

LESSON 7. INTERVIEW, RESUME

1. a) Useful phrases and sentences

What would you like to know	Что бы вы хотели знать?
Why don't you begin by telling me something about your background?	Почему бы вам не начать с вашей биографии?
Tell me about your experience.	Расскажите о своем опыте.
What are your parents?	Кто ваши родители (по профессии)?
I come from a professional family.-	Я родом из интеллигентной семьи.
I graduate from	Я закончил...
What made you decide...?	Что заставило вас принять решение...?
Come for an interview.	Прийти на собеседование.
Anything personal that you think is pertinent.	Что-нибудь личное, то, что вы считаете уместным.
We'll get back to you...	Мы вернемся к вам (к вашему делу) ...

You have excellent references from your previous job.	У вас отличные отзывы с предыдущей работы.
The hours are from eight to six.	Мы работаем с восьми до шести.
When do you want me to start?	Когда Вы хотите, чтобы я начал работать?
What will my responsibilities and obligations be during the first year?	За что я буду отвечать и какие у меня будут обязанности в первый год работы?
Does this suit you?	Вас это устраивает?
I am quiet prepared to offer you a job with us	Я готов предложить Вам работать с нами.

b) Examples

A. Why don t you begin by telling me something about your background?

B .What would you like to know?

A .What made you decide to get into insurance business?

B .I always liked to help people in difficult situations

A. Tell me about your experience and anything personal that you think is pertinent.

B. Well, I was born in Grodno, I went to school there and graduated from the University.

2. Choose the adjectives describing you

as a candidate for the position of insurance agent

Active	sincere	energetic
Tactful	disciplined	loyal
Attentive	punctual	reliable
Creative	diplomatic	cooperative

3. Complete the following dialogue

A. Good morning, sir.

B. Доброе утро. Входите, садитесь, пожалуйста.
Расскажите о себе.

A. What would you like to know?

B. Почему бы Вам не начать с Вашей биографии?

A. I was born in Grodno; I went to school there and graduated from the University.

B. Кто ваши родители?

A. I come from a professional family.

4. Put the sentences in the correct order to make a dialogue

- Good morning, sir.

- What do you know about our company?

- I think they are energy and loyalty.

- Good morning. Come in. Please take a seat.

- I know that this is a very promising company.

- So tell me what are your main strengths?

5. Translate these tips into English

DO answer questions honestly.

DO indicate your readiness to learn.

DO have a good resume.

DO mention any experience you have.

DO stress your qualification.

DO try to be optimistic in your attitude.

DO be well-groomed and appropriately dressed.

DO recognize your limitations.

6. Answer the following questions

- 1) What do you do during your free time?
- 2) Tell me about your childhood.
- 3) Do you enjoy pleasing others?
- 4) What do you consider your strong points to be?
- 5) What kind of salary are you looking for?
- 6) How much do you expect to earn?
- 7) What are your career goals?

7. Get acquainted with the resume

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EMPLOYEMENT OBJECTIVE (цель работы)	A position as an insurance agent.
SUMMARY OF SKILLS AND QUALIFICATIONS (резюме навыков и умений)	Perfect knowledge of English and computers. 5 years of

	experience in the field of insurance business.
RESPONSABILITIES (обязанности)	Performed operations to insure individuals against possible damage to health, life and property.
WORK EXPERIEENCE (опыт работы) 2015-2020	Vita Com. San Francisco, California An insurance agent Performed operations to insure individuals against possible damage to health, life and property.
EDUCATION (образование)	London school of economics.
PERSONAL (персональные данные)	Arrived in the United States April 2020 British subject. Married.
REFERENCES (рекомендации)	Available upon request.

8. Write your resume according to these headings

- Employment objectives
- Summary of skills and qualifications
- Education
- Personal