transfer to Efes.
- 14.00 Own time for shopping.
- 14.30 Transfer to Kushadasi.

10. Role-play. Fam trips. Work in groups.

Step 1. Choose a country for an interesting familiarization tour.

Consider the following:

- RESORT
- DESTINATION
- DATES OF THE FAM
- CARRIER
- NUMBER OF PARTICIPANTS IN THE FAM
- CATEGORIES OF HOTELS FOR ACCOMMODATION OF TRAVEL AGENTS
- NUMBER OF HOTELS FOR ACCOMMODATION OF TRAVEL AGENTS
- NUMBER OF HOTELS FOR INSPECTION
- TRANSPORT FOR TRANSFERS
- EXCURSIONS INCLUDED IN THE PROGRAMME
- OPTIONAL EXCURSIONS
- TYPES OF HOLIDAYS AVAILABLE IN THE REGION
- MEAL PLAN (BB, HB, FB, ALL-INCLUSIVE, ULTRA ALL-INCLUSIVE)

Step 2. Prepare itineraries of fams including as many activities as possible.

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