

Міністерство освіти і науки України
Східноєвропейський національний університет імені Лесі Українки

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**W O R K
A N D
J O B S**

**Навчально-методична розробка
Для студентів I-V курсів Інституту
іноземної філології**

Луцьк
Вежа-Друк
2015

УДК 81.111-373(075.8)

ББК 81.432.1-923.3+81.432.1-923.7

Д 55

*Рекомендовано до друку науково-методичною радою
Східноєвропейського національного університету імені Лесі Українки
(протокол № 4 від «19» грудня 2012 р.)*

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Д 55 Робота: Навчально-методична розробка / Наталія Іванівна Добжанська. – Луцьк : Вежа-Друк, 2015. – 104 с.

Навчально-методична розробка з теми «Робота і професії» призначена для студентів I-V курсів факультету іноземних мов університетів. Навчальна розробка містить тематичні списки лексики, оригінальні тексти та вправи до них для розробки навичок засвоєння лексики, мовлення та писання офіційних листів. Окремо додаються українські тексти для анотації англійською мовою та словничок для ділового листування.

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ПЕРЕДМОВА

Навчально-методична розробка “Work and Jobs” призначена слугувати як допоміжні матеріали до навчальних посібників видавництв Longman, Oxford University Press (підручники серії: “Language Leader”, “Total English” etc), і охоплює лексику різних рівнів складності. Тема «Робота» є актуальною при вивченні основної іноземної мови на всіх курсах, і тому існує потреба у створенні методрозробки, присвяченій цій темі.

На початку подано перелік тематичних мовленнєвих ситуацій для ознайомлення з темою та можливостями її застосування у повсякденному житті, з метою подальшого опрацювання студентами за вибором викладача.

Основним принципом автора при укладанні методрозробки було надати викладачеві-мовнику вибір завдань та напрямків у процесі засвоєння теми, а для цього забезпечити його достатнім набором матеріалу для опрацювання. Кожен текст у методрозробці супроводжується вправами на лексику та обговорення матеріалу. Акцент зроблено на поступовому оволодінні навичками вільного говоріння шляхом «занурення» в англomовний матеріал, який відображає реалії англomовного світу.

Основну (базову) лексику подано в перших розділах методрозробки, наступні розділи складено за принципом доповнення та актуалізації, виведення комунікації у простір вільного володіння мовою. З цією метою методрозробка пропонує переважно оригінальні, не адаптовані тексти різного рівня складності.

Завдання, на нашу думку, можна поділити на три рівні складності: простий, середній та високий.

Завдання простого рівня складності: Розд 1, Sit. 1–4, 6–7, 10, 13, 24, 29. Розд 5, 12, 16, 21. Розд 6: Ex. 1–5; Розд 7: Ex. 1–4; Розд 9: Ex. 1; Розд 13: Ex. 3–6; Розд 15: Ex. 1.

Завдання середнього рівня складності: Розд 1, Sit. 5, 8, 9, 11, 12, 14–16, 19, 22, 28, 30. Розд 2: Phrasal Verbs; Розд 3: Synonyms; Розд 10, 20, 22, 23. Розд 6: Ex. 6–9; Розд 7: Ex. 5–8; Розд 9: Ex. 2; Розд 11: Ex. 2; Розд 13: Ex. 1–2; Розд 15: Ex. 2–4.

Завдання високого рівня складності: Розд 1, Sit. 17–18, 20–21, 25–27. Розд 4, 8, 17–19, 24–26. Розд 6: Ex. 10–12; Розд 9: Ex. 3; Розд 11: Ex. 1; Розд 14: Ex. 2, 3.

Слід зазначити, що наш підхід дає змогу викладачеві використовувати тексти та вправи методрозробки як допоміжні матеріали до підручника на кожному рівні, а також здійснювати індивідуальний підхід до студентів, враховуючи рівень кожного студента та індивідуальні потреби групи.

Методрозробка також може бути використана всіма, хто цікавиться даною темою та вивчає мову самостійно.

1. SPEAKING: SITUATIONS

1. You meet your former classmates and you talk about choosing a profession.
2. You consult your relative on a profession you'd like to choose.
3. You meet your friend and you tell each other about your jobs.
4. You apply for work and have a talk with the manager.
5. You are workmates, discussing how unjust/generous your boss has been.
6. You are looking for a new job, asking someone for advise.
7. You are sharing your impressions about your new jobs.
8. You are successful, you encounter your friend who is unemployed.
9. You advise your friend to change his/her job and you say why.
10. You want to be received by the head of an office and you arrange with his/her secretary the time for the appointment.
11. Your boss has a talk with you about your good/bad work.
12. Your friend works from home, you work in an office, you are exchanging impressions.
13. You are asking your more experienced friend to give you advise about finding your first teenage job.
14. You work part time, your friend works flexi-time.
15. You work shifts, your friend is a free-lancer.
16. You are on a maternity leave, but you decide to become self-employed.
17. You are a manager, talking to an employee who has attendance problems.
18. You want to open your company, trying to talk your friend into joining.
19. Your relative has just retired, sharing his/her first impressions with you.
20. You've been offered a promotion, but still you have some doubts as to accepting it, you are asking your family.
21. You are talking to your colleague who is suffering from a job burn-out.
22. You are talking to your friend who wants to impress his/her boss.
23. You are sharing your ideas about a new policy for your company with your boss.
24. You are trying to teach your younger relative to be a good employee.
25. You are trying to recruit a celebrity to your company.
26. You are speaking with your boss, asking for promotion/salary rise.
27. You are speaking with your mentor about the company policy.
28. You are in the employment office, studying the vacancies.
29. You are in the office, taking a message and writing down instructions.
30. You've made some mistakes and are now asking your senior colleague to help you.

2. WORK: MEANINGS, PHRASAL VERBS

work verb

1 a : to have a job [no obj] ▪ *I started working when I was sixteen.* ▪ *Her husband doesn't work.* ▪ *She works part-time at the restaurant.* ▪ *She has always wanted to work in advertising.* ▪ *She works with me.* = *She and I work together.* [=she and I have jobs at the same place] ▪ [+ obj] ▪ *She has to work two jobs to support her family.* ▪ *He works construction.* [=he has a job in which he helps build things]

b : to do things as part of your job [no obj] ▪ *She worked through lunch to get the report done.* ▪ *I'm not working tomorrow—the boss gave me the day off.* ▪ *He works from home.* [=his job allows him to stay home and do his work] ▪ *I work for him.* [=I am his employee] ▪ *I work under her.* [=she is my boss/supervisor] [+ obj] ▪ *The job requires that you work some nights and weekends.* ▪ *She is used to working long hours.*

c [+ obj] : to do work in, on, or at (an area, event, etc.) ▪ *She works the Northeast region of the state selling insurance.* ▪ *He was hired as a sportscaster to work the games this season.* ▪ *Crews work the quarry all day and night.* ▪ *farmers working the fields* ▪

2 a [no obj] : to do something that involves physical or mental effort ▪ *She is working in the garden.* ▪ *They worked all day (at) cleaning the house.* ▪ *I can't work with all of this noise.* ▪ ▪ *We're working toward a solution.* ▪ *I enjoy working with my hands.* [=using my hands to do or make things] ▪ *a sculptor who works in/with stone* [=who makes things out of stone]

b [+ obj] : to force (someone or something) to do something that involves physical or mental effort ▪ *The exercise is designed to work the muscles in your chest.* ▪ *The coach worked her team hard during practice.* ▪ *She worked us into the ground.* [=she made us work very hard and become very tired]

3 [+ obj] : to use and control (something) ▪ *I don't know how to work your cell phone.* ▪ *Who is working the machine?* ▪ *The pump is worked by hand.*

4 [no obj] : to perform or operate in the correct way ▪ *The computer isn't working (properly).* ▪ *I can't get this thing to work.*

5 [no obj] a : to have the intended effect or result ▪ *The medicine seems to be working.* ▪ *The idea sounds good in theory, but it will never work in practice.* ▪ *The commercial doesn't work for me.* [=I don't like it; it doesn't affect me the way it is supposed to] ▪ *a dish detergent that works like magic* [=that is very effective] ; **b [always followed by an adv. or prep.] : to have a particular effect or result** ▪ *You need to do what works best for you.* ▪ *Red curtains would work well in this room.* ▪ *I think you'll get the job. Being bilingual definitely works in your favor.* [=it helps or benefits you] ▪ *Her lack of experience worked against her in the election.* [=it made her less likely to win in the election]

6 [+ obj] : to cause (something) to happen ▪ *I'll do my best, but I can't work miracles.* [=I can't make miracles happen] ▪ *He's a brilliant chef who works magic* [=does special or remarkable things] *with the most basic ingredients.*

7 : to move (something) into or out of a particular position slowly or with difficulty [+ obj] ▪ *She worked her foot into the shoe.* ▪ *The screw had worked itself loose.* [=the screw had become loose] [no obj] ▪ *The glue would stop the knot from working loose.* [=from becoming loose]

8 [+ obj] : to bring (something) into a desired shape or form by cutting it, pressing it, etc. ▪ *Work the dough with your hands until it is smooth.*

9 [+ obj] : to talk to and try to gain the friendship or support of (the people in a group) ▪ *The singer worked the crowd throughout the whole concert.* ▪ *He's a politician who really knows how to work a room.* [=how to talk to the people in a room to get their support, approval, etc.]

PHRASAL VERBS

work around or chiefly Brit **work round** **1 work around/round (something)** : to organize things or proceed in a way that avoids (something, such as a problem) ▪ *We'll just have to find a way to work around the problem.* **2 work around/round to (something)** : to start talking or writing about (a subject, issue, etc.) after talking or writing about other things ▪ *He eventually worked around to the company's financial situation.*

work at (something) : to make an effort to do (something) better ▪ *He needs to work at his handwriting.* ▪ *She has been working (harder) at controlling her temper.*

work in **1 work (something) in or work in (something) a** : to add or include (something) in a conversation, essay, etc. ▪ *During the speech, he worked in a few jokes.* ▪ *She worked in several important points in her article.* **b** : to stir or mix (something) into something ▪ *Work in the blueberries.* **2 work (someone or something) in** US : to make an amount of time available for (someone or something) ▪ *My schedule is pretty full, but I think I can work you in [=fit you in] at 11:30.*

work into **1 work (something) into (something) a** : to add or include (something) in (something) ▪ *You should work more fresh fruit into your diet.* ▪ *She tried to find a way of working her question into the conversation.* **b** : to stir or mix (something) into (something) ▪ *Work the blueberries into the mixture.* **2 work (someone) into (something)** : to gradually cause (someone) to be in (an excited, angry, or frightened state) ▪ *The DJ worked the crowd into a frenzy.* ▪ *He worked himself into a rage/panic.*

work off **work off (something) or work (something) off** **1** : to pay (a debt) by working ▪ *She worked off her loan.* ▪ *His parents are making him work off the cost of the bike he ruined.* **2** : to lose or get rid of (something) by physical activity ▪ *He walks every day to work the extra weight off.* ▪ *Jogging is a great way to work off stress.*

work on **1 a work on (something)** : to be in the process of making (something), doing (something), etc. ▪ *I worked on this physics problem for three hours.* ▪ *He is in the garage working on the car.* ▪ *Scientists are beginning to work on a cure.* **b work on doing (something)** : to make an effort to do (something) ▪ *They are currently working on finding a cure. [=trying to find a cure]* ▪ *You have to work on controlling your temper.* **2 work on (someone)** : to try to influence or persuade (someone) to do something ▪ *She is working on them to change their votes.*

work out **1** : to perform athletic exercises in order to improve your health or physical fitness ▪ *She works out at the gym twice a week.* **2 a** : to happen, develop, or end in a desired or successful way ▪ *Our plan worked out perfectly.* ▪ *We broke up because things didn't work out between us.* **b** : to happen, develop, or end in a particular way or to have a particular result ▪ *Despite some difficulties, everything worked out well.* ▪ *I'm not sure how the story will work out.* ▪ *How is your new roommate working out? [=how are things going with your new roommate?]* ▪ *It will work out (to be) cheaper [=it will be cheaper] if we take the bus instead of the train.* ▪ *With tax, it worked out at/to just over \$115. [=the total amount was just over \$115]* **3 work out (something) or work (something) out a** : to find or create (something,

such as a solution or a plan) by thinking ▪ *I'm trying to work out [=figure out] a way to do it.* ▪ *We worked out a plan to save money.* ▪ *We'll work the details out later.* **b** : to use mathematics to solve (something) ▪ *She worked out the problem on a piece of paper.* **4 work (someone) out or work out (someone)** Brit : to understand the behavior of (someone) ▪ *He does these crazy things, and I just can't work him out.* [=figure him out]

work over work (someone) over informal : to hurt (someone) by hitting, kicking, etc. ▪ *He looked like someone had worked him over* [=beat him up] *pretty good.*

work through : to deal with (something that is difficult or unpleasant) successfully ▪ *He saw a psychologist to help him work through his depression.* ▪ *She worked through the pain without medication.*

work to work to (something) chiefly Brit : to work within the limits of (something) ▪ *We have to work to a very tight budget.*

work up **1 work (someone) up** : to make (someone) feel very angry, excited, upset, etc. ▪ *Don't work yourself up again.* **2 work up (something) or work (something) up a** : to produce (something) by physical or mental effort ▪ *I worked up a sweat at the gym.* ▪ *He managed to work up the courage to ask her out on a date.* **b** chiefly Brit : to improve your skill at (something) or increase your knowledge of (something) ▪ *I need to work up my French for the exam.* **c** chiefly Brit : to develop or expand (something) — usually + into ▪ *He worked up the short story into a novel.* **3 work up to (something)** : to reach (something, such as a rate or level) by gradually increasing in speed, intensity, etc. ▪ *The ship gradually worked up to full speed.* ▪ *The story starts slow but works up to a brilliant conclusion.*

EXERCISES

Exercise 1. Fill in: around, off, away at, against, out, on, up, up to:

1. 'to work _____' means to continue working hard at something for a long time.
2. 'to work _____' means to cause problems for someone or something, make it harder to achieve.
3. 'to work _____' something means that you find a way of organizing an activity avoiding any problems.
4. 'to work _____' means to overcome the effects of something by doing something energetic or different.
5. 'to work _____' something means you spend time and effort trying to perfect it.
6. 'to work _____' means to do physical exercise to improve your fitness.
7. 'to work _____' means to calculate the solution to a mathematical problem.
8. 'to work yourself _____' means to make yourself angry or anxious about something.
9. 'to work _____' means to think carefully to find a solution to a problem.
10. 'to work _____' something means to gradually do more of something until you reach a certain level.

Exercise 2. Fill in: around, off, away at, against, out, on, up, up to:

1. When you are applying for a job, age often works _____ you.
2. Their image works _____ them. They need to change it if they are going to succeed.

3. When I got back to the office, he was still working _____ his report.
4. He's been working _____ it all afternoon but you can't really see what he has achieved.
5. We can't change it. We'll just have to work _____ it.
6. The deadlines are very short but I'm sure you can find a way to work _____ them.
7. I feel totally stressed. I'm going to go work it _____ at the gym.
8. We ate too much at lunch so we went out into the garden to work it _____.
9. In training, he's been working _____ improving the weak parts of his game.
- 10 I've been working _____ my level of fitness before I go on this walking holiday.
11. I've never been very good _____ maths. I couldn't work _____ the rate per week.
12. The bill is \$98, so who can work _____ how much each of us must pay?
13. We don't want a strike. I hope that someone can work _____ a way to avoid it.
14. Nobody has worked _____ a solution to this problem. We are still spending too much.
15. He runs at the weekend and works _____ twice a week in the gym.
16. I worked _____ a lot when I was younger but now I prefer easier exercise like walking!
17. It's not very important. Don't get so worked _____ about it!
18. He got very worked _____ about the interview. He really wanted the job and got very stressed about it.
19. He started training with small weights and worked _____ to 100 kilos.
20. You should start by doing a few minutes exercise and work _____ to half an hour a day.

Exercise 3. Complete the table with: at, off, out, over, through:

The Meaning	An example
End nicely	Things were going wrong for them but fortunately it all worked _____ in the end.
Find the answer or solution	I couldn't work _____ all the answers to the crossword puzzle.
Assault, beat up	They worked him _____ and robbed him.
Repeat, do again	They worked it _____ until they had got it right.
Examine carefully	They worked _____ the market looking for bargains.
Deal with, resolve a problem, often emotional	It took him a long time to work _____ his anger after he lost his job.
To try hard to achieve something.	They really worked hard _____ their marriage.
If you work _____ an unpleasant feeling, you get rid of it by doing something energetic.	I worked _____ my anger at the gym.
To calculate or try to understand something.	The policeman worked _____ what caused the accident.
To attack and injure someone.	They worked him _____ well.

Exercise 4. Fill in the blanks with: work at, work around, work for, work towards, work up, work out, work on, work in, work into. Use the correct tense form. The meanings are in the brackets above.

1. (To be flexible. To make adjustments to someone's schedule or needs.)

Karen, don't worry about your kids. We can _____ your schedule so that you'll be home when they leave school.

2. (To put a lot of effort into something. To pay attention.)

The only reason I speak French so well is that I _____ it. It doesn't just come naturally.

3. a) (To put effort into achieving something.)

In the present day economy you really have to _____ the job you want, because it doesn't just come to you.

b) (To be employed by a person or company.)

What company do you _____?

4. a) (To fit into a schedule, especially a busy schedule.)

Yes, Mr. Schmitz, it looks like we can _____ you _____ at 1:30 today for an appointment.

b) (To blend into or add gradually, especially using your hands.)

After you make the dough you have to _____ the other ingredients until everything is blended.

c) (To add or introduce, especially a topic in a conversation.)

I wanted to talk about the money Dan owed me, but I couldn't _____ it _____ the conversation.

5. (To focus on something, to do something attentively.)

He just may be up all night working _____ this report.

6. a) (To work to resolve a problem, especially in cooperation with someone else.)

Ray and Jolene are seeing a marriage counselor to try to _____ their marital problems.

b) (To exercise, especially at a gym or health club.)

You need to _____ at least a half hour a day to maintain good health.

7. (To make an effort to accomplish a long-term goal.)

Carl is _____ a degree in medicine so that he can become a doctor.

8. (To work to gain energy or courage to do something.)

I didn't use to be able to do any push-ups, but I've _____ to thirty at a time.

Exercise 5. Quiz for Verb: 'To Work'.

Choose the correct definition for each phrasal verb...

1. 'Work over' means...

- a) Assault, beat up
- b) Promise that something is true
- c) Touch someone in a sexual way

2. 'Work off' means...

- a) Take place, follow a plan or pattern
- b) Exercise to remove stress or weight
- c) Encourage

3. 'Work over' means...

- a) Examine carefully
- b) Use money earned
- c) Try not think about or feel something because it is upsetting or painful

4. 'Work over' means...

- a) Exit a computer system
- b) Stop someone or force them to change direction
- c) Repeat, do again

5. 'Work on' means...

- a) Accept, agree to
- b) Proceed
- c) Improve or develop

6. 'Work out' means...

- a) Unwind (e.g., fishing line)
- b) Support someone
- c) Find the answer or solution

7. 'Work through' means...

- a) Cut the electricity to a computer or device to turn it off
- b) Mistreat physically
- c) Deal with, resolve a problem, often emotional

8. 'Work out' means...

- a) Lock a place to stop someone getting in
- b) End nicely
- c) Finish, consume

WORK: SYNONYMS

work, labor, toil, drudgery, travail

These nouns refer to physical or mental effort expended to produce or accomplish something.

Work is the most widely applicable: "*Which of us ... is to do the hard and dirty work for the rest and for what pay?*" (John Ruskin). "*A work that aspires ... to the condition of art should carry its justification in every line*" (Joseph Conrad).

Labor usually implies human work, especially of a hard physical or intellectual nature: "*garner the fruits of their own labors*" (Roger Casement).

Toil applies principally to strenuous, fatiguing labor: "*I have nothing to offer but blood, toil, tears and sweat*" (Winston S. Churchill).

Drudgery suggests dull, wearisome, or monotonous work: "*the drudgery of penning definitions and marking quotations for transcription*" (Thomas Macaulay).

Travail connotes arduous work involving pain or suffering: "*prisoners of the splendor and travail of the earth*" (Henry Beston).

3. JOB: MEANINGS, SYNONYMS

job [dʒɒb]

n.1. A regular activity performed in exchange for payment, especially as one's trade, occupation, or profession.

2. A position in which one is employed.

3. a. A task that must be done: *Washing the windows is not my job.* **b.** A specified duty or responsibility: *her job was to cook the dinner.* (synonym: task).

4. a. A specific piece of work to be done for a set fee: *an expensive repair job.* **b.** The object to be worked on. **c.** Something resulting from or produced by work.

5. Computer Science A program application that may consist of several steps but is performed as a single logical unit.

6. Informal A difficult or strenuous task: *It was a real job to convince them to drop the charges.*

7. Informal bad or unsatisfactory piece of work, a damaging piece of work: *he really did a job on that; The stylist did a real job on my hair.*

8. Informal A state of affairs: *Their marriage was a bad job from the start. It's a good job that we left early to avoid the traffic.*

9. Informal A criminal act, especially a robbery: *a bank job.*

10. Informal An example of a specified type, especially of something made or constructed. Often used in combination: *a new building that is just another glass and steel job; a cowboy hat that is one of those ten-gallon jobs.*

v. jobbed, job·bing, jobs

(**v.intr.**) **1.** To work at odd jobs. **2.** To work by the piece. **3.** To act as a jobber.

(**v.tr.**) **1.** To purchase (merchandise) from manufacturers and sell it to retailers. **2.** To arrange for (contracted work) to be done in portions by others; subcontract. **3.** To transact (official business) dishonestly for private profit.

IDIOMS:

on the job paying close attention; on the alert; actively engaged in one's employment.

jobs for the boys appointments given to or created for allies or favourites

just the job exactly what was required

JOB: SYNONYMS

task, job, chore, stint, assignment These nouns denote a piece of work that one must do. **A task** is a well-defined responsibility that is usually imposed by another and that may be burdensome: *I stayed at work late to finish the task at hand.*

Job often suggests a specific short-term undertaking: *"did little jobs about the house with skill"* (W.H. Auden).

Chore generally denotes a minor, routine, or odd job: *The farmer's morning chores included milking the cows.*

Stint refers to a person's prescribed share of work: *Her stint as a lifeguard usually consumes three hours a day.*

Assignment generally denotes a task allotted by a person in authority: *His homework assignment involved writing an essay.*

The words WORK and JOB come to comparison when they both mean "occupation". Here the list of synonyms can be very long: 1. employment, calling, business, job, line,

office, trade, duty, craft, profession, occupation, pursuit, livelihood, métier E.g. *What kind of work do you do? = What is your occupation?*

occupation - the principal activity in your life that you do to earn money: *He's not in my line of business*

business – **1.** a commercial or industrial enterprise and the people who constitute it: *he bought his brother's business; a small mom-and-pop business*; **2.** the activity of providing goods and services involving financial and commercial and industrial aspects: *computers are now widely used in business.*

employment – **1.** the state of being employed or having a job: *they are looking for employment; he was in the employ of the city*; **2.** the occupation for which you are paid: *he is looking for employment*; **3.** the act of giving someone a job: **Employer** - a person or firm that employs workers. **Employee** - a worker who is hired to perform a job. **Unemployed** = out of work.

An essential thing for students to remember is that “work” (uncountable!) can refer to all kinds of employment, while “a job” (countable) can be used only if a person is an employee, it does not apply to self-employed people.

EXERCISES

Exercise 1. Look at the table below, give 5 examples of work for a) employed and b) self employed people. 2. Think of the spheres that may contain both employed and self employed people, think of possible ways to differentiate them.

<i>Tests used to differentiate between ‘employed’ and ‘self employed’</i>	
Test	Factors
<i>Control</i> - who holds control over task, mode, means and timing?	duty to obey orders, discretion on hours of work, supervision of mode of working.
<i>Integration</i> - how integral is the work to the business?	existence of disciplinary or grievance procedures, inclusion in occupational benefit schemes.
<i>Economic Reality</i> - where does the financial risk lie?	method of payment, freedom to hire others, providing own equipment, investing in own business, method of payment of tax and national insurance (NI), coverage of sick pay, holiday pay.
<i>Mutuality of Obligation</i> : what evidence is there of formal subordination to contract terms?	duration of employment, regularity of employment, right to refuse work, custom in the trade.

Based on Burchell et al (1999:11)

Exercise 2. Think of some people you may know or have heard of, who are a) employees; b) employers; c) self-employed. What do/did they do? Does it take a certain personality type to become each? How would you characterize each of the types, what idiosyncracies do they have/require?

4. IDIOMS WITH “WORK”

A

all in a day's work

part of what is expected; typical or normal; unusual for other people to have to do but not unusual for you: *A fancy dinner with a Hollywood celebrity is all in a day's work for this reporter. I don't particularly like to cook, but it's all in a day's work. Cleaning up after other people is all in a day's work for a busboy.*

do the dirty work

to do the unpleasant or difficult things *Well, usually I do the dirty work and someone else gets the credit for getting it done.*

Usage notes: often used in the form **do someone's dirty work** (to do the unpleasant or difficult things that are someone else's responsibility): *Naturally, he has assistants who do his dirty work.*

in an ivory tower

Fig. in a place, such as a university, where one can be aloof from the realities of living. (Typically: **be ~**; **dwell ~**; **live ~**; **work ~**.) *If you didn't spend so much time in your ivory tower, you'd know what people really think! Many professors are said to live in ivory towers. They don't know what the real world is like.*

Things will work out (all right). and Everything will work out (all right).; Everything will work out for the best.; Things will work out for the best.

