

МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ
НАЦІОНАЛЬНИЙ АВІАЦІЙНИЙ УНІВЕРСИТЕТ
 Факультет лінгвістики та соціальних комунікацій
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ЗАТВЕРДЖУЮ

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« ____ » _____ 2023 р.

МОДУЛЬНА КОНТРОЛЬНА РОБОТА № 1

Variant I

I. A) Read the article and choose the appropriate heading for each section. There are two extra headings you do not need to use.

- A) *Sum yourself up*
- B) *Results rather than responsibilities*
- C) *Keep it brief*
- D) *Five common mistakes in a CV and a cover letter*
- E) *Business jargon makes your letter more valuable*
- F) *Avoid too much jargon and try to use keywords relevant to your position*

B) Tell if the following sentences are true (T) or false (F).

1. *The cover letter should be lengthy and include all your achievements and skills.* _____
2. *Using cliches and jargon in your cover letter can impress recruiters.* _____
3. *It is recommended to include a brief personal summary at the start of your CV.* _____

FIVE WAYS TO GET YOUR CV AND COVER LETTER NOTICED

1. _____

When writing a CV and cover letter, the recruiter must understand who you are. But this does not mean they need your life story. “Successful applications are all about relevance. You don’t need to tell them about everything you have ever done – it is up to you to highlight the jobs that you feel you can draw the most relevant experience and skills from,” says Hannah Morton-Hedges, a career adviser. The cover letter is a way to tempt the time-poor recruiter in a job application and interview specialist. It should, therefore, be “exceedingly brief”. “Unless otherwise requested, its only purpose is to set the scene for why you’re a great fit,” says Jon Gregory says.

2. _____

Are you a motivated team player with excellent communication skills? But you are not the only one with this skillset in the pile on the recruiter’s desk. Using cliches and jargon can be off-putting for recruiters. “Employers want to employ people; don’t overuse business jargon, let them know why you’re choosing them as an employer and show them what you’ll bring to the role,” she says. While it is important to sell yourself, avoid superlatives, warns Gregory. “Are you ‘excellent’ at this or the other? Who says so? Help the employer reach that conclusion about you via your experience and achievements,” he says. Study the job specification and reflect its language and tone in your CV and cover letter. Use relevant keywords, in case the hiring company is using an applicant tracking system – a software app that automatically filters candidates’ applications.

3. _____

Rather than launching straight into your work history, it can be helpful to include a brief personal summary at the start of the CV. “I love a well-written summary section, which shows at a glance what a candidate has achieved and what skills they can bring,” says Margaret Buj. The summary should be factual, objective and no more than three lines, she suggests. Do not use it to boast, however. “Instead of saying, ‘I’m great at stuff, in teams and alone’, it should say, ‘I’ve got a proven background of delivering large scale projects, collaboratively,’” she says. McLean also

recommends creating an additional information section at the end of the CV for any other relevant personal details, such as volunteer work.

4. _____

Too often CVs look like long lists of tasks and responsibilities performed by candidates in each of their roles. Sometimes, candidates even copy and paste the job specs from their roles into their CV. “To stand out, the focus now must be on you and what you have delivered. As well as results, candidates should focus on the skills they acquired from each role. This is particularly useful for career changers.

II. Complete the sentences below with the words in the box.

International Meetings

action	agenda	body	business	face	key	small	times
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1. Different cultural assumptions mean that sometimes _____ language can easily be misunderstood.
2. In a hierarchical culture, criticizing or disagreeing with a boss or manager can result in a loss of _____ for both people involved.
3. In many countries, people like to go away from a meeting with a clear _____ plan.
4. Not all cultures have strict approaches to starting and finishing _____ or the duration of discussion.
5. The idea of hierarchy in a culture is one of the _____ areas to bear in mind.
6. The participants made _____ talk for a few minutes, then the Chair cleared her throat and said, 'So, let's get down to _____'.
7. Their meetings are for clearly defined purposes, and they like to stick to the _____.

III. Choose the correct option.

1. I hope ____ a promotion this year.
 a) *getting* b) *get* c) *to get*
2. If we had fewer meetings, I ____ less stressed.
 a) *may be* b) *would be* c) *am*
3. If Henry ____ at the meeting, he wouldn't have missed the announcement.
 a) *was* b) *has been* c) *had been*
4. I decided ____ the job they have offered me!
 a) *taking* b) *take* c) *to take*
5. If I _____, I would be more productive.
 a) *may work from home* b) *work from home* c) *worked from home*
6. When our Project Manager quit with short notice it was difficult for us, but we ____ everything.
 a) *managed to handle* b) *manage to handle* c) *have managers to handle*

IV. Answer the questions below.

1. What stages in the job application process do you know? Which of them do you think are the most important?
2. What management styles do you know?
3. What qualities should a good manager have?
4. What transferable skills have you developed during your study at university?