



Иностранный язык в профессиональной деятельности.фл_ДСИ_учр(4)

- 1 Her English is very poor. She ... study very hard
- 2 There is only one thing to do ... we want to get home today.
- 3 I am afraid there is ... else I can do.
- 4 Now all of you ... ready.
- 5 ... nothing more I can tell you.
- 6 Push the car ... you can.
- 7 They sat back in ... seats and waited.
- 8 I could ... recognise you.
- 9 That is not very good
- 10 She ... wanted to be an actress.
- 11 If you speak slowly I ... understand you.
- 12 He got ... than I expected.
- 13 He didn't hear what
- 14 Before you ... don't forget to shut the window.
- 15 I am sorry I ... see you yesterday.
- 16 It snowed a lot last winter but it ... so far this winter.
- 17 This apartment is too small. I need something
- 18 We couldn't repair the car ourselves, so we ... take it to the garage.





- 19 The young girl ... by his rudeness.
- 20 .If you park your car in the right place you ... receive a ticket.
- 21 How ... is Mary?
- 22 What ... I do for you, sir?
- 23 You haven't ... a single mistake.
- 24 The teacher was ... tired that she couldn't stand.
- 25 He ... his English lessons himself.
- 26 He died ... the age of sixty.
- 27 Here I have spent ... my life.
- 28 Her father was ... her marriage.
- 29 She ... her exam yesterday.
- 30 He left ... doing the work.
- 31 Uncle Nick was... son in the family.
- 32 By the time I got to the station my train
- 33 He saw no reason why he ... smoke.
- 34 Big Ben is one of the first sights you'll see when you ... London.
- 35 This district is changing all the time. Many old buildings ... down.
- 36 Let me speak to him. I know him ... you do.
- 37 You are very ill. You ... go out.
- 38 She watched the young man remembering the first time she ... him.
- 39 When he arrived at Tom's flat he





- 40 He is still sick but he ... better slowly.
- 41 Many employees experience tension or worry at work as a result of overwork, problems with managers, etc. What do we call this?
- 42 A lot of office equipment (for example, chairs, keyboards, etc) is designed to be more comfortable to use and so helps to prevent repetitive strain injuries. What is the adjective we use to describe objects like this?
- 43 In some places of work, employees are often ill because of problems in the building itself (for example, blocked air-conditioning ducts, poor lighting, poor ventilation, etc) . What is the name of this problem?
- 44 Before a company has to do a dangerous job, it needs to consider how dangerous the job is, and what precautions it can take. What is this called?
- 45 Safety officers inspect some places of work to make sure that they are safe, but in most cases companies have to make sure that health and safety procedures are being followed in the workplace. What is this called?
- 46 Employees have to follow company instructions on how to behave in the workplace, especially when they are working with dangerous equipment or substances. What are these rules called?
- 47 What do we call an accident which takes place at work?
- 48 A safety officer might decide that a workplace is too dangerous, and orders everyone to stop working. What is the name of this order
- 49 What is the name of an employees' organisation which represents its members in discussions with employers about wages and conditions of employment?
- 50 What do we call a company which you can only join if you are a member of a particular trade union?





- 51 Read the text When a company or organisation has a _____ for a new member of staff, it usually advertises the post. It does this _____ (for example, in the company magazine or on a company notice board) or externally, either in the situations vacant or appointments section of a newspaper, in specialist trade journals or through a _____ which helps people to find employment. There are two main types of agency. The first of these is the _____, usually found in a school or university. These work closely with employers to let potential employees know about the jobs that are on offer (also included in this category are _____, which are provided by the state, and which can be found in most main towns in Britain and other countries). The second is the _____, which are independent companies, and employers have to pay these agencies for each employee they successfully provide. A job advertisement has to give an accurate _____ of the job and what it requires from the _____ (the people who are interested in the post). These requirements might include _____ (academic, vocational and professional), work _____ in similar lines of work, and certain _____ (for example, it might say that you need to be practical, professional and have a sense of humour). The advertisement will also specify what _____ (basic salary, commission, regular increments, etc) and _____ (paid leave, free medical insurance, company car, etc) the company can offer in return. The advertisement must be careful it does not break employment laws concerning sex and racial _____: some companies emphasise in their job advertisements that they are _____ employers (or affirmative employers in the USA), which means that they will employ people regardless of their sex, skin colour, religion, _____. Choose the proper word to complete the gap When a company or organisation has a _____ for a new member of staff, it usually advertises the post.





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- 67 Match to make correct collocations
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- 74 Match to make correct collocations
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- 78 Match the term and its Russian translation
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- 82 Match the term and its Russian translation
- 83 Match the term and its Russian translation
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- 85 Match the term and its Russian translation
- 86 She's very ____: everybody likes her, and enjoys working with her.
- 87 She isn't very good at making decisions. She's not very ____.
- 88 He works well with everyone: he has excellent ____ with his colleagues.
- 89 He always arrives on time. He's very ____.
- 90 He's always ____ to cover for others when they need to take time off.
- 91 If you ask her to do something, you know she will do it because she's so ____.
- 92 She's always pointing out people's faults. She's so ____.
- 93 He quite ____, and gets upset when people point out his faults.





