

**Завдання до практичних занять
з англійської мови**

для студентів 3 курсу

2004

Завдання до практичних занять з англійської мови: Завдання до
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Загальні положення

Завдання до практичних занять призначені для студентів з достатньо високим мовним рівнем і певним обсягом професійних знань. Вони містять лексичний та навчальний матеріал для оволодіння специфікою перекладу ділової кореспонденції, навичками анутовання та реферування текстів, складання особистих паперів, підготовки до наукових конференцій.

Робота складається з чотирьох частин. Матеріал дозволяє ознайомитися із зразками ділових листів, резюме та особистих паперів, що подаються на здобуття посади. Наступні документи супроводжуються завданнями для оволодіння необхідними навичками за відповідною темою.

У заключній частині розглядаються можливі ситуації, що стосуються проведення наукових конференцій та участі в них: варіанти відповідей на складні запитання, рекомендації щодо написання доповідей.

Система завдань має скерувати студента на осмислене оволодіння спеціальною лексикою, розширення і збагачення мовних навичок.

Завдання сформульовані таким чином і у такій послідовності, щоб активізувати процес самостійного опрацювання і засвоєння необхідних для оволодіння професією знань. Велика увага приділяється тим типам роботи, які спрямовані на розвиток аналітичного мислення.

Unit 1. BUSINESS CORRESPONDENCE

Divide into groups of two or three and make up a list of about 10 reasons of writing letters. Brainstorm the reasons of writing in business world.

All the reasons mentioned will help you to understand the role of business correspondence.

Step 1. Business Letters

Definition of a Business Letter

The business letter is the basic means of communication between two companies. It is estimated that close to 100 million business letters are written each workday. It is a document typically sent externally to those outside a company but is also sent internally to those within a company.

Most business letters have a formal tone. You should write a business letter whenever you need a permanent record that you sent the information enclosed. Because you generally send business letters to other professionals, always include a formal salutation and closing.

Purpose of a Business Letter

You will write business letters to inform readers of specific information. However, you might also write a business letter to persuade others to take action or to propose your ideas. Business letters even function as advertisements at times. Consider the letters long-distance phone companies send to those not signed up for their services or the cover letter to your resume. Both of these serve to promote or advertise.

Business letters can be challenging to write, because you have to consider how to keep your readers' attention. This is particularly the case if your readers receive large amounts of mail and have little time to read.

Writing business letters is like any other document: First you must analyze your audience and determine your purpose. Then

you gather information, create an outline, write a draft, and revise it. The key to writing business letters is to get to the point as quickly as possible and to present your information clearly.

Determining your Audience Type

Writers determine their audience types by considering:

Who they are (age, sex, education, economic status, political/social/religious beliefs);

What level of information they have about the subject (novice, general reader, specialist or expert);

The context in which they will be reading a piece of writing (in a newspaper, textbook, popular magazine, specialized journal, on the Internet, and so forth).

You'll need to analyze your audience in order to write effectively.

1. Look at the following letters. Can you tell the difference between them?

Letter 1.

Супутник-Зв'язок Лімітед

17, вул. Добролюбова, Харків-77, Україна

Шановний пане/ Шановна пані!

13 травня 2000 року о 19 годині в приміщенні нашого центрального офісу відбудуться урочисті збори та банкет, присвячені річниці створення нашого спільного підприємства.

Запрошуються всі, хто брав участь у становленні підприємства.

Вхід у вечірньому вбранні.

Просимо відповісти для отримання офіційного запрошення.

З повагою,

Генеральний директор

С. А. Бровко

Letter 2.

16th of July 2000

My dear Mary

This is just a note to ask you if you and Nick are free in the evening of July 25.

We're going to have a little party at our place with ice-cream, music and all, for a wooden wedding is not a joke!

Do get in touch soon and tell if you can make it.

Love,

Pete and Sarah

2. The chart give you an idea of difference in structure and wording of ordinary and business letters both in English and Ukrainian. Complete the chart by the missing English and Ukrainian version. Pay attention to the first column of the table.