The situation will reach a satisfactory conclusion.; The problem(s) will be resolved. *"Cheer up!" Mary said to a gloomy Fred. "Things will work out all right." Mary: Oh, I'm so miserable! Bill: Don't worry. Everything will work out for the best. "Now, now, don't cry. Things will work out," consoled Sally, hoping that what she was saying was really true.*

put/throw a monkey wrench in the works (American) = put/throw a spanner in the works (British & Australian)

Fig. to cause problems for someone's plans. *I don't want to throw a monkey wrench in the works, but have you checked your plans with a lawyer? When John suddenly refused to help us, he really threw a monkey wrench in the works.*

Time works wonders.

Prov. The passing of time can resolve many problems. *I thought I would never forgive my ex-husband for leaving me, but now, ten years later, I feel pretty well disposed toward him. Time works wonders. You'll change your mind eventually. Time works wonders.*

work against the clock

to work very fast because you know you only have a limited period of time to do something *Scientists were working against the clock to collect specimens before the volcano erupted again.*

in the works

being developed or scheduled to happen in the future. *Plans are in the works to improve reporting of HIV and AIDS cases. There are rumors that big salary increases are in the works.*

B

A woman's work is never done

All work and no play makes Jack a dull boy

close enough for government work

devil finds work for idle hands to do

donkey work
work oneself into the ground
go like clockwork
go to work
grunt work
gum up the works
have work cut out for
It is not work that kills, but worry
Keep up the good work
little work never hurt anyone
make hard/light/short work of something/doing something
Many hands make light work
Nice work if you can get it!
one's work is cut out for one
perform miracles/ work wonders
pile the work on
put in a hard day at work
set to work
take off from work
The devil finds work for idle hands
work/wear fingers to the bone
work like a beaver/bee/dog
work like a charm/work like magic
work oneself (up) into a lather// work oneself (up) into a sweat

Exercise 1. Sort out the idioms from group B into the following groups: 1) the ones which say you should work more; 2) the ones that say that you should rest more; 3) to compliment someone; 4) to criticize someone; 5) to complain; 6) to say that something is not perfect, but not too bad; 7) meaning hard or difficult work; 8) meaning easy work; 9) to start work; 10) to finish work; 11) some that can serve as a response to an idiom of the previous groups (state which).

Exercise 2. Suggest the idioms above to match the definitions: 1. To have a large and difficult task prepared for one. 2. To work very hard and sweat very much. 3. Hard, boring work. 4. If everyone helps with a large task, it will get done easily and quickly. 5. Please keep doing the good things that you are doing now. 6. Done just well enough. 7. You would earn the money easily in this way if you had the opportunity. 8. To do something in a way which makes it more difficult than it should be. 9. To cause someone or something to begin functioning. 10. People who have no work or activity are more likely to do things they should not do, such as commit crimes. 11. Not to appear at one's place of work for a period of time, hours or days. 12. (about a plan or method) To have exactly the effect that you want it to.

Exercise 3. Compose situations of 3-4 sentences with the following idioms: a) work fingers to the bone, pile the work on, everything will work out for the best; b) work against the clock; it is not the work that kills, but worry; make light work of something;

Exercise 4. Choose 3-4 idioms from the list above to make a short dialogue.

5. WORK AND JOBS: TOPICAL VOCABULARY

Job and work

- A **full-time** job. - Work that occupies five days a week usually from 9am-5pm.
- **Part-time** - Work that may take just 2 or 3 days each week.
- A **freelancer**. - Someone who works for different companies but is not employed by them.
- I am **self-employed**. - You are the boss and own your own company.
- A **dotcom start up**. - To launch a company which will operate online [on the internet].
- A **job share**. - A job's responsibilities and salary are shared, usually by two people.
- To **float** the company / to **go public**. - To sell shares in a company on the Stock Exchange to raise money or reduce personal responsibility.

Getting work

- Why don't you send in your **CV** with a **covering letter**? - Why not send to a company your curriculum vitae [a record of your employment, education and interests] with an accompanying letter explaining why you want the job.
- Look carefully at the **job spec**. - Study the job description carefully first.
- I've been **shortlisted**. - My application has been put on a smaller list selected from bigger group of applicants.
- I'm **down to the last three!** - It's you or two others!
- **Calling a company cold**. - Telephoning a company without any form of introduction.
- I'm going on a **go-see**. - To literally go and see a company [models commonly do this].
- I'm doing **work experience**. - I'm working for no money to gain experience and, hopefully, a job.
- **Work shadowing** - To follow a specific employee to learn about their job.
- I've just signed my **contract!** - I've agreed on the pay and conditions of my job and now I am an employee!

- Fancy a **coffee break**? - Shall we go for a quick coffee?
- I'd love to but I'm **totally snowed under** at the moment! - Thanks, but I am really busy just now.
- It's manic! I'm working **like a dog!** - There's an awful lot to do!
- I'd better just **press on**. - I'll stay here and carry on working.
- How long until **pay day**? - When do we get paid?
- I've done a lot of **overtime**. - I've worked for more hours than usual [so I should be paid extra].

Losing work

- She **claimed for unfair dismissal**. - She appealed against her dismissal.
- To **get the sack** / To be **fired** - To be dismissed from your job.
- Molly was **made redundant** last year. - Molly lost her job because the position disappeared.
- She's set up a production company with her **golden handshake**. - She started another business with her large redundancy payment.
- He was a trader for six years, now he's **taking early retirement**. - He's going to stop

working before UK retirement age [60 for women and 65 for men].

- He was a millionaire by the time he was 20, now he's **burnt out!** - He made his money by 20, now he's exhausted!
- I'm taking a **career-break.** - I'm going to do something else for a while (possibly travel) and return to my job in the future.
- Today I **handed in my resignation.** - I told my employers that I wish to leave my job.

Word formation: EMPLOY

If you want to learn words well, it is important to learn different forms of them. Employ is one of the key words and it has several different forms – you need to be able to use them all if you want to write flexibly.

WORD	EXAMPLE
employ	Some companies prefer to employ people with experience than better qualified graduates
employment	We can see from the chart that the rate of employment fell by 25% in the third quarter of the year
employee	Some companies do not reward their employees as well as others do
employer	In this situation, it is the duty of the employer to make sure that the female workers are not discriminated against
unemployment	Unemployment is a serious problem in some countries.

Word formation: JOB and WORK

Sometimes the trickiest words are very common words. You definitely need to be able to use both these words. One way to how to use them correctly is to learn phrases.

WORK	EXAMPLE
workplace	Sadly, there is still amount of discrimination against women in the workplace
working environment	Employers can help relieve the pressure on their employees by ensuring they have a pleasant working environment.
hours of work	In some professions, such as law, the hours of work are much longer than in others.
the working week	There is much to be said for the proposal that the working week should be reduced to 35 hours.
work-life balance	A sensible work-life balance can help employees work more efficiently.
work placement	Many large organizations have work placement programmes that provide students with experience before they start their career.
in/out of work	Unemployment has been on the increase in many countries and sometimes up to 10% of the workforce are out of work.
JOB	EXAMPLE
job security	For some people job security is more important than financial reward.
job placement	Some companies have job placement schemes for university students.
job satisfaction	It is hard to underestimate the value of job satisfaction.
job description	Some employees have very broad job descriptions.
job-seeker	Employers can attract jobseekers with attractive employment packages.

CAREER words

These words should come in useful when describing career paths.

WORD	EXAMPLE
interview	These companies perhaps need to change the interview process so that they hire the right candidates.
qualifications	It is not always the case that a university degree is the best qualification in the world of finance.
experience	Some graduates have difficulty finding a job because they do not have the relevant work experience.
training	Employers need to provide training to ensure that their staff are able to adapt to these new technologies.
retire/retirement	In many countries the age of retirement is now 68 or even 70.
resign/resignation	There is a danger that employees will hand in their resignation and look for another job.
promotion	There is an argument for promoting employees who show the most potential.
redundant	One side-effect of adopting these new technologies is that it has led to many redundancies in manufacturing industries.
career	Some people decide on a career change when they reach middle age.

COMPANIES

COMPANY	EXAMPLE
company	Different companies adopt different policies with regard to promotion.
corporation	The larger corporations normally have strict policies on behaviour in the workplace.
organisation	Some people prefer to work for larger organizations which offer the chance to travel abroad.
firm	For example, some smaller firms in the automotive industry will rely on skilled labour.
business	Very often family businesses are run on quite different principles to larger corporations.
multinational	It is not always the case that you will receive the best training if you work for a multinational.

MONEY words

There are a variety of different words we use to describe money and work

MONEY	EXAMPLE
salary	Not everyone, however, is primarily interested in the salary on offer when they choose a job.
wages	The government need to ensure that employers offer a fair wage to all their employees, however unskilled they may be.
pay (packet)	Some people prefer to work part time even though the pay is less than full-time work.

bonus	One solution is to offer employees a bonus as an incentive to make them work more efficiently.
perk	Nowadays, it is much less common for companies to offer a company car as a perk.
pension	Many people are returning to work after they have retired because their pension does not meet their needs.

ADJECTIVES to describe jobs

ADJECTIVE	EXAMPLE
rewarding	One of the most rewarding aspects of the work is the chance to work with children.
challenging	While this can be challenging, there is no doubt that it can be equally rewarding.
repetitive	A great deal of office work is in fact quite repetitive and not especially challenging.
ambitious	It is the type of opportunity that would suit an ambitious university graduate.
stressful	One of most stressful aspects of the modern workplace is the constant threat of redundancy.
glamorous	Although business trips and the chance to travel abroad may seem glamorous, they are frequently the source of stress.

6. VOCABULARY EXERCISES

Exercise 1. Make sure you can explain the words and expressions grouped in each of the boxes below. Find synonymous ways to express the same ideas, explain the difference.

General

a regular job
commuter
employee
employer
He took a job as a waiter.
job
occupation
profession
to earn one's living
to run a firm
trade
What do you do for a living?
worker

Application

application
application form
apprentice, trainee
apprenticeship
CV (curriculum vitae)
job interview
skilled worker
to apply for a job
training
training course
vacancy

Unemployment

period of notice
to be unemployed
to be out of work
to be on the dole (BE)
to fire somebody
to sack somebody (BE)
to give somebody notice
to dismiss somebody
to hand in one's notice
to resign
to quit
unemployment benefit, dole money

Working hours, pay

a full-time job
a part-time job
continued payment of wages
flexitime
pay slip
salary
to get a rise (Brit)
to get a raise
to work in shifts
to work overtime
wage cut
wage demand, claim
wage group
wages

Exercise 2. Talking about work (casual) 1

Choose the best (most logical) response to complete each of the following sentences:

1. This job is too (*stressed-out/stressful*).
2. There's a lot of work, but I can (*deal/handle*) it.
3. I was (*hired/heard*) last month.
4. They (*fired/failed*) two of my co-workers, and I'm afraid I might be next.
5. I work (*at/in*) sales.
6. My (*commute/communion*) (= the time it takes me to get to work) isn't so bad.
7. The company has a reputation for treating their (*employees/employed*) well.
8. I usually don't eat in the (*lunchroom/lunch-zone*). I go out to eat.
9. The dress (*code/cut*) is casual.
10. I'm thinking about (*quitting/stopping*) my job.

Exercise 3. Talking about work (casual) 2

Choose the best (most logical) response to complete each of the following sentences:

1. I get along well with most of my (*colleagues/employees*) (= co-workers).
2. I got a (*premonition/promotion*) last year.
3. He's not very (*producing/productive*). He just chats to his friends on Facebook all day.
4. I'm pretty (*content/contained*) (= happy) with the way things are going.
5. Everyone seems to have gotten a (*raise/boost*) (= an increase in salary) except me.
6. We don't have (*assess/access*) to that information.
7. The (*upper/up*) management people are not very well liked by the rest of us.
8. I'm taking a week (*off/of*) to go on vacation.
9. the work load isn't too (*dense/heavy*).
10. They provide us with a good benefits (*pack/package*)

Exercise 4. Complete the sentences with appropriate words and expressions.

1. I have received my degree, now I have to _____. So I am looking for some _____ on the Internet. When I find the right one, I'll have to write my _____ and a _____.

2. Mike lives in a wonderful house, his job is a _____ one. His job also gives him a lot of _____ such as free parking and health insurance.
3. My grandfather has been _____ for five years, but he still misses his work.
4. He applied to his boss to get a _____ and a possible _____, but instead he received a _____. Soon his _____ will be over, he will become _____, hopefully he will get paid _____, and he will have to look for a new job.
5. Yesterday I didn't work, I took _____.

Exercise 5. For each sentence, choose the best word or phrase to complete the gap from the choices below.

1. I earn my _____ as a professional bar person. That's why I spend so much time in bars.
2. I know the director is important, but he can behave very _____ sometimes.
3. There's plenty of _____ in this job, which is one of the things I like about it.
4. Sam gets on well with everybody. She's a great _____.
5. Your offer is more attractive than the previous but I'm afraid it's still _____.
6. He thanked everybody for the _____ he received on his final day at the company.
7. We require a qualified food _____ to start immediately at our bottling plant in Bristol.
8. We cannot employ people who are not _____ for the job.
9. We have received a huge number of _____ for the job.
10. We had a difficult year and made a small _____ as a result.
11. I think this is a _____ we should try and improve immediately.
12. I am interested in applying for the _____ of general manager with your company.

Your answers

1. A live B lifetime C life D living
2. A child-like B childishly C childhood D childish
3. A varied B variety C varying D variation
4. A mixer B mixture C mix-up D mix
5. A acceptable B unacceptable C accepting D acceptance
6. A giver B give C gift D giving
7. A scientific B science C scientist D scientologist
8. A qualification B quality C qualified D equalised
9. A application B applicants C applies D appliances
10. A less B lost C losing D loss
11. A weakly B weakling C weaker D weakness
12. A post B posting C postage D posture

Exercise 6. Complete the sentences with definitions, using words from the essential vocabulary:

1. When you move to a higher level in a company and get paid more, you have received a _____.
2. This is a general word for employees and it is often used in education. One common phrase is "a member of _____"

3. A job is _____ when it involves a lot of pressure.
4. One reason why you may resign from a job is if the _____ is too much.
5. Some jobs may seem _____, especially if they involve a lot of travel and you are in the public eye.
6. Most people agree that it is important to maintain a work-life _____.
7. Some people choose to change their _____, others are happy to stay in the same job all their working lives.
8. If you are paid weekly, you may receive wages. If, however, you are paid monthly, it is normally called your _____.
9. Many people start their careers as a _____. It can be an important step in your career because the skills you learn then are often vital.
10. One of the most important aspects of any job is the working _____. Where you work and the people you work with are an important part of job satisfaction.
11. There are a number of different words to describe different types of companies. An _____ is typically a large company.
12. Job _____ can involve many different things. For some people a pleasant working environment is most important, other people enjoy jobs that are challenging.
13. Your _____, or the people you work with, are an important part of your working life.
14. If a job is _____, it gives you job satisfaction and it may be well-paid too.
15. A _____ is the money you receive after you retire.
16. _____ is a strong desire to do something. It's a quality most employers look for in their employees.
17. This is another word to describe a company. It is frequently used to describe smaller companies and professional organisations, for instance a law _____.
18. If you work _____, you can choose your hours of work. (The word is made from two different words - flexible and time.)
19. A _____ is a benefit you receive for working for a company. For instance, you may get a free parking space.
20. A _____ is part of a company. For example, many commercial companies will have a special marketing _____.
21. This is another word for your occupation. If you have a _____, you will normally have done a lot of training and have formal qualifications.
22. Your _____ is the company (or person) that gives you a job.
23. If a job is _____, it may be difficult, but it may also be quite enjoyable.
24. For most jobs nowadays, it is important that you have a _____. For many people this will involve going to university or college and getting a degree.
25. If a job is _____, it means that you do the same thing over and over again.

Exercise 7. Choose «job» or «work» in the expressions below. Both ways may be possible.

1. _____ security.
2. _____-life balance.
3. out of _____.
4. lose one's _____.
5. do a good _____.
6. _____ placement.
7. have a _____.
8. find a _____.

- 9. find ____.
- 10. hours of ____.

Exercise 8. Choose the correct word in the following paragraph on stress at work:

Two ways in which the ____ (employees/ environment/ hours/ workplace) has changed in the modern era are that ____ (employees/ environment/ hours/ workplace) are required to work longer ____ (employees/ environment/ hours/ workplace) and there is more pressure than in the past. In this essay, I examine some of the social and economic reasons and suggest ways for employers to improve their employees' working ____ (employees/ environment/ hours/ workplace).

Exercise 9. Choose the correct word in the following essay on stress at work. Here is the list of the words you may need: *breaks, businesses, conditions, employees, employers, environment, hire, hours, labour, market, office, performance, redundant, employment, workplace, unemployment.*

Two ways in which the workplace has changed in the modern era are that ____ (1) are required to work longer hours and there is more pressure on them than in the past. In this essay, I examine how competition is the main reason for this and suggest how ____ (2) can improve their employees' working conditions.

Competition from the job ____ (3) is one reason why some employees are under more pressure at work. High levels of ____ (4) mean that it would often be cheaper for an employer to ____ (5) someone else to do the same work. This naturally has a negative psychological effect on employees. It can also result in their staying longer in the ____ (6) to ensure that they meet their ____ (7) targets.

Increased competition caused by globalisation is also significant. Many smaller ____ (8) now need to compete either with multinationals or companies from developing countries where ____ (9) is cheaper. The effect of this on employees is that they know they may be made ____ (10) if the business they work for fails. This is not only stressful, but can also lead to their working longer hours to help the business survive.

Despite this competition, employers should ensure that their staff have the best possible working ____ (11). This means that employees should not be required to work overtime unless in an emergency, be given regular ____ (12) and be reassured that their future is safe. If this were to happen, the employees should work more efficiently, something which is in the interest of the employer.

My conclusion would be that competition from the job market and globalisation is the principal cause of stress at work and a longer working day. Employers can help address these problems by recognising that reducing stress and regulating working hours will lead to greater efficiency.

Exercise 10. Complete the table with the words for the definitions below: Assessment, Resign, Trainee, Dismiss, Apply, Curriculum Vitae, Take on, Unemployment benefits, Bonus, Personnel officer, Notice, Prospects, Retire, Recruit, Background, Vacancy, Employee, Maternity leave, Sick leave, Personnel, Fringe benefits, Employer, Fire, Make redundant, Interview, Strength, Training course, Strike, Weakness, Staff, Promotion.

Tip: the words should be arranged more or less alphabetically.

	Evaluation of one's abilities
--	-------------------------------

	Submit an application for a job or position
	Education - qualifications - experience
	Additional payment to an employee as an incentive or reward
	Summary of one's education and experience to date; résumé
	Discharge from employment; (to fire, to sack, to let go)
	Person who works for a firm or company
	Person or firm who employs people
	To dismiss from a job.
	Advantages offered in addition to salary (life insurance, retirement scheme, company car, etc.). Also called "perks", abbreviation for perquisites.
	Oral examination of an applicant for employment
	Dismiss for economic reasons
	Period of absence for a female employee when having a baby
	Advance warning of intention to leave one's job - to give or hand in one's resignation
	People who work for a firm or company (employees)
	Manager responsible for recruitment, training and welfare of personnel (employees)
	Advancement in rank or position in the company
	Opportunities for success or promotion in a career
	Look for and hire personnel
	Leave a job voluntarily
	Leave employment because of age
	Absence because of illness - to be on sick leave
	People who work for a firm or department; employees
	Strong characteristic or particular ability
	To go on strike : to stop working in protest against something
	Employ or hire
	Person being trained for a job e.g. a trainee salesman
	A course of study to prepare for a job e.g. a computer course
	Payments made by the state to an unemployed person
	A position to be filled
	A lack of ability or a shortcoming in character

Exercise 11. A). Match these English words and expressions with their Ukrainian equivalents below.

(Tip: The Ukrainian words are to be arranged more or less alphabetically)

a. **Piece-work**; b. dead-end work; c. casual job; d. research work; e. pluralism work; f. team work; g. monotonous work; h. part-time job; i. full-time job; j. outdoor work; k. donkey work; l. black work; m. well/badly-paid job; n. hired labour; o. work per hours; p. shift work; q. permanent job, steady job; r. slave work; s. mental work; t. temporary job; u. labour consuming work; v. laborious work, back breaking work; w. manual labour; x. strenuous work; y. seasonal work; z. satisfying work.

Робота: 1) трудомістка; 2) тяжка; 3) що приносить задоволення; 4) що вимагає зусиль; 5) фізична праця; 6) постійна, стабільна; 7) позмінна; 8) погодинна; 9) рабська праця; 10) розумова праця; 11) тимчасова; 12) на півставки; 13) на повну ставку; 14) на свіжому повітрі; 15) по найму; 16) акордна, підрядна; 17) нелегальна; 18) невдячна праця; 19) монотонна; 20) колективна; 21) дослідницька; 22) за сумісництвом; 23) сезонна; 24) випадкова; 25) безперспективна; 26) добре/погано оплачувана.

B). Sort out the English expressions above and their Ukrainian equivalents according to translation of the word WORK and its synonyms into the following groups: 1) work-робота; 2) job- робота; 3) work- праця; 4) labour- робота; 5) labour- праця.

C) State which kinds of work/job/labour appeal to you, and which don't. Note some of them have a negative or positive colouring which is true for everyone.

Exercise 12. Vocabulary: Money. Match the following English words and word expressions with their Ukrainian equivalents below.

a) advance; b) unpaid leave; c) traveling allowance; d) fee; e) royalty; f) dividends; g) daily wage; h) unemployment benefit; i) salary, pay, wages; j) allowance, addition; k) long-service pay, seniority allowance; l) child allowance, child benefit; m) interest; n) pay raise; o) disability pension, disablement pension; p) old-age pension, perpetuity; q) tax; r) overtime; s) bonus; t) rate (of wage), flat pay; u) insurance; v) tip; w) pocket money, allowance; x) budget; y) indemnity; z) commission.

1) комісійні; 2) компенсація; 3) бюджет; 4) кишенькові гроші; 5) чайові; 6) страховка; 7) ставка; 8) премія; 9) понаднормові; 10) податок; 11) пенсія по старості; 12) пенсія по інвалідності; 13) підвищення зарплати; 14) підвищення зарплати; 15) відсоток (банківський); 16) надбавка на дітей; 17) надбавка за вислугу років; 18) надбавка; 19) зарплата, заробіток; 20) допомога по безробіттю; 21) дивіденди; 22) авторський гонорар; 23) гонорар; 24) відрядні (добові); 25) відпустка за власний рахунок; 26) аванс.

7. JOBS AND PROFESSIONS

Accountant	Fisherman	Physiotherapist
Actor/actress	Fitter	Piano tuner
Ad man, woman	Flight attendant	Pilot
Advertising agent	Food handler	Plumber
Air host/hostess	Footballer(BrE)	Podiatrist
Ambulanceperson	Frogman	Police officer
Antique dealer	Furnaceman	Politician
Army officer	Garbage man	Pollster
Archaeologist	Gardener	Post office clerk
Artist	Geologist	Potter
Assembly line worker	Glazier	Priest, minister, rabbi, evangelist nun, imam
Astronaut	Guard	Priestess
Athlete	Grounds man, keeper	Press spokesman
Automotive engineer	Hairdresser	Printer
Babysitter	Heating contractor	Psychiatrist
Baggage handler	Hotel/motel clerk	Psychologist
Baker	House detective	Publicist
Banker	Housekeeper	Publisher
Bank teller	Housewife	Receptionist
Barber	Illustrator	Real estate agent
Barrister	Insurance agent	Realtor
Beautician	Insurance claims adjustor	Red cap
Bell man	Insurance investigator	Refuse collector(BrE)
Bookkeeper	Interpreter	Repairman
Bricklayer	Interior decorator	Roofer
Broker	IRS agent	Roustabout
Building contractor	Jack of all trades	Rubbish collector(AmE)
Bureaucrat	Janitor	Sailor
Bus driver	Jeweller	Sales clerk
Business consultant	Jockey	Scientist
Businessman, woman	Joiner	School administrator
Busker	Journalist	Scrap metal dealer
Butcher	Judge	Secretary
Carpenter	Juggler	Security officer
Car washer	Junk dealer	Service station attendant
Cashier	Lab technician	Shipping clerk
Catering supervisor	Landscape architect	Shoemaker
Chambermaid	Lathe operator	Social worker
Chef/cook	Laundress	Soldier
Chiropodist	Laundry worker	Solicitor
Chiropractor	Lawyer	Spy
Civil engineer	Lecturer	Steeplejack
Cleaner	Legislator	Stenographer
Clown	Librarian	Steward(ess)
Cobbler	Lighting contractor	Store clerk
Conductor	Loan shark	Storekeeper
Confectioner	Lobbyist	

Confidence man	Logger	Street cleaner
Commercial artist	Longshoreman	Student
Computer operator	Lumberjack	Surgeon
Computer programmer	Machine operator	Surveyor
Construction worker	Magician	Swimming pool contractor
Courier	Mailman	Tailor
Cowboy	Maintenance worker	Tax consultant
Dancer	Manager	Taxidermist
Decorator	Mason	Taxi driver
Deep-sea diver	Masseur, masseuse	Teacher, professor
Delivery person	Mechanic(auto)	Telephone lineman
Dental hygienist	Mechanic(shop)	Telephone operator
Dentist	Medical lab technician	Telephonist
Designer	Merchant marine	Teller
Detective	Messenger	Thief
Diplomat	Meter reader	Thug
Doctor	Midwife	Toolmaker
Dog breeder	Miner	Translator
Dog walker	Mover	Travel agent
Door man	Musician	Traveling salesman
Driving instructor	News reporter	Tree surgeon
Drug dealer	Nurse	Trucker, truck driver(AmE)
Dustman	Obstetrician	TV/radio repairman,-person
Editor	Office boy	Typesetter
Electrical engineer	Ombudsman	Typist
Electrician	Optician	Undertaker
Elevator operator	Optometrist	Upholsterer
Employment officer	Packer, bottler, canner, filler	Veterinarian
Engine driver	Painter(house)	Volunteer
Entertainer	Parking lot attendant	Waiter, waitress
Factory worker	Personnel officer	Welder
Farmer/ farm hand	Pest exterminator	Welfare worker
Field hand	Pharmacist	Window washer
File clerk	Photographer	Writer
Fireman/firefighter		Zoo keeper

Exercise 1. Study the following work procedures and situations, try to think of a job or jobs that require/don't require the actions below:

Using the telephone; scheduling; staff meeting; safety regulations; writing receipts; making change; placing/taking orders; dictation; typing; filing; taking messages; following instructions; getting paid; cashing pay checks; health insurance; social security; labour unions; changing jobs; employment office; applying for work; job training; asking for help; dealing with mistakes.

