

Зразок оформлення типових тестових завдань

**НАЦІОНАЛЬНИЙ АВІАЦІЙНИЙ УНІВЕРСИТЕТ
НАВЧАЛЬНО-НАУКОВИЙ ГУМАНІТАРНИЙ ІНСТИТУТ
КАФЕДРА ІНОЗЕМНИХ МОВ І ПРИКЛАДНОЇ ЛІНГВІСТИКИ**

ЗАТВЕРДЖУЮ

Завідувач кафедри іноземних мов
і прикладної лінгвістики

О.Г. Шостак

«_____» _____ 2016 р.

ТИПОВІ ТЕСТИ

з дисципліни «Ділова іноземна мова»

за спеціальністю 124 «Системний аналіз»

Розробник:

доцент Рибалко М.-М.О.

I. Give Ukrainian equivalents to the following terms.

Applicant, application, application form, apply, candidate, resume, employment agencies, interview, job description, prospects, promotion, retire, job vacancies, references

II. Choose two of these jobs – one you think would be suitable for you, and one you think wouldn't be suitable for you. If you like, you can choose jobs that are not in the list. Write a paragraph on what you would like and dislike about each job making use of the ideas in the box.

Shop assistant	office manager	writer	salesperson	factory	worker	bus	driver
electrician	journalist	teacher	disc jockey	architect			police officer
secretary	accountant	actor					

pay, necessary skills, holidays, promotion, contact with people, variety, travel, taking orders, independence, responsibility, hours, smartness, personality
--

IV. Give extended answer to the following questions.

What are the strategies for success in finding a job?

What are the worst resume writers' mistakes?