	Letter 1	Letter 2
Address	<i>17, вул. Добролюбова, Харків-77, Україна</i>	–
Date		
Greeting		<i>My dear Mary</i>
Date and place of invitation	<i>13 травня 2000 року о 19 годині в приміщенні нашого центрального офісу</i>	
Reason of invitation		
People invited		
Type of meeting		<i>a little party</i>
Request to answer		
Closing		

Now consider a scheme of a Ukrainian document. Translate it in English.

Емблема фірми	Гриф обмеженого доступу
Назва фірми	Гриф затвердження
Юридична адреса фірми: вул., буд., місто, індекс, тел., факс, розрахунковий рахунок у банку	Адреси Резолюція
Вид документа Дата _____ № _____ На № _____ від _____	
Заголовок до тексту	
Початок тексту (з абзацу)	
ТЕКСТ	
Додаток	
Посада особи, яка підписала документ	підпис Ім'я або ініціали, прізвище печатка
Прізвище виконавця і телефон	
Відмітка про виконання документа і направлення на розгляд	Відмітка про надходження

Note, however, that a lot of companies have their own individual systems.

Structure and Presentation

Business letters in different countries are identical. As a rule a business letter written on the firm form, consists of such elements: sender's address; date; references; inside address (or receiver's address); salutation; subject; introductory paragraph; body of the letter; complimentary close; signature; per pro; company position; enclosure.

Let's examine some features of a simple business letter.

Sender's address. In correspondence that does not have a printed letterhead, the sender's address is written on the top right-hand side of the page. In the UK, in contrast to the practice in some countries, it is not usual to write the sender's name before the sender's address.

Date. The date is written below the sender's address, sometimes separated from it by a space. The month in the date should not be written in figures as they can be confusing; for example, 11.1.93 means 11th January 1993 in the UK but 1st November 1993 in the USA. In the USA the date may indicate the month first, then the date and then the year, so *15 April 2002* will look as *04.15. 2002 or 04/15/2002*. Nor should you abbreviate the month, e.g. Nov. for November, as it simply looks untidy.

Inside (or receiver's) address. This is written below the sender's address and on the opposite side of the page. If you know the surname of the person you are writing to, you write this on the first line of the address, preceded by a courtesy title and either the person's initial(s) or his/her first given name, e.g. Mr J.E. Smith or Mr John Smith, not Mr Smith.

Courtesy titles used in addresses are as follows: *Mr* is the usual courtesy title for a man. *Mrs* is used for a married woman. *Miss* is used for an unmarried woman. *Ms* is used for both married and unmarried women and it is a useful form of address when you are not sure whether the woman you are writing to is married or not.

Receiver. Writing and translation of addresses used to make

some difficulty since Slavic and English layouts are not the same. Now one should mind that they have become almost the same for both home and international correspondence in Ukraine

Compare the following:

Іванову А. А.

Голові компанії “Сантана-Трейдінг”

45, вул. Данілевського

61007, Харків-7

Україна

Ms Paul Smith

(The) Sales Manager of

Union Trading LTD

7 Carswood Street

Redhill

Surrey TQ1 6 BD

Great Britain

In English the number of the building precedes the name of the street without comma. In translation it is not recommended to render Ukrainian or Russian *вулиця, площа, улица, площадь* by English *street, square*, etc. and vice versa to avoid confusion in mail delivery. So, *вулиця Данілевського* in English will be *Vulytsia Danylevskogo*, not *Danylevsky* or *Danylevskogo Street* as well as *Carswood Street* will be *Карсвуд Стріт*, not *вулиця Карсвуд*.

Salutations. *Dear Sir* opens a letter written to a man whose name you do not know. *Dear Sirs* is used to address a company. *Dear Madam* is used to address a woman, whether single or married, whose name you do not know. *Dear Sir or Madam* is used to address a person of whom you know neither the name nor the sex. When you do know the name of the person you are writing to, the salutation takes the form of *Dear* followed by a courtesy title and the person's surname. Initials or first names are not generally used in salutations: *Dear Mr Smith*, not *Dear Mr J. Smith* or *Dear Mr John Smith*.

References. References are quoted to indicate what the letter refers to (*Your Ref.*) and the correspondence to refer to when replying (*Our Ref.*).