Exercise 2. Complete the table :

Job	What do they do?	Where do they work?
Accountants		They work in an office.
Bakers		They work in a bakery.
	Shave men's beards and cut men's hair.	
	Serve drinks.	They work in a bar, pub or restaurant.
Butchers		They work in a butchers.
	Clean and tidy rooms.	They work in a hotel.
	Prepare and cook food.	They work in a kitchen.
Dentists		They work in a dentists.
Doctors	Look after people's health.	
Fishmongers		They work in a fishmongers.
	Look after passengers.	They work in an airplane.
Hair dressers		
Judges		They work in a law court.
	Defend and prosecute people.	
Nurses	Look after patients .	
Opticians		They work in an opticians.
	Carry other people's bags and luggage.	
	Meet and greet visitors.	They work in reception.
Sales Assistants		They work in a shop.
	Arrange appointments, type letters and organise meetings.	They work in an office.
	Operate on people who are sick.	They work in a hospital.
Vets	Look after people's animals.	
Waiters/Waitresses		They work in a restaurant.

Exercise 3. Transcribe the following words, mark the words stress: Bureaucrat, courier, chef, hygienist, garbage man, glazier, guard, interior decorator, jeweler, logger, maggeur, masseuse, optometrist, plumber, podiatrist, evangelist, realtor, roustabout, shoemaker, taxidermist, thug, undertaker, veterinarian. **Make sure you know the meaning of each word. Say if you have ever come across such people or representatives of these professions, and when you might need them or deal with them.**

Exercise 4. Speak of people 1) whose work is important to keep your dwelling nice; 2) whose work is important to sustain your body; 3) whose work we deal with every day; 4) whose work we hardly ever notice; 5) whom we'd do our best to avoid; 5) whose work we may need for happy times or use on happy occasions.

Exercise 5. Look through the list of jobs and group them under the following headings:
a) Dealing with: Law, Equipment, Health, Beauty, Waste, Mass Media, Entertainment, Trading, Arts/Crafts, Money.

b) Workplace: Hotel, House, Garden, Office, Factory, Store/Warehouse, Studio, Farm, Hospital/Clinic, School, Restaurant, Outdoors.

Exercise 6. Imagine the situations below, answer the questions:

- 1) You are completely busy at work. You spend all days in the office. You have a toddler, an unruly teenage son, a spouse who's on business trips all the time, a dog, a pony, a big house with a garden, a garage and a swimming-pool. Whose regular services do you need?**
- 2) You've neglected your family and the household for so long that now you're having all kinds of problems. Whose services may you need and why?**

Exercise 7. Study the list of professions above, make lists of professions where people may a) work shifts; b) work flexi-time; c) be self-employed; d) work part time; e) work free-lance; f) work from home; g) work outside; h) work inside; i) provide services; j) wear uniforms; k) work with people; l) work with machines and tools; m) work at night.

Exercise 8. Study the list of professions above, make lists of professions: a) you would never choose; b) you wouldn't mind mastering. Give your reasons. Comment on two or three of each group.

8. JOBS CLASSIFICATION

Administration Jobs

Agriculture and Fishing jobs

Agribusiness Jobs
Agriculture Farming Jobs
Animal Feed Production Jobs
Dairy Industry and Dairy ...

Fisheries Jobs

Fishing Jobs

Livestock Farming Jobs

Poultry Farming Jobs

Arts Jobs

Fashion Design Jobs

Fine Art Jobs

Graphic Design Jobs

Interior Design Jobs

Other Arts Fields Jobs

Photography Jobs

Web Design Jobs

Banking and Finance jobs

Accounting Jobs

Auditing Jobs

Banking Jobs

Finance Jobs

Investments Jobs

Communication Jobs

Electronic Media Jobs

Mass Communication Jobs

Print Media Jobs

Community & Social

Services Jobs

Construction Jobs

Consulting Jobs

Financial jobs

Jobs in Other Consulting
Jobs

Management Jobs

Staffing & Recruitment Jobs

Defense & Law

Enforcement Jobs

Energy Jobs

Alternative Energy Jobs

Coal Jobs

Gas Jobs

Nuclear Jobs

Oil Jobs

Renewable Energy Jobs

Engineering Jobs

Aeronautical Engineering
Jobs

Civil Engineering Jobs

Electrical Engineering Jobs

Electronics Jobs

Mechanical Jobs

Other Engineering Fields
Jobs

Robotics Jobs)

Entertainment Jobs

Clubs and Casinos Jobs

Filmmaking Jobs

Performing Arts Jobs

Recreation Jobs

Government Jobs

Healthcare Jobs

Alternative Medicine Jobs

Diagnostic Services Jobs

Hospital Jobs

Nursing Jobs

Pharmaceuticals Jobs

Veterinary Services Jobs

Hospitality & Tourism Jobs

Catering & Food Services
Jobs

Hotels & Motels Jobs

Tourism Jobs

Travel Jobs

Human Resources Jobs

Human resource
management Jobs

Human Resources - Others

Mining / Drilling /

Exploration Jobs

Real Estate Jobs

Consulting Jobs

Development Jobs

Investments Jobs

Marketing Jobs

Research & Development Jobs

Retail and Wholesale Jobs

Brand Marketing Jobs

Buying and Merchandising
Jobs

Executives Jobs

Finance and Accounting

Human Resources jobs

Logistics and Distribution
Jobs

Other Retail and Wholesale
Jobs

Retail Operations Jobs

Supply Chain Jobs

Visual Merchandising Jobs...

Sales & Marketing Jobs

Advertising Jobs

Direct Sales Jobs

Marketing Jobs

Public Relations Jobs

Sales Jobs

Sciences Jobs

Services Jobs

Sports Jobs

Telecommunication jobs

Trade jobs

Distribution jobs

Retailing jobs

Wholesale jobs

Transportation & Logistics Jobs

Air Transport Jobs

Courier Services Jobs

Armed Forces Jobs	Staffing and recruitment Jobs	Marine Jobs
Jobs in Other Defense and Law Enforcement Jobs	Information Technology Jobs	Rail Transportation Jobs
Police Jobs	Hardware Jobs	Road Transportation Jobs
Security Services Jobs	SAP Jobs	Warehousing Jobs
Education & Training Jobs	Software Jobs	Utilities Jobs
Adult Education Jobs	Web Development Jobs	Electricity Jobs
Corporate Training & Development Jobs	Insurance Jobs	Gas Jobs
Early Childhood Jobs	Legal Jobs	Water Jobs
Education and Training Field Jobs	Literature jobs	
Formal Education Jobs	Manufacturing Jobs	
Special Education Jobs	Cement Jobs	
	Chemical Jobs	
	FMCG Jobs	
	Leather & Tanneries Jobs	
	Other Manufacturing Fields Jobs	
	Textile Jobs	

Exercise 9. Above is the classification of jobs from an international website. What category can the following jobs be referred to? (In some cases there can be more than one correct answer).

Compliance Manager - Taxation; Senior Executive Assistant; Cleaner; Office Admin; Site Secretary; Executive Secretary; Document Manager; Telephone Operator; Receptionist; Public Relations Officer; Telecom Technicians; International Student Recruiter; Automobile Trainer; Speech Therapist; Mathematics Lecturer; ; Pharmacy - Marketing Coordinator; Management Sciences - Marketing Coordinator; Student Counselors; Purchasing Executive; Engineering products - Purchaser; Sales Representative; Chinese cook; Salad Chef; Kitchen Helper; Restaurant Supervisor; Senior Waiter; Cosmetologist; Spa Therapist; Senior Graphic Designer/Animator; Aviation Insurance Specialist; Airline Revenue Accountants; Procurement Management Advisor; Mapping Specialist; Health and Hygiene Consultant; Cartographer; Hydrographic Surveyor; Statistical Analyst; Finance Consultant; Financial Specialist; Financial Controller; Category Manager; International Exhibition Spokesman; Equipment Dispatcher; Cargo Attendants; Nurses and midwives; First Aider; Call Center Nurse; Care-giver; Internal Auditor; Senior Auditor; Internal Audit Supervisor; Development Engineer; Mystery Shopper; Research Economist; Quality Controller; Day Care Teacher; Elementary Teacher; Female Teacher Mentors; Physician General Practitioner; Pediatrician Specialist; Sonologist; Carpenter; Document Controller; Seat design engineer; Factory Manager; Product Handling Operator; Sales Executive; Injection Moulding Operator; Process Improvement Engineer; Food Production Assistants; Plant Manager; Receptionist; Graphic Artist.

Exercise 10. Study the list of jobs above. Suggest 4-5 staff members (the more, the better) to work: a) in a beauty saloon; b) in a bank; c) in a restaurant; d) at a car manufacturing plant; e) at a shoe factory; f) for an oil exporting company; g) at an airport; h) for a tourist agency; i) at a town council; j) in a kindergarten.

Exercise 11. Translate into English the following job names. Use a dictionary if necessary:

Агент з нерухомості; страховий агент; агроном; арбітр; архітектор; бібліотекар; вихователька в дитячому садку; гример; двірник; диктор; дипломат; диригент; електромонтер; радіожурналіст; зварник; інформатик; каскадер; коваль; комірник; кондитер; конструктор; косметолог; кресляр; кутюр'є; маклер; машиніст; машиністка; муляр; охоронець; психоаналітик; радник; головний редактор; кінорежисер; різник; кваліфікований працівник; сантехнік; сценарист; умілець; фармацевт; фельдшер; фітотерапевт; фрезерувальник; хореограф; художник; чабан; шахтар; швейцар; бригадир; губернатор; керуючий; завідувач; прес-секретар.

Exercise 12. Read the following article. Suggest 4-5 jobs for each of the categories in the article. Mind that a job is more specific than a profession.

Canada Launches New National Occupations Classification

February 8, 2012

The Canadian government has made changes to the way professions and jobs are defined in the country. These changes are reflected in the new **National Occupation Classification (NOC) 2011**.

The NOC 2011 is in a way an amalgamation of the traditional NOC, defined by Human Resources and Skills Development Canada – a federal ministry in charge of human resources development—and the National Occupation Classification for Statistics (NOC-S) maintained by Statistics Canada.

The new NOC has compiled nearly 40,000 jobs, and will be, as in the case of previous NOCs, widely used by the Canadian labour market.

The 10 Categories of NOC 2011

The NOC 2011 divides the jobs into ten broad categories:

- Management Occupations
- Business, Finance and Administration Occupations
- Natural and Applied Sciences and Related Occupations
- Health Occupations
- Education, Law and Social, Community and Government Services Occupations
- Art, Culture and Recreational and Sport Occupations
- Sales and Service Occupations
- Trades, Transport and Equipment Operators and Related Occupations
- Natural Resources, Agriculture and related Production Occupations
- Occupations in Manufacturing and Utilities

Within these broad groups, there are sub-groups of professions.

The list also provides the general educational qualifications that might be needed for the jobs.

The full list and the background info can be obtained on the NOC 2011.

<http://smartcanadian.ca/2012/02/08/canada-launches-new-national-occupations-classification/>

Exercise 13. A) Classify groups from Exercise 10 according to the categories in the article above. B) Speak about the professions you may have in the future, find out which categories they can refer to (both in the article above and in the classification). Comment on your preferences, give your reasons.

9. CHOOSING A CAREER

Tips for Choosing a Career

Exercise 1.

A) Before reading. Group the headings A-F below in the appropriate order the text.

B) Read the text, match the headings A-F with paragraphs 1-6. Fill in the blanks in the text with words from the headings (or their derivatives). Do your results coincide with what you expected?

C) Write a paragraph about your older friend's choosing a career, using the expressions in bold type. Write your opinion about his/her choice, give your reasons.

A. Take Career Test. B. Factor in Requirements. C. Consider Potential Work Environment. D. Make List. E. Make Decision. F. Consider Impact on Life

Like finding a spouse or picking a college, choosing a career is one of those few **monumental decisions** you make that can affect you throughout the rest of your life. Choosing your field of work **takes a keen understanding of** who you are, your interests, and what inspires you and **encompasses a slew of other decisions**, including if and where you should go to college.

1. _____ of all the general fields that interest you, such as medicine, law, engineering, broadcasting or sales. Break down each category into more specific sub-categories. For example, if you're interested in medicine, write down what kind of medicine you might be interested. You don't have **to be too selective early on** in your career, but a specific idea in mind of what you want can help you **narrow your focus** with other decisions.
2. Learn about the various _____ for each career you're interested in. For example, to become a lawyer you need **an advanced degree**. Not every school has an engineering department. Some careers don't even necessarily _____ a four-year degree.
3. Take a _____ aptitude _____. Visit a **career counselor** at your local college or a career placement service. They will administer the _____ and help you narrow down your **career options** to what may suit you best.
4. Think about what type of work _____ you are most comfortable in. Some people work 9 to 5 jobs Monday through Friday in an office, while others have more **flexible work schedules** or work outside, such as construction.
5. Consider the _____ your potential careers may have on your family---or future family--and social _____. Many careers are **incredibly demanding** and _____ a sacrifice of personal time. Be prepared to make a _____ about how much free time you want based on your chosen career.
6. **Narrow down your choices to** two or three, and make a _____ of the pros and cons of each. _____ your _____ taking all of the mentioned factors into account.

What is Your True Calling? Quiz

Take the one-question quiz to find out if you are doing the work that is right for you.

Then, we all have one true helper in our quest to find out what we want to be when we grow up (because, even though we may be adult, that doesn't mean we've figured it out!) Find out who can guide us **to recognize our true calling**.

1. Do you ever **lose track of time** when you work?

The ancient Greeks had a word—*chiros*—to describe the state of mind a person enters when she loses track of time. We usually do this when we **engage in an activity** we love. If you find yourself in this state at work, you've likely found a job that **incorporates your passion**. If not, see if there's a way you can bring a *chiros*-inducing activity to work. For example, if you enjoy working with your hands, offer to build a new set of shelves for your office. Perhaps you love to be around kids but are employed at an insurance company. Offer to organize the company picnic and plan activities for employees' children. If you love to write, **volunteer yourself** as the editor of the company newsletter.

The Helper:

The one true **helper in our quest to find out** what we want to be when we grow up is our child-self. Take a time machine back to your childhood. Did you love to take off on Saturdays with your dog and a pack filled with sandwiches to follow a neighborhood stream and **pretend you were** an explorer? Maybe as an adult you'd like to research **job opportunities that involve** travel or time outdoors in nature. Were you **the kind of kid who would** take apart the living room clock, try to put it back together, and not even mind that it cost you your television privileges? You may want to find a job where you are responsible for problem-solving.

Make a list of things you love to do. Let yourself **fantasize a job that incorporates that activity in a useful way**. Listen carefully to see if you can hear what purpose is calling you.

Adapted from *Mindful Moments for Stressful Days*, by Tzivia Gover (Storey Books, 2002). Copyright (c) 2002 by Tzivia Gover.

Exercise 2. Test yourself according to your list from part B of the Exercise above, draw conclusions about your true vocation. Are there any other spheres of human life you'd like to try your hand at? Mind there may be possibilities for you to combine your talents in your future job, the latter often being more specific than a profession. Write a paragraph or two (12 – 15 sentences) about the way you see your future. Use the expressions in bold type from the text above.

Exercise 3. Ultimate Employment Quiz

How many jobs have you had? Do you know the difference between networking and career branding? See if you have the skills to ace the Ultimate Employment Quiz. If not, we're telling your boss 😊.

Answer the following questions (in some cases you may need a dictionary). Try to write down your answer, rather than circling or ticking it with your pen. Then look up the key below.

1. Which of the following best describes baby boomers who want to leave the corporate jobs they hate to rediscover their career passion?

third agers

true believers

new agers

the unemployed

2. In the world of employment, what are "assessments"?

the interview process

tests a person takes to gauge their career interests

career goals

the relationship between you and your boss

3. What is meant by career branding?

achievements you have had in your career

showcasing the differences between a job-seekers and everyone else

effective cover letters

tests that ask you a series of questions to provide you with a career direction

4. How many times will a person change jobs during their lifetime?

2 times

3 to 5 times

5 to 6

10 times

5. What's a "cold call"?

phone interview

approaching an employer who has not publically announced any job openings

a response to a help wanted ad

a phone interview that did not go well

6. Which term best describes the collection of beliefs, expectations and values shared by a company's members and transmitted from one generation of employees to another?

corporate malfeasance

company beliefs

corporate culture

corporate responsibility

7. What does "CV" stand for?

carte de viste

Corporate Viability

Curriculum Vitae

company visualization

8. Who first coined the term "dress for success"?

Ronald Reagan

John Molloy

John D. Rockefeller

Dr. Benjamin Spock

9. Someone who starts and runs his or her own business is often referred to as a what?

crazy

go-getter

motivated

entrepreneur

10. What is the correct definition of franchising?

legal and ethical relationship between an employee and employer

financial relationship between an company and its stockholders

legal relationship between business and government

commercial and legal relationship between the owner of a trademark or brand name, and an individual or organization

11. What do green-collar jobs refer to?

positions in renewable-energy or energy-efficient industries

Kermit the Frog's personal assistant

positions within the corporate hierarchy

positions financed by tax dollars

12. Which of the following is one of the best ways of gaining experience in a particular field while in college?

internships

brown-nosing

on-the-job training

being an apprentice

13. Which unit of a company will often conduct screening interviews with job applicants?

public relations

legal department

janitorial services

human resources

14. Executive recruiters are also known as what?

headhunters

lawyers

CEOs

CFOs

15. What is a "letter of agreement"?

a brief letter announcing a government contract

a brief letter announcing corporate-wide restructuring

a brief letter outlining the conditions of employment

a brief letter between the courts and a company written during bankruptcy proceedings

16. Which of the following people would be well-suited to writing a letter of recommendation during a job search?

former boss

your mother

eight-grade teacher

pastor

17. What is a "mentor"?

person at a higher level within a company or profession that guides another person's career

person who guides a team of employees

person who undermines other workers for their own benefit

person who bucks the corporate system to do what's right

18. When you work multiple jobs you are also doing what?

in need of a life

motivated

moonlighting

trying to make ends meet

19. Which of the following statements best describes "networking"?

Facebook friends

list of people met through various social and professional functions that can assist a person in looking for a job

the ability to move from job to job

the ability to motivate not only workers on your corporate team, but also those in other areas of the company

20. Why would a person in their 20s develop a "quarter-life crisis"?

They have fears and self-doubt about achieving career and personal goals.

They have fears and doubts about when the next happy hour will be.

They have fears and doubts about their personal relationships.

They have fears and doubts about their skill sets.

KEY

1. Third agers are people in their early 40s to 60s whose lives are now characterized by new freedoms and personal growth, which involves rediscovering their career passion
2. The results of these tests can often be a good starting point for discovering more about yourself and interests when it comes to your career.
3. By showcasing the differences between you and other employees, career branding not only defines who you are, but also the value you bring to an employer.
4. The days of working in one job are all but gone. Most people will change jobs between three and five times during their lives.
5. Cold calls are usually uninvited cover letters to an employer who has not publicly announced a job opening.
6. While some corporations might rely on malfeasance as part of their corporate culture, most companies rely on a set the rules of acceptable conduct.
7. "CV," or Curriculum Vitae, is a fancy word for resume.
8. While Ronald Reagan and the others had nice wardrobes, it was author John Molloy who coined the term "dress for success" in his 1975 book of the same name. The term is also used to describe "power dressing."
9. Entrepreneurs are business people who take a chance on a business with considerable initiative and risk. John D. Rockefeller, who made his money in oil, and Microsoft founder, Bill Gates, are two of the world's most famous entrepreneurs.
10. McDonald's and Subway restaurants, are two good examples of a legal relationship between a high-profile trademark and the owner of that particular shop.
11. Green is the color of money -- even for Kermit -- but green jobs refer to positions in the renewable-energy field.
12. While most of these are good ways of gaining employment experience, college students prefer internships as a way to get real-life work experience and college credit.
13. Not only will the human resource department conduct the first interview for a job, it'll also be the last department you see when you leave.
14. Headhunters are recruiters who specialize in a particular industry when finding jobs for prospective employees.
15. Don't quit your job before your new employer sends you a letter of agreement outlining the conditions of employment. It's always good to have something in writing.
16. Employers generally don't care what your mother or teacher has to say about you. However, employers do want to know what your former boss might think. Important safety tip: Make sure your former boss likes you.
17. Some companies and organizations have formal mentoring systems, in which a person at a higher level counsels and guides employees on a variety of matters.
18. While you might be trying to make ends meet, or are just highly motivated, working multiple jobs is also known as "moonlighting."
19. People that you meet can often help you find work, or give you advice and information about a particular company or industry.
20. Experts say 20-somethings might feel adrift after suddenly being thrown into the work force after spending years learning how to succeed in school.

10. EMPLOYMENT IN GREAT BRITAIN AND USA

People of working age can be divided into three groups: the employed, the self-employed, and the unemployed. According to recent statistics, Britain's total workforce is about 31 million, about three fourths of the adult population. Around 9.3 million working age adults in the UK are classed as "inactive" – out of employment but not unemployed. The biggest three components of this group are students, those looking after their families, and the long-term disabled. More than four million people are self-employed, more than 2,6 million are unemployed. 75% of males and 65% of females are employed in Great Britain. So women constitute more than 40% of the total workforce in Britain.

As in many countries, there has been a gradual swing from employment in the manufacturing industries to jobs in service industries such as banking, retailing, hotels and catering, and public administration. More than two thirds of the work force are employed in service industries, compared with one quarter in manufacturing industry. In recent decades the largest rise has been in banking, insurance and finance sector. The number of workers in transport, however, has declined.

Unemployment has risen recently, due to the world crisis. A number of government schemes, programmes and incentives were introduced to help unemployed people find work. These range from Youth Training (YT), giving young people the opportunity to obtain a vocational qualification while under training, to Employment Training (ET), an extensive adult training programme introduced for people who had been out of work for more than six months.

Many unemployed people look for work in advertisements, such as those in local newspapers. Others make their first search through the government Jobcentres, where local jobs are advertised and where individual advice is given.

Instruction in practical skills is provided for the unemployed at Skillcentres. These were at first run by the Department of Employment but are now privately managed. Training of a more theoretical kind can also be obtained through the Open College, an independent body that provides courses by radio and television.

If a person is unemployed for six months or longer, he or she may attend an interview with a 'Restart' counsellor, who will suggest alternative ways of finding work. One solution is for a person to attend a special Restart course, with practical advice on the way to look for a job. Another is a place in a Jobclub, where the person is given similar advice followed by help in finding a job. A third possibility is self-employment under the Enterprise Allowance Scheme.

Similar schemes operate in the USA where, as in Britain, an increasing number of workers are employed in service industries. The Federal State Employment Service refers employable applicants to job openings where they can make the best use of their skills. It also helps unemployed people to obtain advice or training. Employment training is paid for from taxes.

Exercise 1. Reproduce the context where the following words and expressions were used in the text: Federal State Employment Service, Enterprise Allowance Scheme, Open College, Department of Employment, Skillcentre, Employment Training, Youth Training, workforce, inactive, a gradual swing, self-employed.

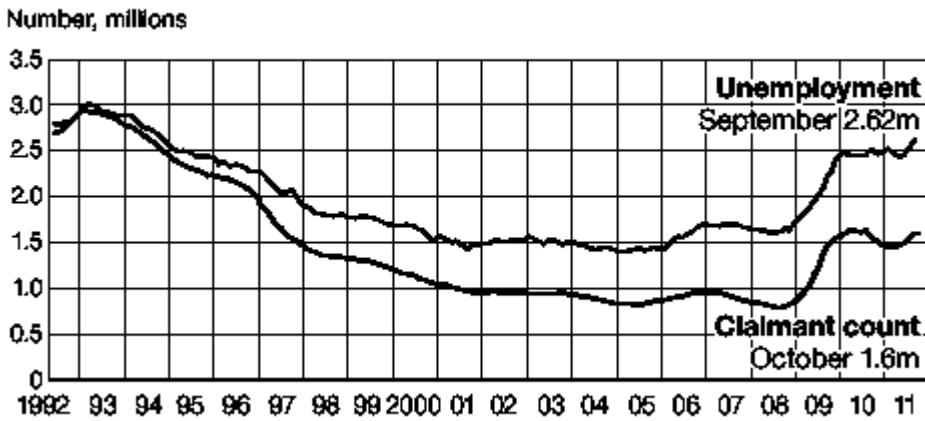
Exercise 2. Describe the statistics about the workforce in GB, comment on the Government employment schemes. What do you know about employment in Ukraine?

11. EMPLOYMENT STATISTICS

UK unemployment increases to 2.62m

16 November 2011 Last updated at 16:45 GMT

Unemployment in the UK 1992–2011



Source: ONS

UK unemployment rose by 129,000 in the three months to September to 2.62 million, as youth unemployment rose above a million.

The jobless total for 16 to 24-year-olds hit a record of 1.02 million in the quarter and female unemployment was at its highest for 23 years.

The Office for National Statistics (ONS) said the jobless rate hit 8.3%.

