

ЗАТВЕРДЖУЮ

Зав. кафедри _____ Оксана ШОСТАК

«_____» _____ 2021 р.

ЕКЗАМЕНАЦІЙНИЙ БІЛЕТ № 1
Дисципліна «Ділова іноземна мова»

I. Read, translate the text into Ukrainian and give a short summary of it.

Managing meetings

A European survey found that the typical staff member spends 187 hours a year in meetings. The report suggested that 56 per cent of those meetings were considered unproductive. So how can we have more efficient, effective and even inspiring meetings? Here are six tips.

1. Set a clear agenda. An agenda is a list of points to be dealt with at the meeting, in the order in which they will be discussed. If you have a long list of bullet points, consider prioritising the items and breaking each topic down into its key issues. Indicate on your agenda how much time you'll be spending on each topic, who will be presenting or leading it and whether a decision or some kind of solution will be needed. Remember to send out the agenda a few days before the meeting so that participants have time to prepare.

2. Review the attendee list. When we are busy, the last thing we need is an invitation to a meeting we don't really need to attend. So, consider carefully who needs to be there. Invite someone to a meeting if the points on the agenda are relevant and the decisions will affect them; they have expertise to contribute; they have the authority to make the decisions required.

3. Keep the meeting focused on the agenda. Follow the agenda and politely redirect participants back to it if you find that they have gone off-topic. Introduce the idea of 'parking' ideas and discussions that are not strictly relevant or urgent.

4. Encourage participation and be sensitive. The most vocal participants might not be the ones with the best ideas. Give everyone a chance to speak and encourage participation from quieter colleagues. However, avoid putting anyone on the spot.

5. Clarify, check and record. Don't assume that everyone understands each other, especially when the meeting language isn't everyone's first language. Ask for clarification, summarise each time a point is made, check that the participants agree and ensure that decisions are made.

6. End the meeting on time. Meetings that don't end on time can leave participants feeling tired, frustrated and stressed. So, assure your participants that the meeting will end on time and set the timer on your phone to ring about five to ten minutes before the end. Use the last five to ten minutes to summarise and bring the meeting to a close.

If we all make an effort to make every meeting we attend an efficient and effective one, meetings can help us communicate well and be part of a productive team.

II. Put each of the following words or phrases in its correct place in the passage below. You have one extra word you do not need to use.

<i>hesitate</i>	<i>apply</i>	<i>further</i>	<i>pressure</i>	<i>attached</i>	<i>next</i>
<i>fluently</i>	<i>experience</i>	<i>employed</i>	<i>available</i>	<i>advertised</i>	

I am writing to _____ for the position of Editorial Assistant which was _____ on jobsearch.co.uk.

I am currently _____ by a Market Research company as a research assistant, but am keen to pursue a career in publishing. As you will notice on the _____ CV, I graduated in European Literature. At University I gained considerable _____ working on the student magazine, so I am familiar with editing techniques. I work well under _____ and enjoy working in a team. In addition, I speak English _____.

I would be _____ for interview from next week. Meanwhile, please do not _____ to contact me if you require _____ information.

I look forward to hearing from you.

III. Write an essay of 10–15 sentences to answer the questions:

What is a CV? What is its purpose? Why is it important? Tell about the types of CVs and their structure. What are the common mistakes applicants do when writing a CV? What tips (pieces of advice) can you give to a person writing a CV?