The first paragraph says why you are writing. In the first paragraph you will thank your correspondent for his letter (if replying to an enquiry), introduce yourself and your company if necessary, state the subject of the letter, and set out the purpose of

the letter.

The middle paragraphs say what you want or what you are doing (the real reason for writing the letter). This is the main part of your letter and will concern the points that need to be made, answers you wish to give, or questions you want to ask. It is in the middle paragraphs of a letter that planning is most important, to make sure that your most important points are made clearly, fully and in a logical sequence.

The final paragraph is a polite ending. When closing the letter, you should thank the person for writing, if your letter is a reply and if you have not done so at the beginning. Encourage further enquiries or correspondence, and mention that you look forward to hearing from your correspondent soon.

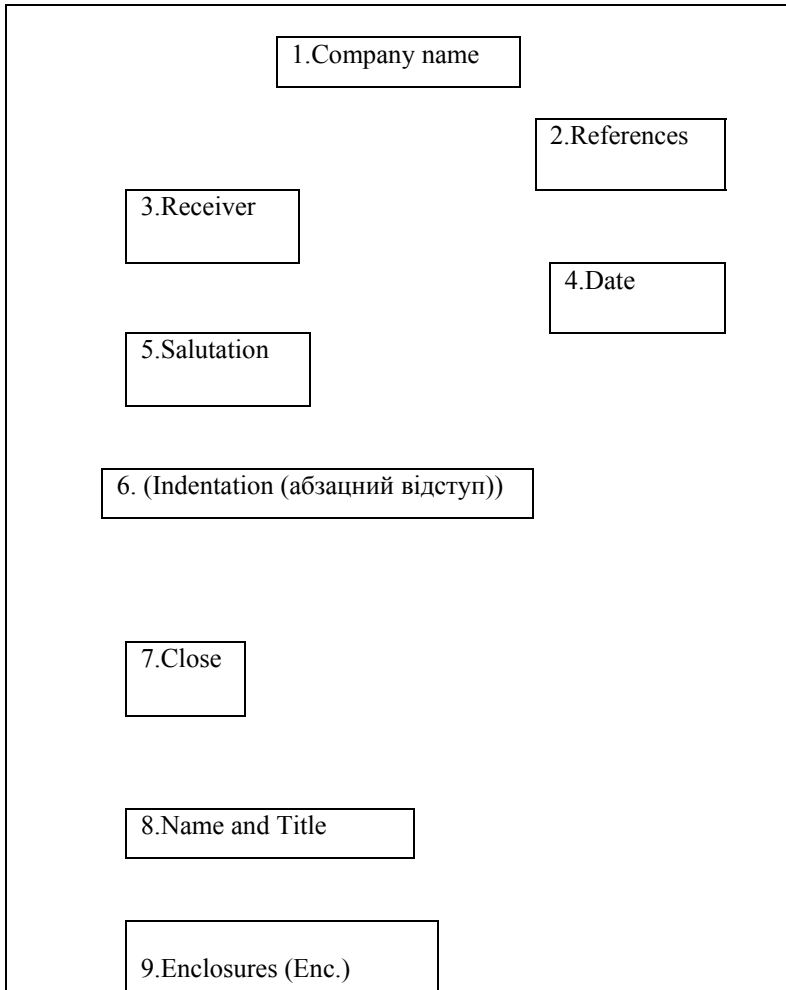
Complimentary closes. If the letter begins *Dear Sir, Dear Sirs, Dear Madam* or *Dear Sir and Madam*, it will close with *Yours faithfully*. If the letter begins with a personal name – *Dear Mr James, Dear Mrs Robinson, Dear Ms Smith* – it will close with *Yours sincerely*. Avoid closing with old-fashioned phrases such as *We remain yours faithfully, Respectfully yours*, etc. The comma after the complimentary close is optional.

Signatures. Always type your name after your handwritten signature and your position in the firm after your typed signature.

Per pro. The term *per.pro* (p.p) is sometimes used in signatures and means *for and on behalf of*.

Enclosures. If there are any enclosures, e.g. leaflets, prospectuses, etc., with the letter, these may be mentioned at the bottom of the letter, and if there are a number of documents, these are listed.