The number of people out of work and claiming Jobseeker's Allowance rose by 5,300 to 1.6 million in October.

The news comes as the Bank of England's governor Sir Mervyn King said Britain's economy could stagnate until the middle of next year.

The Bank cut its 2011 and 2012 growth predictions to about 1%, warning the global economic outlook had "worsened".

Female unemployment

The news from the latest labour market figures is almost universally gloomy. It's true that the rise in the claimant count (those signing on for Jobseeker's Allowance) of 5,300 in October was less than expected and well within margins for error in a total of 1.6 million.

There were slightly fewer redundancies in the three months to September than in the previous three months. But record youth unemployment and the highest overall unemployment level since 1994 speak for themselves.

The number of workforce jobs is the lowest since 2004 despite the increase in population. Insufficient jobs are being created because of low growth and that seems unlikely to change next year.

The unemployment rate of 8.3% is the highest since 1996 and the total number of unemployed people the highest since 1994.

The number of women out of work increased by 43,000 to 1.09 million, the highest level since February 1988.

The unemployment rate was highest in the North East, at 11.6% and lowest in the South East at 6.3%.

Eurozone debate

The number of people in work was also down 197,000 on the quarter.

"These figures show just how much our economy is being affected by the crisis in the eurozone," said Employment Minister Chris Grayling.

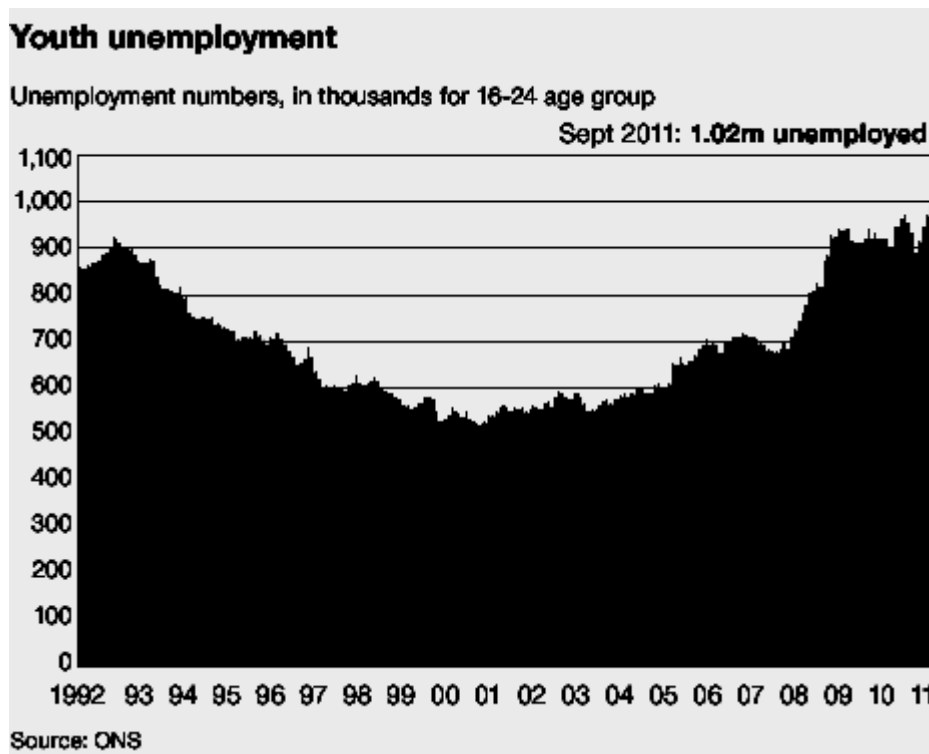
"Our European partners must take urgent action to stabilise the position," he added.

But his view did not find universal backing within the government. A senior Liberal Democrat peer, Lord Oakeshott, said Mr Grayling needed a lesson in economics if he believed the eurozone crisis was to blame for rising UK unemployment.

The opposition, for its part, blamed the government's spending cuts for the rise.

"The British economic recovery was choked off well before the instability in the last few months in the eurozone," said shadow chancellor Ed Balls.

"The government is cutting too far and too fast and it's pushing borrowing and unemployment up at the same time," he added.



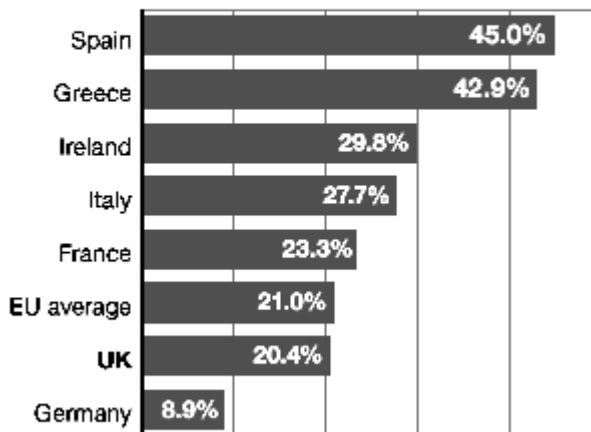
The government says it has launched initiatives to help 350,000 young people into work.

The number of young people out of work during the three months to September rose by 67,000.

The total is the highest since comparable records began 19 years ago.

Youth unemployment across Europe

Unemployment rates, %



Source: Q2 2011 Eurostat

The figure includes 286,000 people in full time education looking for part-time work.

"Today's figures are a wake-up call for Britain. It is critical to help young people into work for the future of our economy and society," said Martina Milburn from the Prince's Trust charity, which works with young people.

Self-employed rise

The figures from the office of national statistics also showed average earnings grew by 2.3% in the year to September, down 0.4% on the previous month.

The fall will further reduce pressure on the Bank of England to increase rates to tackle inflation.

The number of employees excluding the self-employed fell by 305,000 to 24.79m, the lowest since records begun.

At the same time, the number of self-employed people reached a record high of 4.09 million.

Michael Hill says the poor transport links in his town hampers his job prospects.

Economy

The high unemployment numbers will increase attention on the government's autumn statement which is expected to focus on measures to promote growth.

However, Chancellor George Osborne is unlikely to suggest any changes to plans to cut the deficit.

The Bank of England has cut its growth forecast for 2011-12 from about 1.5% to about 1%.

With unemployment rising and wages increasing by less than inflation, some economists are concerned that growth will stagnate further.

"When you have bad wage growth and rising unemployment, it doesn't bode well for consumption," said George Buckley from Deutsche Bank.

Exercise 1. Comment on: a) jobless total for 16 to 24-year-olds in UK; b) number of people claiming Jobseeker's Allowance; c) a possibility for Britain's economy to stagnate in the next years; d) redundancies which hit women; e) the instability in the eurozone; f) charts on youth employment in GB and across Europe; g) the number of self-employed people; h) the concern of some economists about the stagnation of growth.

Five Jobs Where Women and Men Have Equal Earning Power

Research from the Institute for Women's Policy Research (IWPR) shows that if the gender wage gap continues to close as slowly as it has over the last 50 years, it will take until 2056 for women's earnings to equal men's.

"The labor market has changed dramatically during the last few decades," says Heidi Hartmann, IWPR president. "Women's labor force participation has shot up and women are receiving college degrees and graduate degrees at faster rates than men -- yet the gender wage gap is improving very slowly."

But that's not necessarily true across the board, according to Katie Bardaro, lead analyst at online salary database PayScale.com. The frequently quoted statistic that women earn 77 cents for every dollar men earn is based on an overview of all pay, for all jobs in every industry, she says. "It doesn't take into account factors such as women tending to take jobs in lower-paying industries such as healthcare or teaching," Bardaro says. In fact, "if you hold everything constant, women and men hold the same wage in a variety of jobs," she says.

Based on PayScale's study of compensation for full-time, private-sector employees in typically male-dominated industries, here's a look at five careers that pay equal or slightly higher wages for women.

1. Systems Engineer

Female Median Annual Salary: \$72,300

Male Median Annual Salary: \$71,500

Systems engineering is hot right now, especially in technology hubs such as Silicon Valley. Many engineers hold undergraduate degrees in computer science or math and work for a variety of companies and may have flexible schedules. Some who work for software vendors and consulting firms travel frequently, while others telecommute. Because IT is a relatively new profession, "it looks as if, from the beginning, there was less discrimination against women," says Ariane Hegewisch, the IWPR's study director.

2. Electrical Engineer

Female Median Annual Salary: \$66,000

Male Median Annual Salary: \$66,000

Electrical engineers don't just work on power generators; they test equipment and design new and better electronics for everything from lighting and wiring in buildings to radar and navigation systems. These industries are historically more likely to be unionized, which helps to keep pay more equitable, says Hegewisch.

3. Mechanical Engineer

Female Median Annual Salary: \$61,100

Male Median Annual Salary: \$60,400

Mechanical engineers have a hand in creating better car engines, steam and gas turbines, air conditioners, elevators and escalators, and even the robots used in manufacturing. A four-year degree is usually required to start. Data from the Engineering Workforce Commission indicates that 2.24 percent more women earned BS degrees in mechanical engineering in 2011

than they did five years before.

4. Videographer

Female Median Annual Salary: \$39,300

Male Median Annual Salary: \$38,800

Camera operators shoot video for television programs, music videos, motion pictures, documentaries and training sessions. Richard Pierce, spokesperson for New York University's Tisch School of the Arts, says the school has encouraged women to enroll in the program by making female high school students aware of scholarship opportunities available to women only. He also says the growth of independent films has contributed to the number of women videographers.

5. Computer Repair Technician

Female Median Annual Salary: \$31,500

Male Median Annual Salary: \$31,500

Computer repair is no longer just for the guys, partly because schools offering certificate and associate's degree programs are recruiting more women, Bardaro says. The big win is that repair techs can earn degrees online and have flexible work schedules, she says. "With more opportunities to work from home...this field is more attractive to working moms," Bardaro says.

Source: All salary data provided by online salary database [PayScale.com](http://www.payscale.com). Salaries listed are median, annual salaries for full-time employees of each gender at all years of experience and include any bonuses, commissions or profit sharing. The annual pay for the different genders was calculated by determining the characteristics of a "typical" male worker -- such as experience, education, company size, etc. -- then comparing pay for female workers who have the same characteristics. This method ensures an apples-to-apples comparison of pay between genders.

<http://career-advice.monster.com/salary-benefits/salary-information/women-salaries-equal-outearn-men/>

Exercise 2. Read the text above, be ready to answer the following questions:

- 1. Are there any professions which are exclusively/ mostly for men, and why? Can time change it, in your opinion?**
- 2. Is there any job/work discrimination in Ukraine? Have you ever heard of such instances? Do women need to work harder than men to achieve their goals? Do women set the same ambitious goals as men?**
- 3. What do you know about this situation in other parts of the world (e.g. China, Japan, Brazil, Pakistan)?**

12. LOOKING FOR A JOB

Job Announcements

Exercise 1. Look at the job announcements below.

A) How would you describe each these jobs, using the vocabulary from exercises above (e.g. in terms of payment, place, job classification, hours of work, permanence, etc.) Use at least 10-12 words to characterize each.

B) Which of these jobs would you choose/ would you never choose? Give at least 5-6 reasons, using the topical vocabulary to characterize them.

Prime Italian Restaurant

Looking for a part time or full time
Cook with experience.
All shifts are available.

Please apply in person
10am - 5pm everyday.

101 Ocean Drive, Miami Beach



Announcements for the second week of June 2011

USAJOBS[®]

"WORKING FOR AMERICA"

< [Back to Results](#) **OVERVIEW** DUTIES QUALIFICATIONS & EVALUATIONS BENEF

Executive Office US Attorneys & Office of US Attorneys

Job Title: Human Resources Assistant (OA)
Department: Department Of Justice
Agency: U.S. Attorneys, Executive Office, & Office of U.S. Attorneys
Job Announcement Number: 10-WDWA-06D

SALARY RANGE: 37,246.00 - 53,811.00 USD /year
OPEN PERIOD: Friday, February 26, 2010 to Friday, March 12, 2010
SERIES & GRADE: GS-0203-06/07
POSITION INFORMATION: Full Time Career/Career Conditional
PROMOTION POTENTIAL: 07
DUTY LOCATIONS: 1 vacancy - Seattle, WA
WHO MAY BE CONSIDERED: United States Citizens

REQUIRED

Shifa International Hospitals Ltd, is looking to fill following positions on urgent basis.

▪ **Manager - Disaster Management**

The incumbent must have expertise in disaster response and early recovery strategy development and implementation, Ensure compliance with policies, guidelines and operating procedures of disaster management in health care environment.

▪ **Manager - Electrical**

The incumbent will be responsible to plan, direct and coordinate through staff of skilled personnel and outside contractors, activities concerned with the operation, repair maintenance and construction of electromechanical equipment utilities , fire protection system and buildings.

Must have B.Sc (Electrical / Mechanical) and registration with Pakistan Engineering Council.

Applicants with relevant experience and qualification will be preferred.

Interested candidates are required to apply online latest by **October 03, 2010**.



Shifa International Hospitals Ltd.

H-8/4, Islamabad

www.shifa.com.pk/hr



PapersBlog.com

Pakistan Rangers ***Public School and College Khipro***

CAREER OPPORTUNITIES

PRPS&C Khipro requires talented, dedicated and experienced staff (Male/Female) with leadership qualities and good communication skills to teach following subjects at primary and secondary level.

**English, Maths, Urdu, Physics, Computer
Montessori Directress (for pre primary section)**

Those who have at least 3-5 years teaching experience in reputed institution are encouraged to apply.

A competitive remuneration package will be offered to the suitable candidates along with initial trainings and excellent working environment.

Send your CV in confidence along with handwritten application by 23rd May 2011 to:

Principal,

Pakistan Rangers Public School & College
Khipro District Sanghar.

Tel: 0235-879890, 484518. Cell 0344-2970438

www.prpskhipro.webs.com

Email: prpskhipro@yahoo.com

Having a Hard Time Finding a Job

(dialogue)

Mark: Hi Peter! How are you doing these days?

Peter: Oh, Hi Mark. I'm not doing very well, actually.

Mark: I'm sorry to hear that. What seems to be the problem?

Peter: ... you know I've been looking for work. I can't seem to find a job.

Mark: That's too bad. Why did you leave your last job?

Peter: Well, my boss treated me badly, and I didn't like my chances of advancing in the company.

Mark: That makes sense. A job without opportunities AND a difficult boss isn't very attractive.

Peter: Exactly! So, anyway, I decided to quit and find a new job. I sent out my resume to more than twenty companies. Unfortunately, I've only had two interviews so far.

Mark: Have you tried looking online for a job?

Peter: Yes, but so many of the jobs require moving to another city. I don't want to do that.

Mark: I can understand that. How about going to some of those networking groups?

Peter: I haven't tried those. What are they?

Mark: They're groups of people who are also looking for work. They help each other discover new opportunities.

Peter: That sounds great. I'll definitely try some of those.

Mark: I'm glad to hear that. So, what are you doing here?

Peter: Oh, I'm shopping for a new suit. I want to make the best impression possible at my job interviews!

Mark: There you go. That's the spirit. I'm sure things will look up for you soon.

Peter: Yes, you're probably right. I hope so!

Reported Conversation

Mark: I saw Peter today.

Susan: How's he doing?

Mark: Not too well, I'm afraid.

Susan: Why's that?

Mark: He told me had been looking for work, but hadn't found a job.

Susan: That surprises me. Was he fired or did he quit his last job?

Mark: He told me his boss had treated him badly. He also said he didn't like his chances of advancing in the company.

Susan: Quitting doesn't sound like a very wise decision to me.

Mark: That's true. But he's been working hard at finding a new job.

Susan: What's he done?

Mark: He said he had sent out his resumes to more than twenty companies. Unfortunately, he told me that only two had called him for an interview.

Susan: That's tough.

Mark: Tell me about it. However, I gave him some advice and I hope it helps.

Susan: What did you suggest?

Mark: I suggested joining a networking group.

Susan: That's a great idea.

Mark: Yes, well, he told me he would try a few groups.

Susan: Where did you see him?

Mark: I saw him at the mall. He told me he was shopping for a new suit.

Susan: What?! Buying new clothes and no work!

Mark: No, no. He said he wanted to make the best impression possible at his job interviews.

Susan: Oh, that makes sense.

Exercise 2. Answer the following questions:

1. Why is Peter unhappy?

- He's not feeling very well because he has a touch of the flu.
- He's quit his job.
- He's lost his job.

2. What has he been doing lately?

- He's been working at a job he doesn't like.
- He's been looking for a new job.
- He's been studying at a new work group.

3. What does Susan think about his quitting?

- That it was a good idea.
- That it wasn't very wise.
- That he made a great choice.

4. What reason did Peter NOT state for leaving the job?

- His boss was treating him badly.
- There was little chance for advancement.
- The pay was too low.

5. Why doesn't Peter like the jobs he's found online?

- Because they pay poorly.
- Because they don't exist.
- Because they often involve moving to another city.

6. How many jobs has he interviewed for?

- For twenty
- For two
- For none

7. Which suggestion does Mark make?

- Visiting other friends at their jobs

- Looking for work in another city
 - Going to networking groups
8. What step is Peter taking today to getting a new job?
- He's interviewing with Mark.
 - He's shopping for a new suit.
 - He's writing up his resume.
9. What has Peter not yet done to help him find a job?
- Sending his resume
 - Taking job interviews
 - Visiting networking groups
10. Why does Peter need a new suit?
- To cheer him up
 - To make a good impression at job interviews
 - To impress his girlfriend Susan

13. APPLYING FOR A JOB

To apply for a job, you need the following documents:

Resume or CV

A resume (AmE) or CV (BrE) is usually requested by a prospective employer as a record of your qualifications and professional experience. CV stands for the Latin words "curriculum vitae", meaning "the course of one's life".

Covering Letter for Resume or CV

It is usual to send a covering letter (BrE) or cover letter (AmE) with your resume/CV when applying for a job.

Letter of Reference

Companies and other organizations often ask for a letter of reference. This is a character reference written by someone such as an ex-employer who knows the subject personally.

Covering Letter for Resume or CV

26 rue Washington
75008 PARIS
France

tel: +33 1 77 77 77 77
email: rachelking@eflnet.fr

Date

The Principal
Interplay Languages
77 bd Saint Germain
75006 PARIS

Dear Madam

Director of Studies

I am interested in working as Director of Studies for your organisation. I am an EFL language instructor with nearly 10 years' experience to offer you. I enclose my resume as a first step in exploring the possibilities of employment with Interplay Languages.

My most recent experience was implementing English Through Drama workshops for use with corporate clients. I was responsible for the overall pedagogical content, including the student coursebook. In addition, I developed the first draft of the teacher's

handbook.

As Director of Studies with your organisation, I would bring a focus on quality and effectiveness to your syllabus design. Furthermore, I work well with others, and I am experienced in course planning.

I would appreciate your keeping this enquiry confidential. I will call you in a few days to arrange an interview at a time convenient to you. Thank you for your consideration.

Yours faithfully

Rachel King

Rachel King

Application: Sample Cover Letter #2

Dear Sir,

Greetings!

I am interested in the [specific position] you have posted in the [newspaper or job agency name]. Given my related experience and capabilities in the given field, I think that this position is an ideal match for my abilities. Please consider my application.

My Qualifications:

- * Bachelor's degree in [Educational Attainment]
- * Experience in [work] and specialized [field of work] for [duration] years.
- * Able to work efficiently within an assigned deadline.
- * Good oral and communications skills.

For your review, I have attached my curriculum vitae and samples of my work. I appreciate your time and effort in considering my application.

Thank you very much

Sincerely,

Letterbarn

<http://letterbarn.blogspot.com/>

Application: Sample Cover Letter for Freelance Position

Dear Sir,

This is in response to your advertisement last [date] for a freelance position. I would like to take this opportunity and apply for the job.

With my experience in copywriting, editing and research, I believe I am qualified for consideration for a position in your company. I am very much used to the process of outsource work.

At the moment based on local rates, I normally charged the following:
[insert rates for job/tasks]

I also consider project-based fees. However, I am still open to negotiate terms with your company.

Attached is my resume for your perusal. Kindly look it over at your most convenient time. Should I be favored to be hired, I am very open to learning new approaches and undergo training. I am looking forward into working with you and your projects.

Thank you very much,

Letterbarn

<http://letterbarn.blogspot.com/>

Sample Resume/CV

Thomas Crown

Objective Seeking an International Sales Management position in Information Technology where my extensive sales experience will be used to the full

Experience 2003-present Intel Inc. London, UK

National Sales Manager

- Increased sales from £60 million to £100 million.
- Implemented Internet sales grossing £25 million.
- Doubled sales per representative from £5 to £10 million.

2001-2003 Teletrona Systems Edinburgh, UK

Northern Sales Manager

- Increased regional sales from £95m to £200m.
- Suggested new services adding £35m to revenue.
- Expanded sales team from 30 to 60 representatives.

1999-2000 ESS Holdings Cambridge, UK

Senior Sales Representative

- Increased sales by 300% annually.
- Closed deals with 100 major new accounts.
- Won over 25 competitor clients - adding £50 million to revenue.

1996-99 ESS Holdings Cambridge, UK

Sales Representative

- Increased sales by 300% annually.
- Awarded company's top sales award each year.

- Developed 'Winning Presentations' training course.

Education 1992-96 London University London, UK

- BA, Business Administration & Information Systems
- Captain of University Rugby Club

1988-92 St Andrew's School Plymouth, UK

- 4 GCE 'A' Levels
- President of school's Drama Society

Interests St Andrew's Board of Governors, rugby, drama, chess

17 King's Terrace, Richmond, Surrey, UK

Tel: +44 181 123 456 Email: tc@repu.co.un

Exercise 1. Write a covering letter for your favorite job. Add your imaginary CV.

Note: You can use the Business Correspondence Glossary in the Appendix, to help you with the language.

Exercise 2. Exchange your covering letters with your friend. Read your friend's CV. Would you choose this person to be your employee, if you were to draw your conclusion exclusively from the letter? Give your reasons.

Note: Mind that reasonable criticism may be only helpful for your friend's future career. However, do not be a 'candid friend' who enjoys criticizing others: you, too, may be mistaken 😊

Exercise 3. Read the dialogue below. What do you think: will John have this job? Why?

John has a job interview for a Saturday job

Interviewer:	So, you've applied for the Saturday position, right?
John:	Yes, I have.
Interviewer:	Can you tell me what made you reply to our advertisement?
John:	Well, I was looking for a part-time job to help me through college. And I think that I'd be really good at this kind of work .
Interviewer:	Do you know exactly what you would be doing as a shop assistant?
John:	Well I imagine I would be helping customers, keeping a check on the supplies in the store, and preparing the shop for business.
Interviewer:	That about covers it, you would also be responsible for keeping the front of the store tidy. What sort of student do you regard yourself as . . . did you enjoy studying while you were at school?
John:	I suppose I'm a reasonable student. I passed all my exams and I enjoy studying subjects that interest me.
Interviewer:	Have you any previous work experience?
John:	Yes. I worked part-time at a take-away in the summer holidays.

Interviewer:	Now, do you have any questions you'd like to ask me about the position?
John:	Yes. Could you tell me what hours I'd have to work ?
Interviewer:	We open at 9.00, but you would be expected to arrive at 8.30 and we close at 6.00 pm. You would be able to leave then. I think I have asked you everything I wanted to. Thank you for coming along to the interview.
John:	Thank you. When will I know if I have been successful?
Interviewer:	We'll be making our decision next Monday, we'll give you a call.

Exercise 4. These are the most common questions asked in a normal interview with some ideas of how to prepare an answer:

1. What are your greatest strengths / weaknesses?
2. Why do you want to leave your current job? Or Why did you leave your last job?
3. When can you start?
4. Do you have any questions?
5. What is your biggest accomplishment?
6. Why do you want to work for this company?
7. What were your main responsibilities in your last job?
8. Tell me about yourself.

Complete the table below with the questions above matching the ideas of how to prepare an answer:

	A. This does not mean "Give me your life story". It's your chance to give an overall impression of who you are. Research the company to get an idea of the skills and experience they're looking for, work those into your response. Make sure you concentrate on who you are, your work experience, and relate everything to show that you would be a great candidate for the position.
	B. Be specific and positive about what you did in your current / previous job . Try to relate them to the job you are being interviewed for.
	C. Give an example that relates to the job you are interviewing for.
	D. Your ability to work well under pressure, prioritizing skills, problem-solving skills, professional expertise, leadership skills, team spirit. Be prepared to give real life examples. Be honest about a specific weakness, but show what you are doing to overcome it.
	E. Be positive. Research the organisation and relate what they offer to your long-term ambitions.
	F. Never say anything bad about your previous employers. Think about leaving for a positive reason.

	G. Straight away. I need to give x weeks notice.
	H. Yes. Prepare several questions before the interview. You could ask about career / development / training opportunities. Be sure to ask when they'll make their decision.

Exercise 5. Look again at the dialogue above («John has a Job Interview for a Saturday Job») and try to analyze John's answers, taking into account the recommendations from Exercise 4. Was everything right in his answers? Do you think he will get the job?

Exercise 6. Read these questions. A) Which of them would you rather not answer? Why? Which of them would you rather not ask? Why? What 10 questions would you choose for a good interview if you were an interviewer? An interviewee? B) Prepare your list of questions as if you were to interview people for three different jobs (choose the jobs from the above chapters). Think of a few additional questions, taking into account specific job requirements. Suggest these three jobs to your friend, let him/her choose one to apply for. Interview your friend, draw your conclusion about their further employment.

Questions for an Interview.