- 94 She's very _____ to the needs of others, and will always help people if they have problems.
- 95 She deals with problems well and makes good decisions, and in that respect she's very _____.





- 96 Read the text It makes sense to interview no more than six candidates because of the cost and time involved. After the short-listing process of reviewing CVs or application forms against the job description and person specifications, preparation for the interviews can be started. The aim of the interview is to collect information about the suitability of the candidate for a particular post, not to find out if the candidate is likeable. Individual interviews can be useful, but panel interviews can help protect against individual bias, though they are more expensive. Too many people on the panel can be intimidating: three seems to be a good number, with one chairperson. The interviewers should review the job description, person specification and applications, and be familiar with the requirements of the job. They should make notes of the key areas and discuss these with their colleagues. It should be clear before the interviews start who will ask which questions, because a free-for-all can be confusing for the candidate. The interview should have a clear structure and this should be explained to the candidate at the very start. The chairperson should link between the phases of the interview and between the panelists. This is especially true for telephone interviews. There are five phases to the interview. An introduction to the interviewers helps to settle the candidate. Then the structure of the interview should be explained. The main phase is the questioning of the candidate to obtain the information necessary to make a good decision. Questions should focus on the past, not the future and the panel should avoid hypothetical questions. General questions should lead to more focused questions which are looking for evidence of what the candidate did in certain situations. You will use the CV or application form as the basis for this stage. You are looking for concrete answers which highlight learning experiences and achievements. You should also explore the candidate's background, expertise, knowledge and skills as well as what they think of as their strengths and weaknesses. You are also checking to see if there are any inconsistencies between what the application and the candidate says. After this, the longest phase, the candidate should be invited to ask any questions they have about the job, the company, or anything else they might want clarified. Remember that the interview is not just about whether you feel the candidate is right for the job: it is also the time for the candidate to decide if the job and the company are suitable for them, and the opportunity for the candidate to question you is essential for them to be able to make this decision. At the conclusion of the interview the chairperson should make it clear when the candidate will hear the results of the interview. An interview should be relaxed and friendly, but the interviewers should remain in control and be able to draw out nervous or shy candidates and to manage over-confident ones. Making a recruitment error can be very expensive and difficult to correct and interviewing should be seen as a moment of truth in the selection process. Choose the only correct answer In the first paragraph, the writer suggests that six people should be interviewed because





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- 97 Read the text It makes sense to interview no more than six candidates because of the cost and time involved. After the short-listing process of reviewing CVs or application forms against the job description and person specifications, preparation for the interviews can be started. The aim of the interview is to collect information about the suitability of the candidate for a particular post, not to find out if the candidate is likeable. Individual interviews can be useful, but panel interviews can help protect against individual bias, though they are more expensive. Too many people on the panel can be intimidating: three seems to be a good number, with one chairperson. The interviewers should review the job description, person specification and applications, and be familiar with the requirements of the job. They should make notes of the key areas and discuss these with their colleagues. It should be clear before the interviews start who will ask which questions, because a free-for-all can be confusing for the candidate. The interview should have a clear structure and this should be explained to the candidate at the very start. The chairperson should link between the phases of the interview and between the panelists. This is especially true for telephone interviews. There are five phases to the interview. An introduction to the interviewers helps to settle the candidate. Then the structure of the interview should be explained. The main phase is the questioning of the candidate to obtain the information necessary to make a good decision. Questions should focus on the past, not the future and the panel should avoid hypothetical questions. General questions should lead to more focused questions which are looking for evidence of what the candidate did in certain situations. You will use the CV or application form as the basis for this stage. You are looking for concrete answers which highlight learning experiences and achievements. You should also explore the candidate's background, expertise, knowledge and skills as well as what they think of as their strengths and weaknesses. You are also checking to see if there are any inconsistencies between what the application and the candidate says. After this, the longest phase, the candidate should be invited to ask any questions they have about the job, the company, or anything else they might want clarified. Remember that the interview is not just about whether you feel the candidate is right for the job: it is also the time for the candidate to decide if the job and the company are suitable for them, and the opportunity for the candidate to question you is essential for them to be able to make this decision. At the conclusion of the interview the chairperson should make it clear when the candidate will hear the results of the interview. An interview should be relaxed and friendly, but the interviewers should remain in control and be able to draw out nervous or shy candidates and to manage over-confident ones. Making a recruitment error can be very expensive and difficult to correct and interviewing should be seen as a moment of truth in the selection process. Choose the only correct answer In the second paragraph, the writer suggests there should be





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