The main 9-blocked layout looks the following way:



Step 2. Word list and word combinations used in business correspondence

There are some formal phrases widely used in business letters. Using them you tune the reader into the appropriate mood and make your communicative task easier.

Початок листа

Шановні пані і панове!
Ми отримали Ваш лист...
Дякуємо за лист . . .
Ваш лист, в якому Ви просите про... (з вимогою про...), ми уважно розглянули...
У відповідь на Ваш лист від...
Посилаючись на Ваш лист від...повідомляємо, що...
Ми раді повідомити Вам приємну новину...
Однак ми повинні нагадати Вам, що...
Із Вашого листа ми дізналися, що...
На підтвердження телефаксу від. . .
Просимо вибачення за затримку з відповіддю на Ваш лист...
Будь-ласка, прийміть наші вибачення за ...
В першу чергу...
Фактично...
Ми повинні повідомити Вас про неможливість виконати Ваше прохання...

Opening Phrases

Dear Sirs,
We have received your letter ...
We thank you for your letter of...
We have given proper attention to your letter where you ask us to do... (with the request/demand of...)
In reply to your letter of...
Referring to your letter of... we inform you of...(that...)
We are glad to share good news with you...
We are sorry (we regret) to have to remind you that...
We learn from your letter that. . .
In confirmation of your fax of...
We apologize for the delay in answering your letter...
Please, accept our apologies for...
First of all (In the first place...)
In fact (Actually; Virtually)...
We have to inform you of our being unable to meet your request...

Зміст Вашого телекса дещо
здивував нас...
Нам необхідно нагадати Вам...
Вам, звичайно, відомо, що...
Додаємо копію листа від
фірми від...

The contents of your telex was a
sort of a surprise for us...
We have to remind you that...
You are no doubt aware that...
We enclose (are enclosing) a copy
of the letter we got from the firm
on...

Сполучні елементи листа

Binding Phrases

Немає сумніву, що...
Ми впевнені, що...
Варто зауважити, що...
Вважаємо за потрібне
відзначити...
Ми були б раді мати
можливість...

There is no doubt that...
We are sure that...
We find it necessary to note...
We find it necessary to note...

Користуючись нагодою,
нагадуємо...

We would/should be glad to have
an opportunity...

Звертаємо Вашу увагу на той
факт, що...
У зв'язку з вищесказаним...

We are taking the opportunity to
remind you... (Taking the
opportunity, we remind you...)
We'd like to draw your attention
to the fact that...
In connection with the above
said...

Інакше ми будемо вимушені...
Щодо Вашого прохання...
Справа в тому, що...
Необхідно визнати, що...
До сих пір ми не отримали
відповіді...
Ми не поділяємо Вашу думку
на підставі того, що...
У випадку Вашої відмови...
Згідно доданого контракту...

Otherwise we shall have (to)...
As regards your request...
The matter/The point is that...
We have to admit that...
Up till now we have received no
reply...
We do not share your point of
view for the following reasons...
In case of your refusal...
In accordance with the contract
enclosed...

Далі Ви наголошуєте на...

Further you stress that...

Прикінцеві фрази

Чекаємо на Вашу згоду
(підтвердження, схвалення)...

Чекаємо на прибуття Ваших
представників для подальших
переговорів...

Будемо вдячні за швидке
виконання нашого
замовлення...

Запевняємо Вас, що буде
вжито термінових заходів для
виправлення становища...

Маємо надію на
співробітництво з Вами. . .

Ми будемо Вам вдячні за
швидку відповідь...

Сподіваємось на швидку
відповідь...

Просимо звертатися до нас
про допомогу, якщо така буде
потрібна...

З повагою...

Closing Phrases

We are looking forward to
receiving your consent
(confirmation, approval)...

We are expecting your
representatives to arrive for the
further talks...

Your prompt execution of our
order would be appreciated...

We assure you that we shall take
prompt actions to remedy the
situation...

We hope to maintain cooperation
with you...

Your early reply will be
appreciated...

We are looking forward to
hearing from you...

If we can be of any assistance
please do not hesitate to contact
us...

Yours faithfully,
Faithfully,
Truthfully yours,
Yours sincerely.