1	Tell me about yourself.
2	How would you describe yourself? (character/personality)
3	What are your strengths/weaknesses?
4	Are you married? Single? Do you have a partner?
5	What do you do in your free time? What are your hobbies? / Do you have any hobbies?
6	Why are you interested in working for our company? Why do you want to work for this company?
7	What type of position do you think you are suited for / would suit you?
8	How would you describe the position we have to offer?
9	What aspects of the position are you most / least interested in?
10	What would you like to find in this job that you didn't have in your previous job?
11	How do you think you could develop the position? What would be your strategy to develop the position?
12	What have you got to offer us? What could you contribute to our company?
13	Why do you want to leave your present job? Why do you want to change jobs?
14	What were you responsible for? What did your job involve?
15	What do you think you gained by working in your last job?
16	What do you think of your (last) boss?
17	What are your salary requirements? How much would you hope to earn in this position? How much do you think you should be offered for this position?

	What salary would you expect (to be offered) for this position?
18	Have you received any offers of a job?
19	Why have you had to look for a job for so long? Why have you been looking for a job for so long? Why did it take you so long to find a new job?
20	How do you feel about your future in the profession?
21	Have you had any failures? / What failures have you had? Have you had any negative experiences?
22	What sort of obstacles have you come across/encountered in your work?
23	If you had to recruit colleagues, what qualities would you look for?
24	Would you be willing to relocate/to move to another part of the country/ to work abroad? Did you have to travel abroad in your last job?
25	Don't you think you have too much experience/you are over-qualified for this job?
26	How long do you think you would stay with us? If we offered you the job, how long would you expect to stay with us?
27	Which do you prefer : to work alone or in a team? Do you prefer working alone or with other people as part of a team?
28	Do you know how to manage a team? Are you capable of leading a team? Do you think you have the ability to be a team leader?
29	Why should I recruit you? How could you persuade me to recruit you?
30	Do you have any comments to make, or questions to ask?

Humour: Job Interview Quotations

Vice Presidents and personnel directors of the one hundred largest corporations were asked to describe their most unusual experience interviewing prospective employees.

A job applicant challenged the interviewer to an arm wrestle.

Interviewee wore a Walkman, explaining that she could listen to the interviewer and the music at the same time.

Candidate announced she hadn't had lunch and proceeded to eat a hamburger and french fries in the interviewers office.

Candidate explained that her long-term goals was to replace the interviewer.

Balding Candidate excused himself and returned to the office a few minutes later wearing a headpiece.

Applicant said if he was hired he would demonstrate his loyalty by having the corporate logo tattooed on his forearm.

Applicant interrupted interview to phone her therapist for advice on how to answer specific interview questions.

Candidate brought large dog to interview.

Applicant refused to sit down and insisted on being interviewed standing up.

Candidate dozed off during interview.

The employers were also asked to list the "most unusual" questions that have been asked by job candidates.

"What is it that you people do at this company?"

"What is the company motto?"

"Why aren't you in a more interesting business?"

"What are the zodiac signs of all the board members?"

"Why do you want references?"

"Do I have to dress for the next interview?"

"I know this is off the subject, but will you marry me?"

"Will the company move my rock collection from California to Maryland?"

"Will the company pay to relocate my horse?"

"Does your health insurance cover pets?"

"Would it be a problem if I'm angry most of the time?"

"Does your company have a policy regarding concealed weapons?"

"Do you think the company would be willing to lower my pay?"

"Why am I here?"

14. IQ AND EQ (EI)

Testing a Person's IQ

For decades, a lot of emphasis has been put on certain aspects of intelligence such as logical reasoning, math skills, spatial skills, understanding analogies, verbal skills etc.

An IQ (intellectual quotient) test usually involves a set of standardized questions for which the test taker receives a score. This score is compared against the average scores of others within the same age range to determine a person's intellectual potential. IQ is primarily used to measure one's *cognitive abilities*, such as the ability to learn or understand new situations; how to reason through a given problem/scenario; the ability to apply knowledge to one's current situations. Here is the scale to measure a person's IQ (for instance, if you need an MBA or higher, then according to statistics you need an IQ of 100-120 to earn an advanced degree.):

- *Over 140 - Genius or almost genius*
- *120 - 140 - Very superior intelligence (Gifted)*
- *110 - 119 - Superior intelligence*
- *90 - 109 - Average or normal intelligence*
- *80 - 89 - Dullness*
- *70 - 79 - Borderline deficiency in intelligence*
- *Under 70 - Feeble-mindedness*

This first intelligence test, referred to today as the Binet-Simon Scale, became the basis for the intelligence tests still in use today. However, Binet himself did not believe that his psychometric instruments could be used to measure a single, permanent and inborn level of intelligence. Binet stressed the limitations of the test, suggesting that intelligence is far too broad a concept to quantify with a single number. Instead, he insisted that intelligence is influenced by a number of factors, changes over time and can only be compared among children with similar backgrounds.

Modern psychology has refined the intelligence test to a degree never thought possible even fifty years ago. Many consider the IQ test not only the most important achievement in the field of psychology, but one of the crowning achievements in modern society. In 1989, the American Academy for the Advancement of Science listed the IQ test among the twenty most significant scientific discoveries of the century along with nuclear fission, DNA, the transistor, and flight.

In spite of the wide use of intelligence tests, researchers were puzzled by the fact that while IQ could predict to a significant degree academic performance and, to some degree, professional and personal success, there was something missing in the equation. Some of those with fabulous IQ scores were doing poorly in life; one could say that they were wasting their potential by thinking, behaving and communicating in a way that hindered their chances to succeed. So, emotional intelligence became mentioned more and more often as a factor that may be more important than IQ.

Exercise 1. Read the text, answer the following questions:

- 1. What is IQ? What abilities does it measure?**
- 2. What does an IQ test involve?**
- 3. What categories of workers, do you think, should show higher IQ? Why?**
- 4. What did Binet himself think about IQ tests? Do they have limitations?**
- 5. Is the IQ test valued in the modern scientific world?**
- 6. Do high IQ scores guarantee a person's success in life? Give your reasons. Think of a few examples to prove it.**

Emotional intelligence: thinking and feeling on the job

Psychologists say 'emotional intelligence' can help manage our thinking and improve our behaviour at work and in our personal lives. But what is it, how do you test it ... and can it get better?

How have you been using your emotional intelligence at work? Chances are you've called on it less than you might like, according to new research which shows that the art of identifying, understanding and managing your emotions – and those of others – to improve your performance has, apparently, declined since the start of the financial crisis.

A study of 12,400 workers, mainly from the UK managerial population from 2001 to 2010, found it increased steadily during the economically strong years of 2001 to 2007, dropped sharply in 2008 during the worst of the banking crisis and when the recession started, rose slightly in 2009 and fell again in 2010.

It is divided into two main areas – personal intelligence and interpersonal intelligence.

These include self-regard and regard for others; self-awareness and awareness of others; emotional resilience; personal power (the degree to which you believe that you are in charge of, and take responsibility for, your outcomes in life, rather than seeing yourself as the victim of circumstances or of other people); flexibility; authenticity; trust; balanced outlook; connecting with others ; emotional expression; conflict handling and interdependence.

While there is no significant difference between men and women in overall scores, men have a more critical mindset with higher self-regard and lower regard for others. In contrast, women tend to have a more submissive mindset with lower self-regard and with higher regard for others. Emotional intelligence improves with age, as we develop a more balanced outlook and become less dependent on, but more trusting of, others.

But measuring emotional intelligence can also be used to identify areas of development for employees in specific positions. An awareness of where you sit on each scale can help determine whether you need extra training to progress, or will excel in a particular industry or sector.

Self-employed people score higher than any other occupational group, possibly because there is a greater need to be emotionally intelligent if you are dependent, mostly, upon yourself for your business success, says Cooper.

People working in the health sector scored significantly lower in self-regard, which may result in them putting the needs of others first. Those working in human resources scored higher in "mistrusting", reflecting the nature of some aspects of their work, including redundancies, tribunals and underperformance.

Those in the sales sector scored strongly on self-assuredness, not being easily put off and being able to connect with people without being overly caring. Employees in the technology and financial sectors – professions that are traditionally less people-oriented – scored lower than all other job groups on interpersonal aspects of emotional intelligence.

Senior managers and directors tend to score highly in all aspects, but especially in self-belief, emotional resilience, personal power, positive outlook, going after goals, conflict handling and independence. But low scores on some of these scales can have a negative impact on others, especially if the person with the low score holds a senior position.

Graham Coxell, chief executive of stockbrokers Rowan Dartington, was impressed by the impact the different approaches had on himself and his colleagues that, on buying the stockbroking firm in March 2011, he decided to incorporate emotional intelligence into the management methods used in the firm, especially by himself. This includes ensuring that employees feel liked, competent and significant.

"I will always strive to understand, rather than find fault. Why did someone make a mistake, what can you learn from that and how do you go forwards from that?" he says.

Coxell believes encouraging a greater understanding of emotional intelligence among his staff has benefited the firm. "It's a very happy place to work now, and it's turned the business from one which lost money to one which makes a profit," he says.

Unlike personality traits and IQ – relatively fixed from birth – emotional intelligence can be changed and developed.

Personal intelligence includes aspects such as knowing what you want, motivating yourself to achieve goals, dealing with challenges and setbacks, maintaining physical and emotional well-being, improving your work-life balance, feeling confident in your decisions and actions, having clarity of thinking and adapting to new situations.

You have to understand and be in control of these aspects before you can develop your **interpersonal intelligence**. This includes knowing what others want, leading and managing others, helping motivate others, building trusting relationships, team working, coaching people and managing confrontation constructively.

<http://www.guardian.co.uk/money/2012/feb/10/emotional-intelligence-thinking-feeling-job>

Exercise 2. Read the text, answer the following questions:

- 7. What is EI? What aspects does it embrace?**
- 8. How is EI connected with job efficiency?**
- 9. What categories of people show higher EI? Lower EI? Why?**
- 10. How can EI be connected with economical situation? Why, do you think?**
- 11. Why is EI incorporated into management methods used in many firms?**
- 12. Can EI be changed? By what methods, what do you think?**
- 13. What could you say about EI in our society? Write a few paragraphs of your opinion and suggestions for improvement.**
- 14. What could you say about your EI? What are your strengths in this field? Think of a few examples to prove it.**

15. AN IDEAL EMPLOYEE

Qualities needed to become an ideal employee

It is very sad that the global economy is still suffering from the heat of recession. Thousands of people lose job. The employers are also pushed on the back foot in keeping their companies running! Now you must be thinking why these sentimental talks? No, these are not touch of sentiments! If you carefully delve into above points you can find out that not all of us unemployed or not all the companies have shut down. People who have become successful in preventing themselves from the heat of unemployment or recession are actually tagged as **ideal employee** by the employers. Companies can never fire employees who are found indispensable! Well, my dear reader if you are an employee or want to become one, you have to know how you can become an ideal employee in the eyes of employers! Now let us have a look on some of the criteria to become prospective ideal employee to any company:

- **Highly skilled:** The first thing any employer would like to find out in any employee is his or her skills in the domain the candidate is applying for the job. From the very first selection procedure you have to prove to the prospective employer that you have the potential to become the first choice - an **ideal employee**!

- **Being positive & staying cool:** Well, from the first selection process then after induction a candidate has to prove that he or she has the cent percent positive attitude whatever tough situation comes in front. A candidate would also never be counted as an ideal employee if he or she cannot keep cool!

- **Proficient communicator:** Without communication a human being can not prove his or her worth to others. So having strong communication ability in any situation is a must. The ideal attitude has to be reflected through communication with clients, colleagues, superiors and everyone else. An employee has to be accepted as ideal employee to all levels of people!

- **Flexible on work culture:** Now and then there may come situations when work pressures increases. In such conditions a candidate should not stick to office hours! Working in coordination to deliver any project is always counted as one of the greatest qualities of an ideal employee!

- **Shouldering responsibility:** Gradually with the passing of time an employee has to prove himself or herself as "Mr. /Miss. Dependable". Every company tries to cream out people on whom it can depend! So every employee has to prove that he or she is ready to shoulder responsibility! If an employee proves his shoulder strong enough to bear any possible load, a company marks him or her as an "ideal employee".

- **Team player:** Any company offers you a chance to work in group or team. And in a team it is very natural that you would find colleagues at a different level of efficiency. An employee is counted as an ideal employee if he or she fits into a team sharing and gathering knowledge among seniors and juniors.

- **Following instructions & taking initiative:** While somebody works in a company it is very essential that he or she follows company instructions. Following instruction is a must of work culture. But at the same time a company tries to find out employees who are giving something extra - what is his or her initiative to catalyze the growth of the company! If somebody has this attitude he or she will be considered as an ideal worker or employee!

Well, these are some of the best qualities needed to be present in every human being to become professional. If somebody carefully tries to understand the above points and follows those with other ones (not mentioned above) he or she easily stands in the crowd as an ideal employee. And remember everybody is willing to prove his or her worth as an ideal choice to

the employer! Do you want to prove otherwise?

Exercise 1. 1) Write out the underlined words and expressions, explain their meaning in English. Are they formal or informal? 2) How would you characterize yourself/ your friend according to the criteria in the article? Give some examples to prove it. 3) What other characteristics would make you an ideal employee? Use additional sources of information. Which would you rate as the most/ the least important? Give your reasons.

7 ways to impress your boss

Exercise 2. Read the text. Match the headings below (A-G) with suitable paragraphs (1-7) from the text:

A. Talk like your boss. B. Say no. C. Be curious. D. Know your boss's priorities. E. Lunch with your boss. F. Seek new responsibilities. G. Toot your own horn.

You could save your company \$10 million, but if your boss doesn't know, it's like it never happened. So you need to manage up -- systematically make sure your boss perceives that you are doing a great job.

Here are seven ways to manage up:

1. If your boss is a numbers person, quantify all your results. And know which numbers matter most to him. All numbers people have their pet line items. If your boss is a customer-is-first kind of guy, frame all your results in terms of benefits to customers. Let's say, though, that you are working on a project that is impossible to frame in terms of the customer. Then ask yourself why you're working on it for a customer-oriented boss. It probably isn't a high priority for him, so it shouldn't be a high priority for you.

2. Say yes to the things that matter most to your boss. Say no to everything else and your boss will appreciate that you are focused on her needs. Remember that your boss doesn't always know everything you've got on your plate. So when he/she asks you to do something that you don't have time to do, ask your boss about his/her priorities. Let him/her know that you want to make sure you finish what is most important, and this will probably mean saying no to the lesser projects.

3. If your boss likes e-mail, use it. If your boss prefers voicemail then phone in your updates. Convey information to your boss in the way he/she likes so that he/she's more likely to retain it. Be aware of detail thresholds, too. Some people like a lot and some people like none. A good way to figure out what your boss wants is to watch how he/she communicates with you. Your boss is probably doing it the way he/she likes best.

4. Each time you do something that impacts the company, let your boss know. Leave a voicemail announcing a project went through. Send a congratulation e-mail to your team and copy your boss, which not only draws attention to your project success but also to your leadership skills. Whatever the mechanism, you need to let your boss know each time you achieve something he/she cares about.

5. If all things are equal, your boss will promote the person he/she likes the best. So talk about what interests him/her. Get your boss on your side by asking him/her for advice on something about work. If you are very different than your boss, work hard to find common ground in your conversations. Everyone has common ground if you hunt hard enough.

6. Find important holes in your department before your boss notices them. Take responsibility for filling those holes and your boss will appreciate not only your foresight, but also your ability to do more than your job. (The trick, of course, is to make sure you do not shirk your official job duties while taking on more.)

7. Remember to make time to read and listen. Then ask questions when they are not expected. You will make yourself more interesting to be around, and you will elicit fresh ideas from everyone around you. Your boss will feel like having you on the team improves everyone's work, even his own, and that, after all, is your primary job in managing up.

Exercise 3. Find the following words and expressions in the text, retell the paragraphs they are used in: elicit fresh ideas from, foresight, shirk, promote, voicemail, to go through, pet line items, customer-oriented, to frame, priority, updates, manage up.

Exercise 4. Do you agree with all these tips? Where do you think is the author wrong? Would you like to be this type of a person? Suggest of other ways to impress your boss. What tips do you agree with? Give your reasons.

16. JOB STORIES

Exercise. Read these *Worst Job* stories. All of them are planned to answer the following questions: 1) What I did; 2) Why was it a bad job? 3) Tips and tricks.

Be prepared to answer the following questions: A) Which of the stories is the most horrible? The most touching one? Which of them makes you question it? Which of the people, do you think, made most serious mistakes? What would you have done? Comment on two of the stories. B) Have you had any job experiences? Were they positive? Think of similar stories your friends or relatives may have experienced.

Share Your Story: Worst Job Stories

John:

1. I worked at a fast food chain restaurant, for @ 15 minutes!

2. It wasn't so much that it was a bad job, but I wasn't a good candidate for the job I applied for. I was finishing up my last semester of college and it was 3 months away from my wedding. I got very worried about finances and rushed out to grab the first available job. I filled out an application and was hired on the spot, they wanted to start training immediately. When I started talking about scheduling, they had very set times they needed me, and those times were all conflicting with classes, and wedding preparations.

3. a) Think about what you want to do, plan ahead; b) Sometimes accepting a position you're not right for is worse than not having a job. c) Ask questions, make a list of what you need to know about the job and it might help to ask them before you agree to be hired!

Mel:

1. I was hired to be a sales assistant to the president of a product placement company in Los Angeles. What I did was answer the phone and be his administrative assistant. (He also wanted a mind-reader.) Like others have shared, I was also treated like someone who was there to be a personal servant, not like a professional person hired to help grow his business in the entertainment industry. He bragged about his powerful and close friends that would call the office - famous actors, producers, etc.

2. He yelled and ridiculed me by 9 a.m. on my first day, because I asked what he wanted to say in a letter he requested. I should have known better than to take the job in the first place, and it was one of the worst decisions I've ever made. I was sent by a recruiter, and he did not pay the recruiter for sending me out. He also wanted to pay me cash. After 5 weeks of daily verbal abuse and ridicule, I told him I wanted to live closer to my family (over an hour away) and gave a week's notice (this was true). He was relatively nice all week, and at the end of my last day he forgot to get money, and also didn't have any checks. Coincident? Probably not! The second biggest mistake I made was that I trusted him to send me a check. When I called him with the address on Monday, he said he thought about it over the weekend and decided not to pay me. When I told him I would report him, he said there was no record of my employment and an attorney would cost me too much. I should have reported him anyway, but I chalked it up to a very expensive lesson learned. I believe in Karma and what goes around, comes around! Now, I try to help others and pay it forward every chance I get, so some good will come out of my bad experience.

3. a) Never, ever give up your principles and always maintain your integrity. When he didn't want to pay the recruiter, I should have thanked him for his time, walked out and called the recruiter directly, instead of being temporarily star-struck by the prospect of working with movie stars. b) Get everything in writing. No cash under the table. c). Have confidence in my own abilities and never take anyone's verbal abuse. I have since learned how to deal with

people who are verbally abusive in offices. I conduct myself in a professional manner and expect them to do the same.

Pat:

1. I recently left my position for a local hospital to take a management position for another health care establishment. I thought it would be a good opportunity for me and was a higher salary so I took the job.

2. I should have realized within the first three weeks that this job was not for me. They had me training for three to four hours everyday and wanted me to learn the job hands on in the office as well. I also wasn't told that my position entailed being the manager on duty for the entire establishment one night every other week and certain weekends per year. I need to do admissions all day, also check the dining rooms. I have been lifting heavy dinner trays and pushing patients around in wheelchairs all while wearing my business attire dress code.

We have strict deadlines and are almost unmanageable workload for one person. They micromanage and treat you like you are stupid if you do not do something correctly. If I said I did a certain report and they did not read their email to verify it was sent by me, they accuse me of lying. I have been accused of lying, being stupid and treated like an unskilled laborer.

3. I have learned the grass isn't always greener on the other side and that more money does not buy happiness. I am still there at this time.

Robbie

1. My job consisted of answering a multiline phone system for a non profit agency. I had to give referrals for food, rent, utilities, and shelter. I also had other job duties as needed.

2. It was a bad job because of the incompetent director and supervisor. neither one had any experience in being in a supervisory role. Also, both refused to come out of their office and try and understand what the job you were doing entailed. So when a problem arose, they were always Monday morning quarterbacking. The worst part was that if someone made a complaint, they would accept that person's complaint as true even though it was not. Also, the human resource manager was and still is a hateful, mean, and lying person who violated the employee rules that stated you can appeal an adverse decision against you.

3. Get in contact with a good employment lawyer, keep notes of all meetings as I did and study the employees hand book.

Pamela

1. I worked as a maid in a bed and breakfast. I thought it would be a good job because the hours were flexible and it was part time.

2. It was awful. After the guests checked out, the owner went to all the rooms and collected the tips. So, we ended up with no tip money. There was no air conditioning and it was really, really hot on the second and third floor. When business was slow we had to do yard work and gardening - also when it was really hot.

3. a) Find out what the exact job requirements are ahead of time. b) Check out the place where you are going to work in advance. c) Check on your pay and how it works.

Bess

1. Technical Support via phone and e-mail.

2. For the first couple it wasn't. Loyalty seemed to be a good idea. When I applied for a position outside support the VP of support basically said (not to me) "No one leaves support". Later lawsuits ensued. At one point someone within the company came up with the idea of little stars for recognizing the years of service, needless to say I never received all of my

annual 'stars'. Recently the company was bought out by another more popular software manufacturer. That company bypassed all other companies I had worked for in wasting money. Free soda, free doughnuts (that is just what a bunch of nerds that sit on their asses need) meetings all over the world where they would jet in all of their VP's to rent over priced sports cars. Then come around and tell us yet again we weren't getting raises. Getting into the people they hired for low level management would be almost laughable.

3. a) Don't believe for a second that your contributions matter other than for this quarter. It will be forgotten. b) If you're pay put's senior members of managements reward structure at risk you will not get so much as a cost of living increase while they continue to post record profits due to their reward 'structures'. c) Get you're experience with the corporate leading applications and tools then get out. A.S.A.P. Otherwise you will get locked into a struggle to get out and find a real job....

17. MANAGING STRESS AT WORK

Managing Job Stress: 10 Strategies for Coping and Thriving at Work

by Randall S. Hansen, Ph.D.

Melissa had been the ideal worker, always willing to take on new projects, work long hours and weekends -- until last year. There were subtle changes at first. Her demeanor turned from always positive to a growing streak of negativism. She began to have problems sleeping. She felt frustrated with a lack of progress within the firm, and a growing sense of no longer being a part of the team. She started to use sick days for the first time -- some for a nagging number of illnesses, some for "mental health" days. Luckily for Melissa, she had some friends who recognized the problem she was suffering from was job stress.

What is Job Stress?

Job stress is something we all face as workers -- and we all handle it differently. There is no getting around it. But, not all stress is bad, and learning how to deal with and manage stress is critical to our maximizing our job performance, staying safe on the job, and maintaining our physical and mental health. For workers like Melissa, infrequent doses of job stress pose little threat and may be effective in increasing motivation and productivity, but too much -- and too prolonged -- can lead to a downward spiral -- both professionally and personally.

Some jobs, by definition, tend to be higher stress -- such as ones that are in dangerous settings (fire, police), that deal with demanding customers (service providers), that have demanding time pressures (healthcare), and that have repetitive detailed work (manufacturing) -- but stress is not limited to any one particular job or industry.

The National Institute for Occupational Safety and Health (NIOSH), part of the U.S. Department of Health and Human Services, states that job stress, now more than ever, poses a threat to the health of workers -- and the health of organizations. NIOSH defines job stress as the harmful physical and emotional responses that occur when the requirements of the job do not match the capabilities, resources, or needs of the worker. Stress also occurs when the situation has high demands and the worker has little or no control over it. Job stress can lead to poor health and injury.

Job Stress Statistics

Numerous studies examining job stress sound an alarming bell about the mental and physical health of American workers:

- A Northwestern National Life study found that 40 percent of workers report their job is "very or extremely stressful." And that one-fourth of employees view their jobs as the number one stressor in their lives.
- A Families and Work Institute study found 26 percent of workers report they are "often or very often burned out or stressed by their work."
- A Yale University study found 29 percent of workers feel "quite a bit or extremely stressed at work."
- A Princeton Survey Research Associates study reports that three-fourths of employees believe the worker has more on-the-job stress than a generation ago.
- A Gallup Poll found that 80 percent of workers feel stress on the job, and nearly half reported that they needed help in learning how to manage it.
- According to an article in *Shape Magazine*, women are 60 percent more likely to suffer from job stress than men.

Symptoms & Warning Signs of Job Stress

While the causes can be something other than job stress, here are the most common symptoms and early warning signs of job stress and burnout:

- Apathy
- Negativism/cynicism
- Low morale
- Boredom
- Anxiety
- Frustration
- Fatigue
- Depression
- Alienation
- Anger/irritability
- Physical problems (headaches, stomach problems)
- Absenteeism

Causes of Job Stress

There are two schools of thought on the causes of job stress.

According to one theory, differences in individual characteristics, such as personality and coping style, are best at predicting what will stress one person but not another. The focus then becomes on developing prevention strategies that help workers find ways to cope with demanding job conditions.

The other theory proposes that certain working conditions are inherently stress-inducing, such as fear of job loss, excessive workload demands, lack of control or clear direction, poor or dangerous physical working conditions, inflexible work hours, and conflicting job expectations. The focus then becomes on eliminating or reducing those work environments as the way to reducing job stress.

Strategies for Managing Job Stress

While many of the methods of preventing job stress need to be developed and supported by the organization, there are things that workers can do to help you better manage job stress.

