

**Факультет лінгвістики та соціальних комунікацій
Кафедра іноземних мов і перекладу**

ЗАТВЕРДЖУЮ

Зав. кафедри _____ Олена КОВТУН

« ____ » _____ 2024 р.

Дисципліна «Ділова іноземна мова»

Спеціальність 192 «Будівництво та цивільна інженерія» (ОПП «Промислове і цивільне будівництво»)

Екзаменаційний білет №1

I. Read the text and write a summary of what the text is about.

Giving effective presentations: ways to present your points with power, not just PowerPoint

The prospect of giving a presentation fills some people with dread, while others relish the experience. Presenting your work to an audience is a vital part of professional life. Presentations are a great way to speak directly to people who are interested in your field of study, to gather ideas to push your projects forward and to make valuable personal connections. There are some tips to help you prepare an effective presentation.

Tip 1: Know your audience. The first and most important rule of presenting your work is to know your audience members. If you can put yourself in their shoes and understand what they need, you'll be well on your way to a successful presentation. Keep the audience in mind throughout the preparation of your presentation. By identifying the level of your audience and your shared knowledge, you can provide an appropriate amount of detail when explaining your work. For example, you can decide whether particular technical terms and jargon are appropriate to use and how much explanation is needed for the audience to understand your research. You can also decide how to handle acronyms and abbreviations.

Tip 2: Create a clear, logical structure. Next, you'll need to think about creating a clear, logical structure that will help your audience understand your work. You're telling a story, so give it a beginning, middle, and end. To start, it can be helpful to provide a brief overview of your presentation, which will help your audience follow the structure of your presentation. Then, in your introduction, get everyone "on the same page" by giving them a concise background to your work. Don't swamp them with detail, but make sure they have enough information to understand both what your presentation is about and why it is important.

Tip 3: Practice your presentation and practice again!

Public speaking is the part of presentations that most people dread. Although it might not be possible to get over your nerves completely, good preparation and practice will give you confidence. Most confident speakers do lots of preparation and use notes well. After you've written your script, practice and learn is — not so that you learn to say it by rote, but so that it will become easier to remember the important points to say, the links between the points, and the words and phrases that express your points clearly. Leave yourself adequate time to practice your presentation with your notes and slides. Check your timing, remembering that you might speak a little faster if you are nervous, and that you will need to account for changing slides and pointing at visual material. As you rehearse, you will probably notice some words that are awkward to say, particularly if English is not your first language. Practice can help you feel more comfortable with your material and more confident to present it to others.

II. A) 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.

hesitate	apply	further	pressure	attached	next
fluently	experience	employed	available	advertised	

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 an interview from next week. Meanwhile, please do not _____ to contact me if you require _____ information.

I look forward to hearing from you.

B) Complete the sentences with the correct form of the verbs in brackets.

1. If I _____ (visit) Pamela yesterday, I _____ (buy) her a present.
2. If I _____ (have) a ticket now, I _____ (take) you to the concert.
3. I don't mind _____ (do) overtime during the week.
4. It's really important _____ (keep) these documents.
5. I'm in charge of _____ (coordinate) the work of the team.

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 make when writing a CV? What tips (pieces of advice) can you give to a person writing a CV?

Екзаменаційні білети затверджено
на засіданні кафедри іноземних мов і перекладу
Протокол № __ від «__» _____ р.
Екзаменатор _____ Леся КОНОПЛЯНИК