1. Complete the chart by the missing English, Russian or Ukrainian version of the phrase.

Opening phrases		
<i>Thank you for the letter of (date)</i>		<i>Дякую Вам за лист від...</i>
<i>We have received your letter of... and have pleasure in giving you full information on...</i>	<i>Мы получили Ваше письмо от... и с удовольствием предоставляем Вам полную информацию о...</i>	
<i>I refer to your letter dated...</i>		<i>З приводу Вашого листа від...</i>
<i>In reply to your letter of... we wish to inform you...</i>	<i>В ответ на Ваше письмо от... мы информируем Вас...</i>	
	<i>Пишем Вам с целью сообщить детали по поводу...</i>	<i>Пишемо Вам, щоб повідомити деталі з приводу...</i>
<i>I am writing to make you an offer of ...</i>		<i>Пишемо Вам з метою запропонувати...</i>
	<i>Обращаемся к Вам со специальным предложением следующего...</i>	<i>Звертаємося до Вас зі спеціальною пропозицією наступного...</i>
<i>Thank you very much for the order received this morning.</i>	<i>Благодарим Вас за заказ, полученный нами сегодня утром.</i>	
<i>Many thanks for sending us an order for...</i>		<i>Дякуємо Вам за розміщення у нас замовлення на...</i>
<i>We are writing to confirm our arrangement...</i>	<i>Настоящим письмом подтверждаем нашу договоренность...</i>	
	<i>Просим прощения за...</i>	<i>Просимо вибачення за...</i>
<i>Please accept our apologies for...</i>	<i>Примите наши извинения за...</i>	
<i>We very much regret to say that</i>		<i>Повідомляємо Вас, що на превеликий жаль...</i>
	<i>Крайне сожалеем о задержке...</i>	<i>Дуже шкодуємо з приводу затримки...</i>

Here are some other basic business letters which you will find useful for typical English business correspondence: Official letters, Informal letter, Letters of Thanks, Letters of Congratulation, Letters of Condolence, Letters of Introduction, Making a Sale, Placing an Order, Making a Claim, Adjusting a Claim, Making an Enquiry, Writing a Cover Letter when Applying for a Job.

There are some examples of these letters:

Letters of Thanks

If you have received the hospitality of a friend, for a weekend or longer, courtesy requires you write a note of thanks within two or three days after your return home. The fact that you soon and enthusiastically thanked your hostess before leaving does not count. You must express your appreciation in writing. This is a so-called 'duty' note which is expected of you (which you must write). It has become known as a 'bread-and-butter' letter because it thanks hostess for the hospitality she has provided.

Here is an example:

Dear Mrs. Novak,

I'd like you to know how much the week-end at your lovely house in Southampton has meant to me. I not only enjoyed myself immensely, but I feel relaxed and refreshed as I have not in months. Many thanks to you and Mr. Novak for asking me.

Sincerely,
Ivan Brovko

Letters of Congratulation

Letters of congratulation should be cheerful messages. They may be brief and formal, or they may be chatty and informal – depending on the circumstances. It may be congratulation on winning an honour or distinction, etc.

Dear Mr. Walley,

My warm congratulations to you on your election as President of the State Medical Association. It is a fine tribute from your colleagues, and a reward you richly deserve for your many years of splendid service to the profession and to the people of the state.

My very best wishes to you.
Sincerely yours,
Ivan Brovko.

Letters of Condolence

A letter of condolence should be written promptly as soon as you hear the news and before shock of it has worn off. Put down simply and truthfully what you think and feel at that moment. Remember that the three most essential qualities of a good condolence letter are tact, sincerity and brevity.

Dear Miss Smith,

Please accept my very deepest sympathy on the death of your father. I can well appreciate what a great loss this must be to you.

Sincerely yours,
Irena Levina.

Letters of Introduction

Note that a letter of introduction is offered, not requested. Make it a point never to write a letter of introduction unless you know both persons intimately and well.

Write the letter briefly and to the point. The letter should give the name of the person being introduced, the reason or purpose for the introduction, and any other information that is relevant or important. A letter of introduction may either be handed to the person

for whom it is written, to be presented personally, or it may be sent through the mail. If it is to be delivered personally, the envelope should be left unsealed. However a second and private letter may be written and sent by mail, giving more information about the person who is on the way with a letter of introduction.