Here are 10 tips for dealing with the stress from your job:

1. Put it in perspective. Jobs are disposable. Your friends, families, and health are not. If your employer expects too much of you, and it's starting to take its toll on you, start looking for a new job/new employer.
2. Modify your job situation. If you really like your employer, but the job has become too stressful (or too boring), ask about tailoring your job to your skills. And if you got promoted into a more stressful position that you just are not able to handle, ask about a lateral transfer -- or even a transfer back to your old job (if that's what you want).
3. Get time away. If you feel the stress building, take a break. Walk away from the situation, perhaps walking around the block, sitting on a park bench, taking in a little meditative time. Exercise does wonders for the psyche. But even just finding a quiet place and listening to your iPod can reduce stress.
4. Fight through the clutter. Taking the time to organization your desk or workspace can help ease the sense of losing control that comes from too much clutter. Keeping a to-do list -- and then crossing things off it -- also helps.
5. Talk it out. Sometimes the best stress-reducer is simply sharing your stress with someone close to you. The act of talking it out -- and getting support and empathy from

someone else -- is often an excellent way of blowing off steam and reducing stress. Have a support system of trusted people.

6. Cultivate allies at work. Just knowing you have one or more co-workers who are willing to assist you in times of stress will reduce your stress level. Just remember to reciprocate and help them when they are in need.

7. Find humor in the situation. When you -- or the people around you -- start taking things too seriously, find a way to break through with laughter. Share a joke or funny story.

8. Have realistic expectations. While Americans are working longer hours, we can still only fit so much work into one day. Having unrealistic expectations for what you can accomplish sets you up for failure -- and increased stress.

9. Nobody is perfect. If you are one of those types that obsess over every detail and micromanage to make sure "everything is perfect," you need to stop. Change your motto to performing your best, and leave perfection to the gods.

10. Maintain a positive attitude (and avoid those without one). Negativism sucks the energy and motivation out of any situation, so avoid it whenever possible. Instead, develop a positive attitude -- and learn to reward yourself for little accomplishments.

Final Thoughts

Okay, so it's a cliché, but your health is everything. You need to take care of yourself, and no job, customer, or boss is worth putting yourself at risk. Find a way out through one or more of our 10 strategies. Take control of your situation -- and fix it -- and you will have better mental and physical health, as well as better relationships with the people around you.

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http://www.quintcareers.com/managing_job_stress.html

Exercise 1. Explain the meaning of the following words and expressions in English, translate them into Ukrainian. Reproduce the context using the text above. Suggest other possible contexts.

Demanding job conditions, absenteeism, low morale, fatigue, alienation, leave perfection to the gods, stressor, reciprocate, a to-do list, inflexible, inherently stress-inducing, lateral transfer, on-the-job stress, burnout, burned out, handle, lead to a downward spiral, poses a threat, frustrated, dangerous settings, being a part of the team, maximizing our job performance, there is no getting around it.

Exercise 2. A) Write out the Job stress statistics, from bigger to smaller numbers. What conclusion can you draw from them? What do you know about similar statistics in Ukraine? B) Enumerate the stress symptoms, choose three to explain. Have you ever had any? Are there any medicines or methods to prevent them? C) Speak on strategies for managing job stress. Which of them are new to you? Which of them are more effective, in your opinion? Less effective? Give your reasons. Is it possible to use them all?

18. HOW TO DO HARD THINGS

One of the harsh little realities of pursuing a dream is that sooner or later, you're going to have to do some stuff you don't like very much. It's just plain inevitable.

Enter procrastination. Dread. Meltdown. Complete inertia.

But the prospect of doing the tough stuff doesn't have to stop you cold. To that end, I've been teasing out some different ways you can keep going. Here are a few of my favorites:

Play music. I learned this when I started running, or 'jogging' as we called it back in the 70's. Clamping on the headphones made it go so much better. Even today, as I pound the treadmill, it's just so much easier if I've got country music videos playing along while I work out.

In fact, there's a remarkable moment in Michael Moore's documentary, Fahrenheit 911, in which a soldier talks about overcoming his fear and going into battle by listening to heavy metal music piped into his helmet. Neurosurgeons, emergency room docs, and others in high-pressure operating theaters often play lightly upbeat, soothing music to keep stress under control as they work.

'Bookend it'. This is a phrase the 12-steppers wisely use for calling up a supportive friend before AND after a tough task ... just so you're accountable out there to someone. Use the phone or email and make that connection. You'll be less likely to procrastinate your way out of it.

Delegate. Got a task you just can't somehow do? I always have three or four lurking around the edges of my desk, until the day I rise up and give it away. Hire a local teenager, elderly person who wouldn't mind a little light work, a family member, or even a local odd-jobs person to come in one day and give you a hand with all or your 'hard stuff.' If the problem seems to be on-going, hire a Virtual Assistant, from one of the on-line sources like AssistU.com. This is a person you hire on an hourly basis, usually in some other part of the country, who helps you electronically with all kinds of administrative needs. If you can't afford to find help, buddy up with a friend and offer to do each other's 'hard stuff' in an even swap.

Plan a big, juicy reward. We're talking one you seriously want ...and the nastier the task, the bigger the reward. If you must, combine this with book-ending, to make sure you not only do the task, but reward yourself as well.

Dare yourself to not do it. Really imagine life without this particular task completed. Then see what the consequences are. Truly dire? If not, maybe you can actually drop the hard thing from your to-do list. On the other hand, will you be disappointed? Will things just not seem right somehow? Better use that image of disappointment to move your dream along.

Jump in, first thing. We tend to be fresher, and less conflicted, stressed or distracted first thing in the morning (post-coffee, of course.) That's the best time to seriously seize the day and do the hard thing. Success manuals all preach doing it first, and they're right. It works.

Envision the goal. Is it 1000 new subscribers to your ezine? Is it a potential big sale that will change your business, or leaving a job that will help you live your dream? Make a little note

and park it somewhere that's frequently in your line of site, such as a Post It on your computer screen. (You can word it obscurely to protect your privacy in an open office environment.) By keeping your attention on the big picture, you'll naturally get less hung up on the day-to-day small stuff.

Impose a temporary goal. One of my dreaded tasks is vocalizing, or exercising my vocal cords every day in an effort to keep my singing voice in shape. Just about the only motivator I've found that works is always having a small performance just ahead ... especially in times when I'm working on a long-term project that doesn't 'need' my voice anytime soon. Knowing I have to perform, even at a dinner party, keeps me interested in staying in shape. The same would apply if you want to work out on a regular basis. Find a charity fun run or walkathon you can get yourself in shape for.

That should give you some fodder for facing the harsh realities of life, and getting on with those annoyingly procrastinated to-do's. Feng Shui experts insist this 'mental clutter' keeps us small and inefficient; once we actually go through the hard stuff, and clear out our anxiety and procrastination, we thrive.

And guess what? They're absolutely right!

(From the book "Living Your Joy: A Practical Guide to Happiness" by Suzanne Falter-Barns)

Exercise 1. Read the text above, use the dictionary to translate the unknown words. Can the tips be helpful to you? In what ways, do you think?

Exercise 2. Analyse the vocabulary in the text, find colloquial and informal words and expressions. Analyse the author's style.

Exercise 3. Do you have the experience of doing hard things? Share your impressions, give your tips, if you have any.

Chicago teachers authorize strike to leverage pay raise

June 11th, 2012

Chicago Teachers Union vote to okay strike **as bargaining tool for pay increase.**

The ballots have been counted. The third largest school district in the country, Chicago Public Schools, has voted “yes” to authorizing a strike if the teacher’s union and the city can’t **come to a consensus over benefits and pay.**

Stemming from budget cuts last year, Mayor Rahm Emmanuel took back a promised 4% pay increase for teachers and moved to increase the length of school days. Most Chicago teachers argue that the proposed 20% classroom time should net them a 20% pay raise, plus the 4% that was taken from them and another 5% on top of that for 2012s merit increase. CPS (Chicago Public Schools) argues that **they have given teachers a guaranteed 2% increase,** but teachers are saying that’s not enough.

The increased school day was proposed by Mayor Rahm Emmanuel which he argues would **keep Chicago in step with the rest** of the county. CPS claims that Chicago students spend 22% less time in the classroom than the average student throughout the country.

Chicago Teacher’s Union President Karen Lewis gave a press conference this morning, asking CPS to stop and listen to the voices of **the labor forces** that help mold the future of students. She insisted the potential strike and pay raise request is made in the exclusive interest of students. The teachers’ union also wants to limit class size for teachers, something that CPS says they simply cannot **afford.** One reporter asked Ms. Lewis to comment on the **skeptics who claim that the potential strike is in interest of adults** and not students, questioning the “What about the children?” mantra and whose interest the potential strike would really be in. Lewis responded something to the effect, ‘You can’t help students unless you help those who teach them first’.

CPS wanted the teachers’ union to wait until an independent group gave their recommendations in July for **a compromise between** teachers and CPS. CPS says they are 2 billion dollars **in the red.**

So, the battle lines are drawn.

If Chicago teachers strike, it will be the first time in 25 years. Teachers do not get paid while on strike.

According to the Chicago Sun Times, the average school teacher makes \$71,000 a year. If the teachers’ union gets the raise they’re asking for, the average Chicago school teacher will make over \$90,000 a year.

<http://blog.imperfectparent.com/2012/06/11/chicago-teachers-authorize-strike-to-leverage-pay-raise/>

Exercise 2. A) Answer the following questions on the text (use the vocabulary in bold type in your answers): 1) Why do Chicago teachers want to strike? 2) Did the teachers get their pay raise? 3) Does everybody support the idea of strike? 4) Who would benefit from the strike? 5) Do Chicago teachers work more than the other teachers? 6) Who pays the salaries to these teachers? 7) Should Chicago teachers get an almost 30% increase? What do you think?

B) Speak on salaries and payment problems in Ukraine. Do you think problems like the one in this article are topical for Ukraine?

Asking for Pay Raise

Asking for a pay raise might not be easy for you, just as it isn't for most. Even if you eventually muster the courage, there are no step-by-step instructions, sure ways of asking or "magic pills" that guarantee your success. However, following the guidelines below might at least increase your chances.

Asking for a Pay Raise Guidelines

- Before asking for a pay raise, it's important to know that many companies don't grant pay raises to most employees except during employee-review cycles. Additionally, many companies pay competitive, industry-standard wages, which they periodically adjust for cost of living. If you work for one of these companies and you ask for an "out-of-cycle" pay raise or more than the industry standard for your position, your chances for success are likely to be slim.
- Check your employee policy manual (or similar document) for information related to asking for a pay raise. For example, if a policy states how to go about it, then follow it to the letter. But if a policy unconditionally states that your employer will not grant an out-of-cycle pay raise, it might be a good idea to stick it out until your next review and request a better-than-usual pay raise. Asking for such a pay raise will probably go over better than trying to buck the system.
- It's not a good idea to justify asking for a pay raise by simply stating, "I need the money." It's a much better idea to prove that you *deserve* a pay raise, by emphasizing your value to the company. Documenting your accomplishments is a good way to do that. For example, you might include your accomplishments in a "presentation" to show your boss, a "cheat sheet" to refer to while negotiating your pay raise, or a letter asking for an appointment to discuss it. Be specific, use examples, and include impressive things like:
 - Revenue you've earned
 - Money you've saved
 - Customer satisfaction you've achieved
 - Tight deadlines you've met or beat
 - Solutions you've implemented
 - Products or services you've improved
 - Initiative you've demonstrated
 - Extra hours you've worked voluntarily
- Consider asking for more responsibilities to justify your pay raise. That'll go over better than simply asking for more money, especially if your current responsibilities don't require you to do much above the call of duty and your employer thinks that you're adequately paid.
- Command a pay raise, don't demand it. For example, you might tell your boss that you'd like to know what you can do to increase your salary or hourly wage in the near future, instead of insisting on a pay raise for your past accomplishments.
- Think twice about threatening to quit if you don't get a pay raise. It rarely works. No matter how valuable you think you are to the company, don't make the mistake of thinking that you're indispensable. Eager beavers willing to learn your job for less pay are almost always waiting in the wings. If you do quit later for lack of a raise, be careful what you say in your resignation letter so it doesn't bite you down the road.

- Have a reasonable figure in mind (e.g., from salary surveys) and prepare to negotiate. Be nice but firm when negotiating, and don't get emotional. (Remember, it's business, not personal.) If your employer doesn't grant you a satisfactory pay raise, try negotiating concessions such as performance-based bonuses, or extra paid time off, perks or benefits. Whatever you succeed at negotiating, ask for it in writing with authorizing signatures.
- Follow the chain of command when asking for a pay raise. For example, if your immediate boss is a supervisor, don't go over your boss's head to the department manager. Instead, approach your immediate boss first and let him or her tell you the next step.
- A meeting is likely to be more effective than a letter asking for a pay raise. A letter is an inflexible, one-way communication, making it easier for your boss to say no. A meeting is a flexible, two-way communication, that will allow you to present your case as required and overcome objections on the spot. However, a letter will allow you to organize your thoughts, accomplishments and such before presenting them. So, you might consider some combination of the two, such as a letter that highlights your accomplishments to justify your request in the same letter for a pay-raise meeting.

Request Letter for a Pay Raise

Sample 1.

Dear Sir,

I have been working in your highly respected organization since March 16, 2002 as a **Product Specialist**.

I believe that that I have done my job well- completed my tasks on time and even worked overtime when needed. I have always been punctual and meticulous about my output.

Currently, I am getting \$1,200 as my monthly salary. I would like to request for a suitable salary increment for my performance.

Hoping for your favorable consideration.

Sincerely,

Hardworking Employee

Sample 2.

Date

Name of Boss,

Designation,

Company.

(Your Name)

(Your Address)

Subject: Raise in the salary

Dear Sir:

This formal letter is in reference to the revision of my position responsibilities and duties as it pertains to the mission of this successful organization. I currently take great pleasure in diligently carrying out my daily assignments for the Main Road and Elphiston Road branches. However, I find it imperative to respectfully request a raise, for which my duties are a bit abundant considering my hourly wage. If it is impossible to do so, I am content with merely one branch to look after. I would like to thank you for your time in advance.

Sincerely,
XYZ
Designation

Exercise 3. 1) Write a letter to your boss, asking for a pay raise. 2) Make a dialogue with your 'boss' (i.e.) about your pay raise. Then discuss your tactical mistakes ☺.

20. FREE LANCE JOBS

Find a Freelance Job - Make Money Today

Every day, we bring you hundreds of great freelance jobs that you can start right away. Most can be done from home, and the rates of pay vary from good to excellent. Getting started is easy, just check out the jobs that interest you below - and apply for as many as you want.

Exercise 1. A) Match the headings A-M with the suitable parts of the text (1-13).

- A. Get Paid To Fill in Simple Forms...Second Request**
- B. Send Tweets on Twitter (\$240.00 per day)**
- C. Write a Series of Short Novels.**
- D. Write a Batch of 30 Articles.**
- E. Assist with Link Building.**
- F. Post Easy Links to Websites (\$200.00 per day)**
- G. Get Paid To Watch You Tube Videos (\$275.00 per day)**
- H. Write a Number of Articles and Blog Posts**
- I. Make Money Completing Simple Forms**
- J. Write Blog Posts and Articles**
- K. Work on Easy Data Entry Projects**
- L. Go Mystery Shopping and Get Paid**
- M. Write eBooks (\$2000 per project)**

B) Fill in the blanks in chapters 1-6. You can find the missing words (*they are simple and often repeated*) in the headings.

1.

This company is looking for several freelancers to act as panelists to review _____ which are produced to promote their various products and services. Your role will be to review the _____ allocated to you, and respond with comments from a consumer perspective.

You must have a YouTube account and be able to provide clear and logical comments on the _____ allocated to you. This opportunity is open to all applicants worldwide.

2.

Hi...we are still urgently seeking numerous people to get paid for filling in simple _____. You will enter data as required in the format which we provide for you. You will be responsible for formatting correctly and submitting online.

This is easy work for good people. A generous rate of pay is offered. Please apply only if you have a good Internet connection. Applications welcome from all areas.

3.

Here's a really easy and profitable job for anyone who is good with Twitter. We need a social media assistant to help us _____ tweets to our huge number of followers on several different Twitter accounts. We will provide the information for each_____, and it will be your job to ensure that _____ are scheduled and sent efficiently and effectively.

You should have an interest in social media, and be able to suggest ideas on how we can improve the reach and performance of our Twitter campaigns. Excellent rate of pay offered.

4.

This company is seeking good _____ builders to help build _____ back from other websites for search engine optimization purposes. You will contact other websites in markets related to ours, and arrange _____ swaps which will benefit both parties from a search engine perspective.

This is easy work for a keen individual, and can be done from anywhere in the world. You should have a reliable Internet connection and a good standard of English. We pay a sliding scale, with good _____ builders receiving a high rate of pay.

5.

We are urgently seeking a good _____ writer who can produce a batch of 30 _____ on various topics as required. You should be a competent writer who is able to produce 400-600 word _____ efficiently and effectively. You should have experience of writing _____ for blogs and for _____ directories.

We are often looking for fresh writers, so this is a great opportunity to get in with a fast-growing company with big ambitions. We pay well and we pay fast, so this is a good position for anyone worldwide who is a competent and effective writer.

6.

Can you complete _____ by following given instructions? If so, we could use your help. We need several good freelancers to assist in a data entry project that involves adding data to _____ as given. You will take the data we send you, reformat it according to some simple rules, and then enter it into the _____.

We welcome applications from all areas worldwide, and are prepared to pay a good rate to reliable people. Please get in touch to find out how we can work with you on this project. You need a computer and an Internet connection to be considered for this project.

7.

We are looking for a talented writer who can write fiction to order for our ebook publishing business. We have an established track record of publishing good quality books, and are now looking to expand into the fiction market. You should have the ability to write a good story, and be prepared to work with us to produce high quality work.

We pay an advance up front, plus royalties on an ongoing basis. This is a great opportunity for a good writer to break into a fast-growing business.

8.

Several freelancers are required to assist in a number of projects involved in writing fresh content for our websites. You must be a competent writer who can deliver good quality work on time and on budget.

Articles are typically 400-600 words in length, and may be on a wide range of topics, to promote various products and service. You should have a decent Internet connection and a desire to be part of a productive team.

9.

This company is looking for three freelance professionals who can post links to websites on a regular basis. Your job will be to contact other website owners by email and ask them for a link swap. You will then facilitate getting our links posted on their websites.

This is easy work which can be done by anyone with some spare time, from anywhere in the world. All you need is an Internet connection and a reasonable standard of English. We pay around \$200 per day for this work.

10.

A good worker is required to assist with a number of easy data entry projects relating to various projects we have under way. The work involved is simple, and can be fitted around other work. All you need to do is organize the data we send to you according to our

instructions, reformat, and upload to a private area of our web site.

There is plenty of work available for a good worker who is reliable, and who can be trusted to work unsupervised. You can undertake this work from anywhere in the world.

11.

Do you enjoy shopping? If so, this company is looking for people like you. Several mystery shoppers are required to undertake mystery shopping assignments for clients of a marketing consultancy.

Your role is to purchase items using funds that will be provided, and report on your shopping experience. You get to keep all the items purchased for free, plus you get a generous payment per assignment.

12.

A busy entrepreneurial company is looking for several people to assist in writing blog posts and articles for various online projects. We need writers who are able to deliver good quality work on time and on budget.

You should be a competent writer with the ability to research any topic, and write good quality content on that topic as a result. We have lots of work available, and are looking for good writers from anywhere in the world to assist us in achieving our marketing goals.

13.

We are looking for good writers who can produce ebooks on a variety of topics. We pay around \$2000 per ebook, with each book being around 10,000 words in length. We are looking for writers that we can trust to produce good quality work on topics which we allocate.

You must be a competent with good spelling and grammar. We are looking for people who can undertake work on an ongoing basis. This is interesting and rewarding work with a great deal of potential.

Exercise 2. What other freelance jobs do you know about? Learn about 3-4 other freelance jobs, be ready to describe each of them briefly. Which of the freelance job opportunities above appeal to you? Why? Which sound reliable/ not plausible enough? Give your reasons. Do you know anyone who's had freelance work? What kind of work was it? Were they happy with it? Why?

21. WORK FOR STUDENTS

Your Guide to the Best Student Jobs

Popular Student Jobs

**Bank teller Barista Bartender Fitting Room Attendant Hostess Retail
Cashier
Stock clerk Waitress /Waiter / Server Warehouse worker/ assistant**

The best **college student jobs** give you more than a paycheck. Many of our employers offer employee discounts, flexible work schedules, health insurance and, most importantly, references and experience that can help you get a job after graduation.

Ready to find a **student job** you'll actually love? We have hourly jobs in almost every field: education, healthcare, hospitality, retail, customer service, the restaurant industry and more.

Restaurant Jobs for Students

Restaurants offer some of the best student jobs. Flexible hours, tips, great camaraderie, food discounts, and did I mention tips? Hostess jobs are great for extroverts; laid-back students may enjoy delivery driver jobs or cook jobs.

Popular restaurant jobs for students: cashier, cook, delivery driver, hostess

Student Jobs in Retail

Many stores have jobs for students as cashiers and sales associates. The perks: a sweet store discount and a fun work environment. If you'd rather not stand behind the register, consider a behind-the-scenes job as a merchandiser or warehouse associate.

Popular student jobs in retail: stock clerk, merchandising, retail sales

Student Jobs in Customer Service

There are tons of student jobs that involve some kind of customer service, from housekeeping to amusement park admissions. If you're friendly and can summon your inner Zen calm when dealing with demanding customers, take a look at these customer service jobs for students.

Popular customer service jobs for students: cashier, customer service reps/ telemarketer.

Why have a Student Job?

- 70-80% of students work while enrolled in school.
- Two-thirds of 4-year undergraduate students graduated with a Bachelor's degree and some debt.
- The average student loan debt among graduating college seniors was \$23,186.
- 86.3% of 4-year undergraduate students who applied for federal student aid, borrowed to pay for their education

Exercise. 1) Enumerate the reasons for students in English-speaking countries to have a job. Make sure to include the statistics. Are these reasons true for Ukraine? 2) What are the most popular student jobs? In what sphere of human activity? Why are these jobs popular with students? 3) Do students in Ukraine work? Where? Write two paragraphs to describe the situation in our country. Would our students become different if most of them worked? Give your reasons. 4) Have you ever worked? Where would you work during your studies at the university? Enumerate several jobs, give your reasons.

22. VOLUNTEERING

Volunteering is generally considered an altruistic activity, intended to promote good or improve human quality of life. It is considered as serving the society through own interest, personal skills or learning, which in return produces a feeling of self-worth and respect, instead of money. Volunteering is also famous for skill development, to socialize and to have fun. It is also intended to make contacts for possible employment or for a variety of other reasons.

Volunteering takes many forms, and can be performed by anyone with own set of skills. Many volunteers are specifically trained in the areas they work in, such as medicine, education, or emergency rescue. Other volunteers serve on an as-needed basis, such as in response to a natural disaster or for a beach-cleanup.

What Can a Volunteer Do?

Volunteering ideas are endless. Here are some to help you get started:

Medicine/Healthcare. Animals. Reading. Art. Sports. Helping People with Disabilities. Helping the Environment. Law Enforcement. Helping People in Need. Spreading the Word. Cleaning Up Your Town. Working with Children. Your Own Special Brand of Help.

If the _____ **field** intrigues you, consider:

- volunteering at a local blood bank, _____ clinic for the poor, nursing home, emergency _____ squad, or cancer or AIDS facility,
- collecting toys or books for or entertaining kids in the hospital, or
- participating in walkathons or other fundraising activities to fight major diseases or to provide _____ care for those who can't afford it.

If _____ are your passion, you can:

- work at your local zoo, animal shelter, or humane society cleaning cages, feeding and exercising the "residents," assisting with adoptions, working in the office, or planning fundraising events,
- raise a guide dog for a blind person, or
- work at a nature refuge or nature habitat to work on awareness campaigns or fundraising activities.

If you enjoy _____, you've got a skill that's easy to share. You can:

- read stories to children at a community shelter (for the homeless or abused),
- set up a story hour at your local library, children's hospital, or Head Start program,
- read to an elderly neighbor or blind person, or
- volunteer at a local organization that needs readers for a "talking books" program.

If your heart is in _____, you can share your talents by:

- doing _____ projects at senior centers, shelters, daycare centers, local parks, or recreation programs,
- creating stage props and costumes for a local theater,
- offering assistance at a local gallery or _____ center, or
- presenting skits, musical revues, magic shows, concerts, or other entertainment at senior homes, hospitals, or community facilities.

Share your _____ **talents** by coaching Little League, swimming, softball, basketball, soccer, tennis, gymnastic, or other sports in low-income areas. Many volunteer organizations such as the YMCA, the Red Cross, and local civic organizations advertise for such help.

If you want to be a special friend to **people with mental or physical** _____, consider:

- helping with local, regional, or state Special Olympics competitions, or

- planning field trips to museums and amusement parks, recreation and sports activities, or arts and crafts programs for local groups and residential facilities for people _____.

_____ is an important issue. You can help by starting different types of recycling programs in your neighborhood or school. Past honorees have set up programs for recycling tires, motor oil, telephone books, greeting cards, Christmas trees, and computer ink cartridges. If you have an interest in _____ as a career, or are **concerned about** _____ in your community, consider:

- working with your local police department to set up a neighborhood or school watch program,
- talking with your principal or school counselor about establishing a student patrol that keeps an eye out for and reports theft, graffiti, and other _____ in your school,
- educating other young people about avoiding drugs, dealing with strangers, or staying safe on the Internet, and
- taking part in "teen court" justice systems that operate in many cities.

_____ **projects** and church-affiliated organizations such as Habitat for Humanity need volunteers to:

- construct housing for the poor, or
- prepare or distribute food at soup kitchens.
- planting and tending a garden, and then donating the fruits and vegetables to a local food bank, or selling them to earn money for your favorite charity, and
- school or community campaigns to collect food, clothing, books, toys, school supplies, eyeglasses, toiletries, backpacks, and holiday gifts for the disadvantaged.

Perhaps you'd like to _____ **about an issue** that's important to you. For example, you could:

- warn fellow students about drug or alcohol abuse, AIDS, or negative peer pressure,
- promote important ideals such as racial tolerance, a clean environment, or traffic safety, or
- put together an educational presentation and take it to schools in your area, or launch a general awareness campaign in your community.

