

**МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ  
НАЦІОНАЛЬНИЙ АВІАЦІЙНИЙ УНІВЕРСИТЕТ**

Факультет лінгвістики та соціальних комунікацій  
Кафедра іноземних мов і перекладу

**ЗАТВЕРДЖУЮ**

Завідувач кафедри

\_\_\_\_\_ Олена КОВТУН  
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**МОДУЛЬНА КОНТРОЛЬНА РОБОТА № 1**

*Major: 192 "Building and Civil Engineering"*

*Subject "Business Foreign Language"*

**Variant 1**

**I. A) Read the article and tell if the following sentences are true (T) or false (F).**

**B) Write a summary of the article (5-6 sentences).**

- 1) *Looking for a job is a complicated process if you haven't got any work experience or decided to change a career.* \_\_\_\_\_
- 2) *Your skills from the previous job are useless if you change your career.* \_\_\_\_\_
- 3) *You should show that you can learn, relearn and learn again.* \_\_\_\_\_
- 4) *Self-leadership is a very attractive trait for employers and is transferrable to all jobs.* \_\_\_\_\_

**APPLYING FOR JOBS WITHOUT EXPERIENCE**

Looking for work – whether fresh from school, straight from university or as part of a career change – is fraught with difficulties. This is particularly true for people who have gained qualifications or experience that appears to have no relevance to the job they are applying for. So how do you demonstrate to an employer that your skills, education and experience are relevant to the job in hand? If you are in this frustrating situation it is essential to highlight the skills and abilities you already possess that are directly transferable across to the position you are applying for. You need to demonstrate that you have the ability and desire to constantly learn new skills, as well as have a strong commitment to self-leadership and self-improvement.

Some educational qualifications, such as law, engineering and medicine, shine clear career paths. In contrast, geography and criminology are ranked lowest for helping graduates attain employment within six months of graduation. This isn't because these courses have no inherent value or use, it is just that the skills and knowledge obtained are so specific many employees fail to appreciate how they would be of use in a non-specialist field. That is why it is vital you communicate the relevance of your skillset. Think hard about what your education has given you the ability to do and how you can apply it to other areas. Push your relevance to the specific job you want.

The rapid advances in technology in recent years have produced the greatest shift in working culture. The ability to constantly learn new skills is vital for the workforce of the future. Knowing how to code in a specific language, for instance, may be irrelevant in a few years as new forms of coding make it obsolete. So, the key thing for developers to demonstrate to employers is that they have the ability to learn any coding language. Likewise, it's important to realize new technology does not make your current skills instantly outdated. For example, many older people are wary of social media and think employers will favour younger candidates in jobs involving these platforms. But many forms of social media are simple, easy-to-learn communication tools. The hard skill is the ability to write clearly and engage with people and, therefore, that's the skill that needs to be sold to an employer.

One skill many people possess but fail to sell is self-leadership. It is the ability to not only be aware of your own feelings, thinking and behaviour, but to constantly look to improve and develop these aspects of your personality. The ability to drive your own professional and personal progression can have a transformative effect on an organization. It is a hugely attractive trait for employers and is, of course, transferrable to all jobs.

## II. Put each of the following words or phrases in their correct place in the passage below.

<i>references</i>	<i>short-list</i>	<i>experience</i>	<i>vacancy</i>	<i>qualifications</i>
<i>fill in</i>	<i>applicants</i>	<i>application forms</i>	<i>interview</i>	<i>apply</i>

In times of high unemployment, there are usually many \_\_\_\_\_ when a \_\_\_\_\_ is advertised. Sometimes a great number of people \_\_\_\_\_ and send off \_\_\_\_\_ for a single job. It is not unusual, in fact, for hundreds of people to \_\_\_\_\_ to a firm for one post. This number is reduced to a \_\_\_\_\_ of perhaps six or eight, from whom a final choice is made when they all attend an \_\_\_\_\_. Very possibly people interviewing will be interested in the \_\_\_\_\_ the candidates gained at school or university and what \_\_\_\_\_ they have had in previous jobs. They will probably ask for \_\_\_\_\_ written by the candidates' teachers and employers.

## III. Choose the correct option.

- I've been working on this project \_\_\_\_\_.  
a) *for 3 months now*                      b) *since 3 months*                      c) *long time*
- Unfortunately, we \_\_\_\_\_ to meet the deadline. We needed an extra day.  
a) *can't*    b) *weren't able*                                  c) *didn't pass*
- If Henry \_\_\_\_\_ at the meeting, he wouldn't have missed the announcement.  
a) *was*    b) *has been*    c) *had been*
- I decided \_\_\_\_\_ the job they have offered me!  
a) *taking*    b) *take*    c) *to take*
- If I \_\_\_\_\_, I would be more productive.  
a) *may work from home*                      b) *work from home*                                  c) *worked from home*
- When our Project Manager quit with a short notice it was difficult for us, but we \_\_\_\_\_ everything.  
a) *managed to handle*                      b) *manage to handle*                                  c) *have managers to handle*
- If we had fewer meetings, I \_\_\_\_\_ less stressed.  
a) *may be*    b) *would be*    c) *am*
- I hope \_\_\_\_\_ a promotion this year.  
a) *getting*    b) *get*    c) *to get*

## IV. Answer the questions below in your own words.

1. What soft skills required for your future job have you developed at university?
2. What is a cover(ing) letter? What is its purpose?

Розробник: доцент кафедри  
іноземних мов і перекладу Конопляник Л.М