For example: to be presented in person.

Dear Mr. Cool,

The bearer of this letter, Mr. Kirill Levin, is a friend of mine who is visiting your city on business.

Anything you can do to help him will be a kindness much appreciated by him and, I need hardly to say, by me.

Yours sincerely,
Nikolay Zotov

Official letter

Dear Mr. Bright,

A mutual friend, Mr. George Splint, has advised me to get in touch with you.

I am working on a thesis on English history of the seventeenth century. As you are an expert on this period I would be most grateful if we could meet. I should be very glad if you would have dinner with me at the Kensington Garden Hotel at 7 p.m. on Wednesday, June 27th.

Yours faithfully,
Peter Resin.

Informal letter

A. If the letter is addressed to an individual.

Dear Ivan,

In the next day or so you will receive a telephone call from George Bondarenko of Kiev. He is a very good friend of mine and as he is planning to be in Edinburgh for a month or more, I gave him a letter of introduction to you.

I know how busy you are, Ivan, and I do not want you to regard this as an obligation. But I feel certain you will enjoy meeting George Bondarenko and I am sure that once you meet him, you will want to keep on seeing him! For George's good company anywhere – at tennis or just talking.

I hope you and Ellen are well and I look forward to seeing you on your next visit to London.

Sincerely yours,
Richard Dawson

B. If the letter is addressed to a firm.

For example: participating in a conference.

IELC Secretariat
250 Park Avenue
New York, 23, N.Y
USA
June 5,20

Professor P. Pavlov,
I. Franko University of Lviv,
1 Universytetska Vyl.,
Lviv, Ukraine 290001

Dear Professor Pavlov,

We acknowledge receipt of your paper which you submitted to IELC in New York. Your paper number: 1055. Please refer in all forthcoming correspondence to the above paper number. Thank you for submitting a paper to XXP'01. Your paper will undergo regular review by the appropriate scientific Committee. We look forward to seeing you at the International Environmental Law Conference in New York and fully appreciate the contribution of the Ukrainian law scientists for the success of this conference.

Sincerely yours,
Prof. B. Andrews

2. a) Match these words with their definitions.

b) Match the following words with their Ukrainian and English equivalents:

- | | |
|---------------------|--|
| 1) enclosure | a) person's name signed by himself |
| 2) per.pro | b) an indication of what the letter refers to |
| 3) signature | c) a title to which one has no valid claim |
| 4) salutation | d) for and on behalf of |
| 5) date | e) smth enclosed with a letter |
| 6) reference number | f) an expression of greeting, good will, or courtesy |
| 7) courtesy title | g) an inscription or statement indicating when a thing was written or made |
| | h) за допомогою когось |
| | і) вихідний номер |
| | j) дата, число, датувати |
| | к) титул, звання |
| | l) підпис |
| | м) додаток |
| | п) привітання |

Some of common abbreviations:

p.m – post meridiem (lat.) – after noon – ополудні

fig. – figure, figurative – ілюстрація, переносний

assoc. – associate, association – помічник, асоціація

etc. – et cetera (lat.) – and the rest ; and all the others – і так далі

e.g. – exempli gratia (lat.) – for example ; for instance – наприклад

incl. – including – включно

encl. – enclosure – додаток

max. – maximum – максимум

no. – number – номер, число

i.e. – id est (lat) – in other words – тобто

approx. – approximately – приблизно

p.p./per pro. – per procurationem (lat.) – за допомогою когось

RSVP – repondez s'il vous plait (fr.) – просимо відповісти
misc. – miscellaneous – різноманітний, різний
p.a – per annum (lat.) – щороку, щорік
Ltd. – limited – компанія з обмеженою відповідальністю
c.v. – curriculum vitae (lat.) – brief personal history – resume – автобіографія
Aug. – August – серпень
f.o.b. – free on board – франко-борт