Here are some _____ **ideas** to sink your hands into:

- planting trees and flowers in public parks, along walkways, or in downtown areas,
- beautifying your school grounds,
- cleaning up litter on a regular basis from neighborhood streets, local streams, highway shoulders, and other public places, or
- offering to help paint over graffiti on school or city property.

If you like **helping** _____ or are considering a _____ career, look into:

- working as a tutor or mentor through your school or a community center,
- being a counselor at a day camp,
- helping out at children's hospitals, daycare centers, shelters,
- organizing a "camp" to get local children involved in sports, music, science, theatre, gardening, or other activity.

Voluntary Work Advantages & Disadvantages

Volunteer workers can be found all over the world, performing a multitude of different skills and tasks. Not all volunteer efforts involve working with the disadvantaged or needy, for it is quite possible to be a volunteer at an art museum or an outdoor environmental site.

There are many things you might consider before committing to volunteer work.

Fill A Personal Need

By nature, people are a social creature. Sometimes the best way to fulfill this human need for social interaction is to participate in a volunteer situation, which places you in a group setting.

Personal Satisfaction

Volunteer work can be a simple way of doing something constructive, just for the personal reward of seeing the task brought to completion. Also, volunteer work does not have to be undertaken in a large group setting; working one-on-one with another individual may be just as effective and rewarding.

Lead To a Paying Job

Volunteer work does not have to be altruistic. Many organizations hire part-time or full-time employees from the ranks of volunteers. Just be honest with yourself and your host about why you are a volunteer.

Time Consuming

Volunteer work could take up a larger block of your time than you originally planned for. Make sure you have your volunteer commitments clearly defined before you begin and don't be afraid to say "no" to an additional request.

Misdirection of Time

Volunteer work may not be right for everybody. Perhaps there is someone or someplace in your family or neighborhood, where your efforts or skills are needed more.

http://www.ehow.com/facts_5545068_voluntary-work-advantages-disadvantages.html

Exercise. A) Fill in the blanks in the text above. Match each chapter with an appropriate aspect at the beginning of the text.

B) Choose 2-3 spheres of volunteering which appeal to you best. Dwell on them. Say what you personally could do to use your talents and abilities for our planet/ society.

C) What advantages and disadvantages of volunteer work are true about you? Have you or anyone you know ever been a volunteer in your town/city/village? What are your/their impressions?

D) Compare the development of volunteering activities in Ukraine and in English-speaking countries. What do you know about the situation around volunteering in other parts of the world (e.g., China, Japan, Brazil, Africa)?

E) Write your suggestions about how to improve the volunteering activities in Ukraine.

F) What professions are the volunteer activities described in the text above, connected with?

23. POPULAR QUOTATIONS ABOUT JOBS AND PROFESSIONS

Read the quotations below, be prepared to answer the following questions:

- 1) What jobs/ professions are the most frequent on the list? Why is it so, what do you think?
- 2) What statements do you agree with? Disagree with? Why? Choose two to comment on.
- 3) Are there any quotations below that you could paraphrase, change or specify? What would your version sound like?
- 4) Are there any quotations which can be true about you?
- 5) *What do you know about the authors of some quotations? Could you trust them as somebody authoritative?

- Archeologists and historians ... they are like jewelers, examining every tiny aspect of each valuable thing, with exactness and care —Judith Martin
- Business is a vocation. Philosophy is, or should be, an avocation —Elbert Hubbard
- A financier is a pawnbroker with imagination —Arthur W. Pinero
- (I guess) getting into nunhood is about as hard as pro football —Michael Malone
- (In ordinary business, man can settle to routine. The journalist can't.) He's [the journalist] like a robin, looking in all directions at once —Frank Swinnerton
- He who philosophizes is like a mirror that reflects objects that it cannot see, like a cave that returns the echo of voices that it does not hear —Kahlil Gibran
- Journalism, like history, is certainly not an exact science —John Gunther
- The Notary Public, like the domestic dog, is found everywhere —John Cadman Roper
- The philosopher is like a mountaineer who has with difficulty climbed a mountain for the sake of the surprise, and arriving at the top finds only fog; whereupon he wanders down again —W. Somerset Maugham
- Philosophy is like the ocean: there are pearls in its depths, but many divers find nothing for all their exertion and perish in the attempt —Ha Yevani Zerahia
- Police business ... it's a good deal like politics. It asks for the highest type of men, and there's nothing in it to attract the highest type of men —Raymond Chandler
- Professors are just like actors. Actors got press agents that write things about them and they get so they believe it —Anon
- Professors get to looking at their diplomas and get to believing what it says there —Will Rogers, radio broadcast, January 27, 1935
- Psychoanalysis, like imagination, cannot be learned by rote —Theodor Reik
- Psychology is like physics before Galileo's time, not a single elementary law yet caught a glimpse of —William James, letter to James Sully, 1890
- Running a liberal paper is like feeding melted butter on the end of an awl to a wild cat —Oscar Ameringer, *Progressive*, January 17, 1942

24. HUMOUR

How all careers end

How careers end...

Lawyers are disbarred.

Ministers are defrocked.

Electricians are delighted.

Far Eastern diplomats are disoriented.

Drunks are distilled.

Alpine climbers are dismounted.

Piano tuners are unstrung.

Orchestra leaders are disbanded.

Artists' models are deposed.

Cooks are deranged.

Dressmakers are unbiased.

Office clerks are defiled.

Mediums are dispirited.

Programmers are decoded.

Accountants are discredited.

Holy people are disgraced.

Pastry chefs are deserted.

Perfume makers are dissented.

Butterfly collectors are debugged.

Students are degraded.

Electricians are refused.

Bodybuilders are rebuffed.

Painters are discolored.

Judges are disappointed.

Vegas dealers are discarded.

Mathematicians are discounted.

Tree surgeons disembark.

The job security quiz

The job security quiz will help judge how long you'll end up at your current job and what will become of you.

1. The boss appears at your cubicle and finds you playing DOOM at your desk, you...

A. Swear to take the game off your hard drive forever, but first make a copy for his kid.

B. Inform him that you're planting a virus in the program so that everyone who plays it on company time will get reported to Human Resources.

C. Tell him that whatever he wants will have to wait until you've finished the level.

2. There's a cush job opening in the mail department, stuffing envelopes with free samples. It pays twice as much as your current position. What do you do?

A. Meekly suggest to your boss that transferring you might improve the morale of everyone

who's been working with you.

B. Politely ask your boss for a transfer and offer to split the salary increase 50/50 with him.

C. Barge into your boss's office and demand reassignment so that you, "Won't have to work under someone who should have retired before he became a laughingstock."

3. When your boss throws a party and invites everyone in the office except you, what do you do?

A. Stay home and watch 'I Love Lucy' reruns.

B. Show up at the party anyway, with a really expensive bottle of wine and a briefcase full of small, unmarked bills.

C. Go over to your boss's house after everyone has left and throw rocks at the windows, shouting obscenities.

4. Your boss criticizes your work unjustly; what do you do?

A. Listen politely, and then apologize.

B. Blame someone else.

C. Climb on top of your desk, and hold up a piece of paper on which you've written the word "union."

5. When the CEO parks his car in your spot, you...

A. Wash and wax it, then leave your business card under the windshield wiper.

B. Key it ... then tell the CEO's secretary you saw your boss near it, loitering suspiciously.

C. Key it ... then proudly tell the CEO's secretary that you did it.

6. Your boss asks you to play Kooky the Clown for his kid's fifth birthday party, what do you do?

A. Offer to pay for the costume rental and cake, too.

B. Agree to do it, then blackmail a co-worker into doing it while pretending to be you.

C. Agree to do it, then show up as yourself and tell the children that Kooky is dead.

7. The boss accuses you of not keeping the office clean; you...

A. Clean the office while he supervises.

B. Tell him that you delegated the job, then fire the underling you supposedly gave the job to.

C. Clean the office again, but this time, you use your boss' face.

Scoring this test

Mostly A's: You have nothing to worry about. They'll never fire you because you're a doormat.

Mostly B's: You're not just going to keep your job, with your complete disregard for other people's feelings, you'll positively shoot up the ladder of success. Congratulations! You're a real jerk.

Mostly C's: You are a career kamikaze. The boss would have fired you long ago, but he's terrified of what you might do.

25. TEXTS FOR TRANSLATION

Дослідження: українці виявилися креативнішими за росіян у роботі

Більше 60% українців вважають свою роботу креативною, в той час як тільки менше половини росіян змогли відповісти на питання про креативність своєї роботи ствердно, свідчать результати дослідження міжнародного кадрового порталу hh.ua.

Так, пояснили кадровики, на запитання: «Чи вважаєте Ви свою роботу креативною?» ствердно відповіли 61% опитаних. Примітно, що в Росії, наприклад, за даними аналогічного дослідження цей показник становить 47%.

Як зазначає hh.ua, найбільш креативна робота у жителів Харківської (71%), Рівненській (67%), Одеської (62%), Київської областей (61%), а також у жителів столиці (62%) і АР Крим (68 %).

На думку респондентів, основні критерії креативної роботи - це креативна професія (необхідність постійно генерувати нові ідеї) і постійна необхідність використовувати нестандартні інструменти, творчо підходити до вирішення завдань.

Фахівці також з'ясували, що джерела для отримання креативних ідей респонденти використовують мозковий штурм і логічні роздуми, але досить часто "креативники не проти просто почекати осяяння".

У той же час, на думку респондентів, для того, щоб бути успішним творчим працівником, необхідно володіти гнучкістю мислення (56,24%), винахідливістю (44,19%), талантом (34,76%) і високим рівнем внутрішньої мотивації (32, 14%) і непогано при цьому мати високий рівень компетенції і освіти (23,49%).

Незважаючи на те, що більшість опитаних вважають свою роботу креативною, тільки невелика частина респондентів (14%) має можливість повністю розкрити свій творчий потенціал, в основному ж креативні здібності залишаються розкритими не до кінця (64%), або не реалізованими зовсім (20%).

Також дослідження показало, що більшість опитаних до креативних завдань керівництва ставляться з радістю (47%) або нейтрально (30%), але іноді (в 6% випадків) нові креативні завдання можуть налякати до жаху.

У свою чергу найбільш популярними видами заохочення від керівництва за "креатив" є словесні похвали (43%), іноді премії (12%), рідко підвищення заробітної плати (7%) і ще рідше підвищення по службі (4%). Креативна робота більш ніж чверті респондентів (27%) так і залишається без позитивної оцінки.

Небезпечні професії, які ламають психіку

Юрист

Юристів видно здалеку. Акуратна зачіска, строгий діловий костюм і кейс - образ, а-ля Кіану Рівз з "Адвоката диявола". На додачу до такого офіційного зовнішнього вигляду, більшість вартових Феміди відрізняє підкреслено стримана поведінка. Ці люди дуже чітко і послідовно відповідають на питання і люблять сипати професійними термінами. "Формалізм юристів не так уже й нешкідливий, - пояснює Надія Кузьміна, психолог-консультант центру "Навігатор". - Інформованість правознавців може перевищити рамки допустимого, і з часом вони просто перетворюються на зануд". Як правило, в цю професію йдуть люди в'їдливі та допитливі. Оскільки ці якості культивуються з року в рік, для багатьох юристів зайва недовірливість стає рисою характеру. Навіть в

особистих стосунках вони схильні шукати підступ. Якщо ви вирішили протистояти професійній деформації, не варто давати собі установку типу "я ніколи не стану таким черствим занудою, як Іван Іванович". У цьому разі ви занадто концентруєтесь на боротьбі з самим собою, що призведе до зайвого самоконтролю. "Розвивайте в собі почуття гумору. Здатність посміятися над собою дозволяє залишитися в здоровому глузді і не перетворитися на нудного сухаря», - радить Надія Кузьміна.

Бухгалтер

Деякі експерти жартують: бухгалтер - це діагноз. "Мені здається, для того, щоб змінити спеціальність, бухгалтеру доведеться витратити куди більше зусиль, ніж працівникові будь-якої іншої професії», - усміхається генеральний директор компанії ProTraining Денис Чистяков. Багато людей настільки вживаються в діловий образ, що переносять любов до протоколу на приватне життя. "Бухгалтери все роблять правильно, - розповідає Денис Чистяков. - Все екстремальне їх лякає і насторожує. Вони вчаться у школі на п'ятірки, закінчують інститут з червоним дипломом. Вони б воліли відразу влаштуватися на роботу, де залишаться до пенсії". Педантизм бухгалтери нерідко переносять і в сім'ю. Чоловікові або дружині можна не хвилюватися: планування сімейного бюджету опиниться в надійних руках, а квартира буде утримуватися в чистоті і порядку. Боїтеся перетворитися на зануду? ВідірвітьсЯ від паперів і станьте ближче до людей, інакше ризикуєте виявився другим Акакієм Башмачкіним, чий світ складався з букв і ком. Навколо відбувається багато цікавого. Розважайтеся, спробуйте незвичайні види спорту. Тут на допомогу можуть прийти родичі та друзі формаліста, які на ділі доведуть, що в невизначеності та ризикованості є свої плюси.

Військовий

Ці люди з юних років звикають до атмосфери найсуворішої дисципліни. Як правило, військові "муштрують" домашніх, а незгодних пригнічують силою виправки. Військовий у відставці - класичний образ домашнього тирана і диктатора. На думку психологів, військові набувають того типу професійної деформації особистості, який неможливо подолати. Офіцер - не професія, а спосіб життя. Тут не врятує навіть почуття гумору, яке, треба сказати, у військових або відсутнє, або носить занадто специфічний характер. У той же час військові чудово адаптуються до життя на "цивіліці". "Величезний плюс військових у тому, що з них виходять вірні чоловіки і захисники. Кинути сім'ю не дозволяє кодекс честі. До того ж міцна сім'я є для офіцера частиною іміджу", - вважає Надія Кузьміна. Так що немає сенсу зациклюватися на недоліках - краще культивувати в собі позитивні якості, властиві представникам вашої професії.

Лікар

Робота лікаря передбачає величезну відповідальність, а служба в екстремальних умовах накладає свій відбиток. Усім відомий цинізм медиків стає своєрідним психологічним захистом від страху і щоденних страждань пацієнтів. Чорний гумор, який лікар може дозволити собі в суспільстві колег, автоматично переноситься на друзів і близьких, а це може вразити почуття оточуючих. Іноді медики настільки сильно звикають приховувати емоції, що воліють не розповідати про роботу і свої переживання. Трагічні події, що відбуваються в звичайному житті, лікарі сприймають по-спартанському і з

певною часткою байдужості. Однак те, що здається байдужістю, насправді власноручно зведена психологічна стіна. Психологи радять ділитися своїми внутрішніми проблемами з близькими людьми і не забувати про співпереживання, якого так чекають рідні. Залиште неприємності на роботі, а за межами медустанови робіть усе, щоб уникнути додаткового стресу: гуляйте пішки, читайте книги і дивіться фільми, не пов'язані з насильством.

Журналіст

Як у роботі, так і в житті журналісти бувають досить поверхневі. Це й зрозуміло: професія не передбачає детального вивчення матеріалу, тому інтереси журналіста направлені вшир, а не вглиб. Ще один недолік журналістів - зайва цікавість. "У повсякденному житті вони намагаються привернути до себе увагу, - розповідає Надія Кузьміна. - Таке прагнення викликане тим, що у професійній діяльності люди змушені залишатися в тіні, щоб зберегти об'єктивність і не відволікати увагу від ньюсмейкера. Я б порадила журналістам, що страждають багатослівністю, якось записати свої діалоги на плівку і уважно прослухати. Вам буде простіше оцінити свої ораторські навички і зрозуміти, чи не занадто активно ви тягнете ковдру на себе ". І все ж перемогти такий недолік, як балакучість, дуже непросто. Зате жити з ним цілком можна. Але тільки якщо правильно вибирати коло спілкування. Вибирайте людей, які люблять слухати більше, ніж говорити, і розповідайте на здоров'я журналістські байки в компанії вдячних інтровертів.

Психолог

"У двох із трьох випадків люди йдуть вчитися на психолога, щоб спробувати розібратися в собі, - вважає Денис Чистяков. - Їх щось турбує, і вони хочуть навчитися справлятися з проблемами". При цьому, як це не дивно, до кінця життя психологи так і не можуть покінчити зі своїми "тарганами". В одних випадках вони не помічають контексту і починають аналізувати і копатися в проблемах інших людей. Вони влаштовують співрозмовнику допити з пристрасстю і, що найжахливіше, намагаються нав'язати йому поради. "У бізнесі це не завжди потрібно, - вважає Денис Чистяков. - Наведу приклад. Менеджерам з продажу часто влаштовують спеціальні тренінги з НЛП, де їх вчать, як впливати на людей. Але в підсумку всі переговори зриваються, бо замість того, щоб слухати співрозмовника, люди вивчають, як хто на кого подивився, хто як сів і хто який рух зробив ". Другий варіант деформації пов'язаний із майстерністю маніпулятора. Такі люди вміють спілкуватися з людьми і чудово розуміють їх слабкості. Використовуючи оточуючих, психолог легко доб'ється бажаного, причому решта так і не зрозуміють, як йому вдалося це зробити. Постарайтеся чітко розділити професійне та приватне життя. Ви повинні вміти звільнитися і абстрагуватися від професії. Не сприймайте оточуючих людей як матеріал для дослідження. Говоріть собі "стоп", як тільки помічаєте за собою нездоровий інтерес до співрозмовника. Маніпулювання - і зовсім рідко неприйнятна в особистих стосунках, залиште цю іграшку тільки для ділових ситуацій. Тим більше, концентруючись на пошуках підтекстів і намагаючись проникнути в несвідоме, ви позбавляєте себе істинного задоволення від простого людського спілкування.

Менеджер із продажу

Продавців професія вчить хитрості й спритності. Уміння "сплавити" товар, який не продається, - це ціле мистецтво, а найчастіше досить низька якість товару змушує хитрувати і лукавити. Ще один недолік менеджерів із продажу - балакучість. "На роботі їм доводиться багато розмовляти, і це входить у звичку. Також їм властивий зайвий артистизм, - розповідає Надія Кузьміна. - Якщо ви стали помічати за собою надмірну балакучість і деяку награність, пригальмуйте. Постарайтеся хоча б у години дозвілля абстрагуватися від думок про роботу". Менеджерів із продажу, як правило, відрізняє надмірна споживча прискіпливість. Здійснюючи навіть невелику покупку, менеджер ніяк не може звільнитися від думки, що його намагаються ошукати. "Від необгрунтованої підозрілості можна позбавитися. Оскільки ви звикли оперувати великою кількістю інформації, спробуйте готуватися до покупки заздалегідь. Наприклад, можна отримати максимальну кількість інформації про товар або послугу в інтернеті", - радить Надія Кузьміна.

Учитель

Вчителі і в звичайному житті займаються своєю улюбленою справою - вони вчать. Як правило, у педагогів завищена самооцінка, яка не залежить від їх статусу. "Вчителі важко перебудовуються, - говорить Денис Чистяков. - Більшість із них - не хочу узагальнювати - колись вивчили певний список тем і тепер викладають зазубрений курс, не відхиляючись від нього ні на крок". Вони звикли нав'язувати свою точку зору оточуючим і не вміють підкорятися іншій людині, звідси авторитарна поведінка і владність. Вони наполегливо прагнуть довести оточуючим своє лідерство і отримати визнання. "Вчіться підкорятися, - радить Денис Чистяков. - Якщо ви змінили сферу діяльності, то повинні зрозуміти закони ієрархії в компанії. Постарайтеся змінити свою роль, скажіть собі: "Зараз я учень і навчаюся новій справі ". У родині треба бути мудрішими. Одна справа - поправити учня на уроці, інше - висловити претензії дружині. В даному разі відбувається заміщення ролі дорослого роллю дитини, але ваш чоловік або дружина не дитя, і це потрібно гарно усвідомити ". Спробуйте встати на місце свого співрозмовника або свідомо приміряйте на себе роль підлеглого. Створіть ситуацію - на відпочинку, на курсах вивчення чогось нового, на пізнавальній екскурсії, де ви були б веденим і апріорі знаходилися в положенні "знизу". Може, випробувавши всі принади наказів і розпоряджень на собі, ви почнете обережніше командувати іншими людьми. Постійний саморозвиток і терпимість - таку пораду дають психологи.

Україна стає одним з лідерів світового ринку фрілансу

Українські фахівці, зареєстровані на найбільшій біржі фрілансу elance.com, за п'ять років заробили понад 34 млн. доларів, вийшовши за цим показником на 4-е місце в світі.

Світовий ринок фрілансу зростає з кожним роком, і все більше замовників і виконавців знаходять один одного в онлайні завдяки біржам фрілансу. За оцінками elance.com, найбільшої в світі онлайнної платформи, що забезпечує замовленнями 1800000 фрілансерів, грошовий оборот в даній сфері в 2012 році складе 1млрд. доларів.

"85% компаній, які хоча б раз пробували співпрацювати з фрілансерами, відзначають, що це дало їхньому бізнесу серйозну конкурентну перевагу за трьома параметрами: економія коштів, можливість максимально швидкого найму та доступ до талантів. Більш того, кількість найнятих співробітників з" інтернет- хмари "людських ресурсів постійно зростає. Через п'ять років компанії найматимуть через Інтернет

більше половини необхідних для роботи фахівців - 54%. Сьогодні вже не важливо, де ти знаходишся на карті світу, важливіше, що і наскільки добре ти вмієш робити", - стверджує віце-президент компанії Elance по країнах Європи Кьетіль Олсен.

У чому ж полягає секрет популярності такого співробітництва? Так, клієнти elance.com серед основних причин активного найму фрілансерів називають можливість зекономити кошти (89% опитаних), гнучку можливість збільшувати і зменшувати кількість співробітників залежно від потреби компанії (73%), а також доступ до фахівців у всіх дисциплінах з різних куточків світу і можливість максимально швидкого найму (56%)

У свою чергу, 69% фрілансерів, які отримують замовлення через elance.com, стверджують, що вони щасливіші, ніж коли працювали на постійній основі в офісі. Серед плюсів фрілансу вони вказують можливість самим вибирати замовників і займатися тим, що приносить задоволення, де завгодно і коли їм зручно. 57% фрілансерів повідомили, що за останні 12 місяців їх дохід зріс, причому у більшості (70%) більше, ніж на одну п'яту.

Станом на жовтень 2012 року, на elance.com було зареєстровано 11411 фрілансерів з України. Їх кількість постійно зростає: наприклад, у вересні 2012-го на сайті зареєструвалося 767 нових фахівців. Їхні послуги затребувані у всьому світі: у вересні 342 українських фрілансери заробили 1,072 млн. доларів. Всього за час існування elance.com українці виконали замовлення на суму 34,3 млн. доларів. Це четвертий показник у світі. Попереду лише Індія (150,9 млн. доларів), США (150,2 млн. доларів) і Пакистан (35,6 млн. доларів).

Найбільше замовлень українські фрілансери виконали в ІТ-сфері та дизайні: на 32 млн. доларів і 2 млн. доларів відповідно. Крім того, роботу знайшли копірайтери та перекладачі (заробили 133,4 тис. доларів), фінансисти та управлінці (62,1 тис. доларів), системні адміністратори (51,9 тис. доларів), фахівці в сфері розробки та промислового виробництва (45, 5 тис. доларів), а також у галузі продажу та маркетингу (34,6 тис. доларів).

<http://ubr.ua/labor-market/ukrainian-labor-market/ukraina-stanovitsia-odnim-iz-liderov-mirovogo-rynka-frilansa-172398>

Як не спізнюватися на роботу

Постійні запізнення - для багатьох ця проблема давно стала критичною. Адже незграбні вибачення, виправдання, брехня і страх - далеко не найкращий початок для успішного робочого дня.

Усвідомте проблему

Зізнайтеся собі, що ваші запізнення вже перестали бути випадковими. Згадайте, скільки разів за останні кілька місяців вони ставили вас у неприємне становище? І яка частина з них була зумовлена об'єктивними причинами? Відповіді на ці два питання допоможуть вам зрозуміти, чи є ваша непунктуальність систематичною. І чи є привід для її негайного викорінення.

Визначте причину

У більшості запізнень є цілком з'ясовні мотиви. Вчасно розпізнати їх - це вже півсправи на шляху до пунктуального життя.

- Невміння розподіляти час. Можливо, ви просто не можете точно визначити, скільки часу необхідно витратити на збори. Ця банальна причина періодично змушує спізнюватися на роботу більшість із нас.
- Небажання йти до місця призначення. Може бути, ви спізнюєтеся на роботу саме через підсвідоме небажання там знаходитися. Якщо ваші запізнення стосуються тільки

роботи і не поширюються, наприклад, на зустрічі з друзями, це вірний сигнал того, що пора міняти роботу.

- Звичка. Якщо ви раніше працювали в компанії, в якій спізнювалися всі, це цілком могло виробити у вас звичку спізнюватися.
- Недосипання. Бажання подовше поспати - ось ваша головна причина для запізнень? У такому випадку боротися потрібно не з непунктуальністю, а з порушенням нормального режиму сну.

Дійте

Правило «Я не спізнююся». Згадайте це правило, коли збираєтеся куди-небудь. Просто налаштуйтеся приходити на роботу вчасно. Вірте у власну пунктуальність, як би абсурдно це не звучало. Адже часто саме прилиплива репутація ненадійного співробітника заважає нам позбутися неприємних звичок.

Правило «Якщо я спізнююся, я не брешу». Досить вигадувати неймовірні історії про перипетії вашого ранку. Запізнилися, бо вимкнули будильник і прокинулися за півгодини до початку робочого дня? Не могли вчасно вийти з дому, тому що стрілка на лівому оці виходила недостатньо рівною? Сподівалися, що у начальника буде гарний настрій, і він пробачить вам півгодини затримки? Так і кажіть. Нехай це буде кращою розплатою за кожне ваше запізнення.

