

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

**ЗАТВЕРДЖУЮ**

Завідувач кафедри іноземних мов і  
прикладної лінгвістики

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**ТИПОВІ ТЕСТИ**

**з дисципліни «Ділова іноземна мова»**

**за спеціальністю 191 «Архітектура та містобудування»**

Розробник:

Доцент Глушаниця Н.В.

I. Creative task: Self-evaluation in written.

a) The employment process must begin with introspection, that is looking inside yourself at different angles. You should start with: indentifying your interests and evaluating your qualifications.

To take this first step, answer the following questions:

- 1) What are you looking for: money, power, prestige, security, travel opportunities, spare time?
- 2) How important are salary, environment, benefits, and job stability?
- 3) Do you enjoy working with people, information or things?
- 4) Is it important to be your own boss?
- 5) What is your idea of a perfect job? A perfect colleague?

b) And then take a piece of paper, divide it into four colums and honestly write down your:

- 1) academic strenths and abilities;
- 2) skills;
- 3) transferable skills;
- 4) personality or character traits.

There are two reasons for self-essessment: *It helps you to look inside and to analyze yourself, to determine it you are the right person for the job advertised. It allows you to realize what you like and dislike, and what kind work you really want to do.*

II. Give definitions to the terms:

limited liability, preference shares, board meeting.