Розподіл часу. Блокнот і ручка - ідеальні інструменти для планування часу. Прописуйте до дрібниць все, що повинні зробити до моменту виходу з будинку. Залишайте невеликий запас: замість 15 хвилин пишійть 20. Контролюйте себе на кожному етапі виконання плану. Залишайте в ньому трішки часу «для себе». Якщо впораєтеся вчасно, витратьте ці хвилини на «бонусну» чашку чаю з круасаном.

Твереза оцінка сил. Не намагайтеся встигнути за півгодини те, на що у вас зазвичай йде дві. Така гонитва рідко призводить до позитивних результатів. Будьте спокійні і орієнтуйтеся на цифри годинника. Пора виходити - відкладайте справи, які не встигли зробити. Якщо ви дійсно вирішили боротися із запізненнями, то для вас зараз своєчасний вихід з дому куди важливіший, ніж не ідеально профарбовані вії.

Здоровий сон - кращий супутник пунктуальності. Якщо ви зранку не можете відірвати голови від подушки, це обов'язковий привід переглянути режим. Лягайте спати раніше - і вставати ви будете легко і невимушено. Не варто орієнтуватися на стандартні 8:00. Можливо, ваша норма - десять. Не шкодуйте часу на сон і, як не дивно, у вас буде вистачати його і на роботу.

А ви часто спізнюєтеся на роботу?

Топ-10 помилок при пошуку роботи

Експерти рекрутингового порталу rabota.ua склали список 10 найбільш поширених помилок при пошуку роботи.

1. Неправильно складене резюме. Незважаючи на те, що сьогодні інформації з приводу того, як правильно скласти резюме, є в достатній кількості, багато хто продовжує складати "погані" резюме, які навіть не розглядаються роботодавцем.
2. Не варто сидіти склавши руки. Позиція "розішло резюме в компанії і буду чекати шквалу дзвінків" дуже часто підводить претендентів. Не лінуйтеся - зателефонуйте в компанію і уточніть долю своїх резюме. Якщо скрізь усе тихо да глухо - можна починати пошук нових альтернатив.
3. Не робіть усе на швидку руку. Ретельно відбирайте вакансії, які підходять саме вам, і запам'ятовуйте, куди посилали резюме. В іншому разі, коли вам подзвонить рекрутер,

ви можете бути захоплені зненацька, не маючи уявлення, з ким і з якого приводу розмовляєте.

4. Не бійтеся бути наполегливими. Багато претендентів, почувши на співбесіді фразу "Ми вам зателефонуємо", готові покійно чекати стільки, скільки потрібно. Втім, за цей час можна було б знайти десяток робіт, а роботодавець, як потім виявляється, може просто забути про свою обіцянку. Щоб не гадати, скільки і чого взагалі чекати, візьміть і самі наберіть номер компанії і уточніть всі питання, які вас хвилюють.

5. Як ви назвали своє резюме? Може бути, CV.doc або rezume.doc? От тільки чесно, на що ви розраховуєте? Уявіть, що роботодавцю прийдуть сотні аналогічних файлів. Підрахуйте, чи багато у вашого резюме шансів бути поміченим серед інших, - і тоді ви зрозумієте, що потрібно зробити.

6. Пунктуальність. Краще вийдіть з будинку на дві години раніше, але ні в якому разі не запізнюйтесь на співбесіду. Запізнення - це повний провал.

7. Ви готові до тестів? На співбесіді або ж за допомогою онлайн-листування вас напевне попросять пройти якийсь тест. Не варто ставитися до цього з недовірою, навіть якщо завдання або питання вам здадуться дурними і несерйозними. Пам'ятайте: хороший рекрутер - дуже тонкий психолог. Відмова від проходження тесту позбавить вас шансу отримати бажану роботу.

8. Питання оплати. Якщо прямо з порогу ви заявляєте про те, що ви супер-пупер співробітник, який не буде працювати за копійки, а потім назвете очікувану зарплатню, яка удвічі більша, ніж у директора підприємства, то чи варто говорити, що на вас після цього чекає? Авжеж не робота в цій компанії!

9. Думайте, що говорите. Якщо ви починаєте розпускати плітки на співбесіді або ж нарікати на попередніх роботодавців, то ваші шанси закріпитися в новій компанії дорівнюватимуть нулю. Кому захочеться, щоб через пару років ви так само поливали брудом їх компанію, влаштовуючись на нове місце?!

10. Чи є у вас питання? Після того, як рекрутер виголосить цю фразу, ніколи не відповідайте "Ні", в іншому випадку роботодавець може вважати, що вам не цікаво, що чекає на вас на новій роботі і чим взагалі займається компанія.

Збільшуємо продуктивність: принцип 80/20

Працездатність людини - величина непостійна. Тим часом робочі завдання, та й питання особистого характеру доводиться вирішувати щодня. Щоб збільшити продуктивність власної праці, потрібно використовувати принцип Парето.

Спочатку він був сформульований стосовно людей і багатства - «80% грошей належить 20% людей». Однак справедливість принципу була доведена для всіх сфер людського життя. Застосовувати правило Парето можна щодня, і в самих різних видах своєї діяльності.

Планування. Вас очікує багато справ? Випишіть їх у стовпчик, і оцініть продуктивність. Ви побачите, що тільки 20% всіх справ потрібно робити в першу чергу, оскільки саме вони принесуть 80% результату - тобто левову частку. Зосередьте свою увагу саме на них.

Розклад. Людина, задоволена своїм життям, більше процвітає. Але дуже часто ми приносимо в жертву роботі та необхідним, але нудним справам, власні задоволення. Проаналізуйте свій день. Тільки 20% дій є джерелом 80% задоволення. Тому не

відмовляйте собі у цих дрібницях, і не коріть себе за подібні «поблажки». Саме ці справи роблять вас щасливимю

Читання. Книги, які ви читаєте, мають різну цінність, але в будь-якому разі віднімають ваш час. Подивіться уважніше - напевно тільки 20% прочитаного коштує витрачених хвилин. Надалі намагайтеся читати книги, подібні тим, що входять в 20% корисних, пізнавальних або просто цікавих.

Спілкування. Співвідношення витраченого часу та енергії на спілкування і одержуваної користі від такого проведення часу теж підкоряється закону 80/20. Тому без жалю відмовтеся від спілкування, яке не несе користі і є просто «пожирачем» вашого часу.

Інформація. Протягом дня ви читаєте новини, слухаєте радіо, дивитесь телевізор, перегортаєте газети і журнали. Виключіть зі свого життя ЗМІ, які постачають вам інформацію низької якості. Залиште тільки 20% дійсно корисних і достовірних джерел новин.

Пошта. Проаналізуйте свою вхідну пошту. Для однотипних листів розробіть шаблон відповіді. Тільки 20% вхідних листів вимагають термінового реагування. З рештою 80% можна розібратися в кінці дня.

Інтернет. Сайти, як і будь-яке джерело інформації, можуть просто забирати ваш час, а можуть бути дуже корисними. Передивіться історію свого веб-серфінгу - можливо, 80% сайтів варто видалити з закладок? Зате на решту 20% корисних ресурсів ви зможете виділяти куди більше часу.

Домашні справи. Організуйте своє домашній простір за принципом Парето. 20% речей і предметів потрібні вам найчастіше, тому тримайте їх під рукою. Інші 80% використовуються набагато рідше - заховайте їх подалі, щоб прибирання не викликало проблем, або зовсім їх позбудьтеся.

Комп'ютер. Ви зможете набагато швидше знаходити потрібний документ або програму, якщо в папках комп'ютера і на жорсткому диску пануватиме порядок.

Гроші. 20% ваших грошей приносить 80% користі. Визначте, які саме витрати або вкладення є найбільш корисними, і завжди залишайте на них «зелене» світло при плануванні бюджету.

Цілі. Подивіться на цілі, які стоять перед вами. Оцініть їх витратність у плані грошей, часу, сил. Прорахуйте віддачу. В першу чергу зосередьтеся тільки на тих 20% цілей, які принесуть вам 80% успіху.

А які секрети підвищення власної продуктивності знаєте ви?

Як отримувати задоволення від роботи

За даними рекрутингових агентств менше половини українців зізнаються, що люблять свою роботу. Всі інші просто терплять її. Тому що іншої професії немає, тому що

треба виплачувати кредити, тому що «всі так живуть». Ми вирішили з'ясувати, як же полюбити свою роботу і навчитися отримувати від неї задоволення.

Першим ділом спробуємо розібратися в можливих причинах, які змушують нас приречено зітхати при думці про роботу.

Чому вам не подобається ваша робота

Тому що ви взагалі не любите працювати. Більшість людей страждають від помилкового стереотипу. Їм здається, що щастя - це цілодобове байдикування на березі океану з тропічним коктейлем в келиху. Насправді бездіяльність стомлює куди більше, ніж важкі навантаження на роботі. І досвід пересичених усіма життєвими благами дітей мільйонерів - тому красномовне підтвердження.

Тому що робота вас пригнічує. Керівництво вашої компанії страждає садизмом (дурістю, лінню, пліткарством, снобізмом - і ще сотня варіантів на вибір). Вас змушують шаблонно мислити, формально одягатися і просиджувати в офісі «від дзвінка до дзвінка». При цьому ніхто не цікавиться вашими творчими ідеями. І, до прикладу, ось уже п'ятий рік дарують вам на 8 березня шоколадні цукерки, хоч у вас цукровий діабет.

Тому що вам мало платять. Усі роботодавці знаходяться у таємній змові, мета якого - залишити вас без засобів до існування. Ваша зарплата незрівнянно менша від того величезного внеску, який особисто ви вносите в успіх загальної справи.

Тому що ви вибрали не свою справу. Якби не батьки (друзі, хлопець, ведучий популярного шоу), ви б зараз уже працювали актрисою в Голлівуді або, як мінімум, готувалися підкорювати Євробачення. Але замість цього вам доводиться розгрібати завали документів і вислуховувати претензії клієнтів. І як накажете розуміти таку несправедливість?

Тому що вас перевантажують. Чи той обсяг роботи, який ви виконуєте, подужали б четверо, чи навіть п'ятеро, «свіжих» випускників вузу? Але ви справляєтеся. Тим не менше, втомлюєтеся так, що засинаєте, тільки сівши в таксі біля офісу. А прокидаєтеся - аж у середині наступного робочого дня.

Тому що ви жінка. А призначення жінки - народження дітей і збереження домашнього вогнища. Хіба складання бізнес-планів - це призначення жінки? Або, може бути, відправка кореспонденції - призначення жінки? Ви впевнені, що ні.

Як отримувати задоволення від роботи

Згадайте про існуючий рівень безробіття. Так, можливо у вашої роботи є багато недоліків. Але, повірте, величезна кількість жителів нашої планети з радістю погодилися б її виконувати - в тому ж режимі і за ту ж зарплату, що і ви.

Виділяйте приємне. Рутинна - частина абсолютно будь-якої професії, навіть найбільш творчої. Долайте її в період, коли у вас ще багато сил і енергії. А наостанок намагайтеся залишати ту ділянку роботи, яка вас справді цікавить.

Не беріть роботи додому. Найпрекрасніше в роботі з 9 до 6 - це те, що по закінченні робочого дня ви вільні. Більшості фрілансерів, які користуються попитом, таке може тільки снитися. Насолоджуйтесь часом, проведеним поза роботою. Наповнюйте його позитивними емоціями - і години відпочинку стануть мотивацією для якісної роботи.

Підтримуйте добрі стосунки з колегами. Вам буде більше хотітися на роботу, якщо там ви будете зустрічати друзів і однодумців. І, крім напруженої праці, у вас буде з ким обговорити останні новини за чашкою кави.

Будьте перфекціоністом. Будь-яка діяльність викликає нудьгу, якщо вона здається безглуздою. Намічайте цілі, досягайте їх і отримуйте від цього задоволення.

А ви отримуєте задоволення від роботи?

Як читати оголошення про роботу

Оголошення про роботу - це як секретний код, який треба вміти розшифрувати. За стандартними фразами криється безліч подробиць. Оволодівши мистецтвом читання оголошень, ви можете істотно заощадити свій час і нерви.

Є оголошення, які повинні насторожити відразу. Ось тільки деякі їх ознаки.

- Велика зарплата при мінімумі вимог. Такі «золоті гори», як правило, говорять про те, що або платитимуть набагато менше, або вимагатимуть набагато більше.
- Універсальність. Якщо шукають людину від 16 до 60 років, без досвіду роботи, освіта неважлива, досвіду не потрібно, виникає питання - що ж це за універсальна діяльність така?

Якщо очевидно неадекватні оголошення видно відразу, то «підводні камені» у решті потрібно вчитися бачити. Іноді кілька слів скажуть більше, ніж усе інше оголошення.

«Можлива понаднормова робота». На перший погляд, нічого страшного - де не буває авралів? Але якщо про це говориться вже в оголошенні, значить, переробки там - явище часте. І, швидше за все, безоплатне. Розрахунок роботодавця простий - у разі висловлення претензій завжди можна заявити «а ми вас попереджали!».

«Молода компанія, яка розвивається». За цими словами ховається, як правило, великий обсяг роботи для претендента, невисока зарплата, великий список обов'язків, переpracювання і відсутність гарантій на майбутнє. Ви можете очікувати високу вимогливість до себе у поєднанні зі скромними окладами в штатному розкладі. Що ж, для старту така позиція може бути виправдана. Але ось чи хочете ви забезпечувати цей старт своєю працею? Ще одна «фішка» таких компаній - неймовірно щедрі фінансові обіцянки на майбутнє.

«Потрібен менеджер, який уміє керувати». Якщо вас запрошують на рядову посаду, значить, і керувати вам ніким не доведеться. А якщо питання ставиться про лідерство, значить, не така вже й рядова ця посада. До речі, який для неї пропонується оклад? Ось тут і стає зрозуміла суть підступу. Платити будуть як пересічному менеджеру, а навантажувати роботою, як керівника. Це, звичайно, зовсім інша зона відповідальності та оплати.

«Деталі при особистій зустрічі». У більшості випадку така фраза - ознака мережевого маркетингу. Інакше чому б не вказати подробиці в оголошенні? Але якщо це зробити, ви, найімовірніше, на зустріч не прийдете. Тому «мережевики» маскуються таким чином.

«Широке коло обов'язків». Іншими словами - дівчинка на побігеньках. Навряд чи на такій посаді варто розраховувати на кар'єрне зростання і професійне вдосконалення.

«Високооплачувана робота на дому». Такі поняття, як «робота на дому» і «висока оплата» є взаємовиключними. Тому не спокушайтеся - ще нікому не вдалося розбагатіти, збираючи вдома кулькові ручки із запчастин чи склеюючи конверти.

Це тільки частина виразів-підказок. Читаючи текст оголошення, намагайтеся уявити собі суть пропозиції і тестуйте її на предмет реальності. Сумлінна компанія викладе максимум інформації - назва посади, вимоги, свої контакти. Заклики «Не випускай свій шанс на блискуче майбутнє» або «Набираємо помічників керівника. Зарплата висока» можна сміливо ігнорувати. За ними з високою ймовірністю ховається якась шахрайська схема.

Які фрази в оголошенні про роботу вас насторожують?

А ви займаєтеся улюбленою справою?

Що відчуває людина, яка по-справжньому любить свою роботу? І чому це так важливо - знайти справу свого життя? ТОП-8 ознак того, що вам це вже вдалося:

Ви можете займатися своєю справою в будь-який час. Головний біль, сварки з коханим, мозоль від нових босоніжок - ніщо не здатне відвернути вас від улюбленої роботи.

Ви легко захоплюєтеся процесом. Щоб підготуватися до робочого дня, вам не потрібно перегорнути з десяток новинних стрічок, пару раз розкласти пасьянс, викурити півпачки сигарет і випити каністру кави. Ви просто починаєте працювати.

Ви не відчуваєтеплину часу. Хвилини і години перетворюються для вас в секунди. Ви дивуетесь тому, як швидко проходить день, як стрімко осінь перетворюється на зиму, а зима - в весну. І єдине, що вас засмучує - завдання, які ви не встигли виконати.

Гроші не є для вас головною мотивацією. Ні, ви, звичайно, прагнете до того, щоб витрачені зусилля поверталися у вигляді фінансових дивідендів. І іноді навіть скаржитесь подругам на маленьку зарплату. Але при цьому ви чітко усвідомлюєте різницю між «вартістю» та «цінністю». Тому навіть десяток нових суконь і перспектива провести відпустку в найдорожчому курортному комплексі на Мальдівах, не можуть змусити вас кинути улюблену справу.

Ви не заздрите конкурентам. Ви добре знаєте всі складнощі вашої роботи і щиро захоплюєтеся людьми, які роблять її на високому рівні. Вам не важко поділитися досвідом з колегами та, в свою чергу, ви теж не соромитеся звернутися за професійною порадою. Єдине, що вас дратує - це ситуації і люди, які заважають вам займатися улюбленою справою.

Ви прагнете до знань. Вам хочеться дізнаватися нове у вашій професії - не тому що «треба», а тому що «хочеться». Свіжі ідеї приходять до вас постійно: коли ви їдете в метро, спілкуєтеся з друзями, приймаєте ванну і (особливо!) перед сном. Моментами це навіть виводить вас із себе: скільки ж можна думати про роботу, ну правда?

Ви відчуваєте себе щасливим. Улюблена робота - той пазл, без якого складно зібрати повноцінне щастя. Вона змушує вас почувати себе молодим, дає сили і впевненість у тому, що життя не марне. Пристрасть до професії аж ніяк не скасовує радощів батьківства, любові, дружби, подорожей, захоплень. Навпаки, вона - джерело натхнення для всіх ваших планів і мрій.

Ви легко домагаєтеся успіху. Складно робити блискуче те, що вам робити не подобається. Як би не мотивувала вас зарплата, якою б гострою не була необхідність працювати. Рано чи пізно все одно настає момент, коли хочеться послати все до біса. І, обертаючись назад, лише мимоволі жахнутися: невже саме так вам хотілося провести своє життя?

А ви займаєтеся улюбленою справою?

Коли час міняти роботу

Вчасно звільнитися - непросте мистецтво. Як зрозуміти, що настав час «Ч»? Протестуйте своє ставлення до роботи за допомогою нашої статті. Якщо велика частина ознак для вас справедлива - підшукуйте нове місце з чистою совістю. Ваша робота для вас вичерпала всі ресурси корисності та задоволення.

Ви сумуєте. Ваша робота видається нудним одноманітним процесом, кінця краю якій не видно. Ви знаєте, що буде завтра - те ж, що і сьогодні, і вчора. Люди часто нудьгують на робочому місці, але тривале перебування в цьому стані загрожує депресією.

Вас не цінують. Рік за роком ви робили все, щоб працювати краще. Підвищували свою майстерність, набували нових навичок. Але відповідної реакції начальства у вигляді підвищення посади чи зарплати не послідувало. Звичайно, ваші вміння залишаться з вами, але відсутність стимулювання з боку керівництва говорить про те, що подальшого розвитку кар'єри чекати на цій роботі не доводиться. Значить, прийшов час знайти щось більш відповідне вашому рівню.

Ви не хочете зайняти місце боса. Робота не викликає у вас бажання будувати кар'єру в цій компанії. Логічне запитання - а що ви тоді на ній взагалі робите? Якщо відсутня мета, значить, ви гаєте час.

У вас поганий начальник. Грубість, невихованість, відверте хамство чи знущання - це причини, з яких варто розірвати співпрацю з невихованим людиною. Іноді такі люди отруюють не тільки робочий час, але і дозвілля співробітників. Табелі про ранги навряд чи дозволить вам перевиховати начальника, але й терпіти подібне звернення не варто. Бережіть себе - робіт багато, а ви один.

Вам не подобається топ-менеджмент. Атмосфера компанії формується керівним складом. Якщо ви не поділяєте цінностей і світогляду цих людей, навряд чи ви зможете довго працювати в цій компанії. Не витрачайте час і сили, намагаючись «підлаштуватися» під завідомо чужі вам правила.

Вас дратують колеги. Не завжди вони повинні робити щось погане на вашу адресу. Але незрозуміле відчуття роздратування, яке вас часто охоплює при спілкуванні з ними, ні до чого доброго не приведе. Намагаючись стримуватися, ви ризикуєте заробити невроз. Випліскуючи своє роздратування, ви обов'язково отримаєте негативне ставлення до себе і напружену обстановку в колективі.

Вас турбує фінансове питання. Періодично кожний з нас турбується про гроші. Але якщо цей стан став у вас хронічним, значить, вам платять або мало, або з затримками. Спробуйте вирішити це питання з начальством. Якщо зустрічної зацікавленості у вирішенні проблеми не побачите - йдіть без жалю.

Компанія не зацікавлена у вашому розвитку. Там, де в розвиток співробітників інвестуються кошти, працювати набагато приємніше. Якщо це не про вашу компанію, подумайте, чи хочете ви тут залишатися?

Ви стали гірше виглядати, ваше самопочуття погіршилося. Об'єктивно це дуже важливі показники. Наше тіло добре відображає внутрішні процеси. Тому, якщо вигляд у дзеркалі вас не влаштовує - настав час змін.

Ви стаєте істеричним. Зізнайтеся собі в цьому, якщо вас виводить кожна дрібниця, вам хочеться плакати чи лаятися, або постійно хочеться втекти і закритися в туалеті.

Компанія близька до закриття. Залишаючись у компанії з благородних спонукань, ви ризикуєте втратити роботу разом з усіма, і тоді знайти нову роботу може бути складніше. Випереджайте події, будьте на крок попереду.

Просто прийшов час відходу. Якщо ця ідея давно зріє у вашому серці, і десь усередині ви вже прийняли рішення - не тягніть. Заручіться підтримкою близьких або друзів і сміливо стартуйте в нове життя. Зрештою, робота - це просто сходинка на шляху вашого розвитку.

А ви легко міняєте роботу - чи навпаки, «тягнете» до останнього?

26. BUSINESS CORRESPONDENCE GLOSSARY

Apologize <i>V.</i>	say "sorry"
Approach <i>N.</i>	method or style of doing something
Attitude <i>N.</i>	outlook on life
by invitation only	only those who are asked to come will be allowed in
Commence <i>V.</i>	start
Complimentary <i>Adj.</i>	free
Concerns <i>N.</i>	problems, issues
Confidential <i>Adj.</i>	private
Conscientious <i>Adj.</i>	caring about quality of work
Contribution <i>N.</i>	individual effort or support in a group
Convenient <i>Adj.</i>	suitable, favourable, makes life easy
Cooperation <i>N.</i>	the act of working together
Coordinator <i>N.</i>	person who organizes something
Dedication <i>N.</i>	a lot of effort put into something
Dependable <i>Adj.</i>	can be trusted
Disregard <i>V.</i>	ignore, pay no attention to
do not hesitate <i>phrase</i>	don't wait
Dropped <i>V.</i>	fell to a lower amount
Effective <i>Adj.</i>	producing a positive response
Efficient <i>Adj.</i>	performing well
Enclosed <i>Adj.</i>	included inside
Encouraged <i>V.</i>	persuaded or inspired
enquire(Br),inquire(Am) <i>V</i>	looking for information
Extravaganza <i>N.</i>	exciting and rare event
Formal <i>Adj.</i>	following set requirements
Grateful <i>Adj.</i>	thankful
Guarantee <i>V.</i>	promise
Impact <i>N.</i>	effect
Indicates <i>V.</i>	shows
Invoice <i>N.</i>	document detailing purchases and money owed
Latest <i>Adj.</i>	most modern

Lay off <i>V.</i>	take a job away from an employee (when he/she is not at fault)
Notice <i>N.</i>	document that indicates a change or event
outstanding balance <i>Adj.</i>	money still owed
Pleasure <i>N.</i>	enjoyment
Postpone <i>V.</i>	delay until later
preferred customer	buyer who comes back often
Present <i>V.</i>	award something to someone
Professional <i>Adj.</i>	exhibiting suitable behaviour on the job
Profound <i>Adj.</i>	deep
Punctual <i>N.</i>	always on time
reach me <i>V.</i>	find and talk to me
Records <i>N.</i>	files that keep track of business matters
Regarding <i>Adv.</i>	being about
Regret <i>V.</i>	feel bad
Reliable <i>Adj.</i>	dependable
Replacement <i>N.</i>	someone who fills the position of another
Representative <i>N.</i>	a person who acts on behalf of another person, company, policy...
Resignation <i>N.</i>	the act of leaving a job position
Respected <i>adj.</i>	considered good and honest
Retirement <i>N.</i>	a permanent leave from the workplace (usually due to aging)
senior staff <i>N.</i>	employees who hold high positions or have been working at the same place for a long time
Severance <i>N.</i>	money paid to make up for a separation
Sharp <i>Adv.</i>	exactly (in reference to time)
Skyrocket <i>V.</i>	go up higher very quickly
Stock <i>N.</i>	share in ownership
Struggle <i>V.</i>	work at with difficulty
Sufficient <i>Adj.</i>	enough
Support <i>N.</i>	financial help
T.B.A	To Be Announced
Versatile <i>Adj.</i>	with a variety of skills and abilities
Welcome <i>Adj.</i>	(happily) permitted to do something

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Друкується в авторській редакції

Формат 60x84 ¹/₁₆. Обсяг 6,11 ум. друк. арк., 1,77 обл.-вид. арк.
Наклад 50 пр. Зам. 50. Видавець і виготовлювач – Вежа-Друк
(м. Луцьк, вул. Бойка, 1, тел. (0332) 29-90-65).
Свідоцтво Держ. комітету телебачення та радіомовлення України
ДК № 4607 від 30.08.2013 р.