3. Fill in the correct abbreviations. (See example):

- 1 After 12 o'clock midday. p.m.
- 2 Figure (You see this below an illustration in a book.) _____
- 3 Association. _____
- 4 Found at the end of a list and means 'and others'. _____
- 5 Put this before an example. _____
- 6 This means 'included'. _____
- 7 Written at the bottom of a letter to show that some other papers are in the same envelope. _____
- 8 The opposite of min. _____
- 9 Number. _____
- 10 'that is'. _____
- 11 Used when a measurement or time is not exact. It means 'about'. _____
- 12 The eighth month of the year. _____
- 13 Written at the end of an invitation this means you have to send an answer to say you will or will not attend. _____
14. Miscellaneous. _____

4. Translate the following:

a. into English:

Бровко О. П.
Генеральному
директору
компанії “Сантана”
35, вул. Іванова
64018, м. Львів
Україна

b. into Ukrainian:

Ms Helen Leen
Administrative
Manager
Monitors Pic
302 Noms Road
Reading
Berks
Great Britain

c. into Russian

пану Полу Філдінгу
Голові економічного
відділу
189, Ештрі Стріт
м. Лидз LQ 1 НІЗ
Велика Британія

5. The manager of the firm brought this draft of the letter for correction and translation to his referent. What should the English version look like?

61052 ул. Хмельницького, 21

Харьков, Украина

СПУТНИК-СВЯЗЬ

Входящий: PS/mg Исходящий: АТ/СІ8 16 мая 2001 года

Приложения:

Интернешенл Трейдинг Лимитед

Полу Коллинзу

менеджеру компании

Шортерз Уок, 17

Дерби DV6 2LD

Англия

Просим прощения за задержку с ответом на приглашение.
С удовольствием примем участие в выставке. Сообщите условия.

Менеджер Александр Тимченко

6. Look through the letter below, what do you think is wrong with it? Correct the mistakes.

Browntown Productions LTD

27 Brownlee road, Catford, Lids SE6 4 PH, U.K.

John Adams
Sakes Manager

International Computer Services

136 Bolt Road
Newbury Berks

our ref: BD/ob Your ref: DH/as date: Catford, 29, February, 2001

Dear mr. John Hicks

I cannot express my gratitude for your previous letter.

Actually, it was the only one I got since my holidays I wonderfully spent in the Cyprus. Our office was moving, so now we are in a good place of the city.

Anyway, what do you really think of my proposition? Please keep in touch. Hope to hear from you soon.

Bye.

Business Manager

7. Put the parts of this opening of a business letter into the correct order to form sentences:

1. assure we shall We that prompt take you to remedy the situation. action

2. you could If me London in the next few before telephone days, to arrange with I would Dr. S. Ivanenko he be delighted leaves on October 31st a lunch.

3. writing of reference 23 rd February am to we our telephone conversation to confirm arranged, the With meeting I

8. The letter has been revised by Mr. Thomas so many times that it has become mixed up, and his own word processor has failed to reorganize it. Arrange the letter so that everything is in the right place and translate it into Ukrainian keeping in mind particularities of layout, address writing, etc. The first point in the letter is:

(2) WIDGETRY LTD

(3) Pine Estate, Westhornet, Bedfordshire, UB 18 22BC
Telephone/Fax 9017 23456 E-mail
<http://www.connect.com>

(1) Simon Thomas

(6) Yours sincerely,

(7) James Bowers,
Sales Manager,
Electroscan Ltd,
Orchard Road Estate,
Oxbridge UB 84 10 SF

(2) WIDGETRY LTD

(4) I look forward to hearing
from you.

(10) July 2000

(5) Your ref: MS/22
Our ref: ST/88

(11) Dear Mr Bowers

(8) Production Manager

(9) Thank you for your letter.
I am afraid that we have a problem with your order since the manufacturers cannot supply it until September. Would you prefer us to supply a substitute for you or would you rather wait?

9. This exercise demonstrates the way business lexicon in translation may present difficulties since the word combinability is different in different languages.

A.

A.1. Match the words from the verb list 1 with the words from the noun list A.2. Notice that some of the verbs can collocate with several nouns and vice versa.

List 1

to place
to submit
to grant
to settle
to lodge
to launch
to remit
to meet
to open
to second
to chair
to quote
to debit
to negotiate

List 2

a complaint
an order
an account
a meeting
a debt
prices
an invoice
an agreement
an offer
a discount
a cheque
a delivery date
a proposal
a product

B.

B.1. Match the words from the verb list 1 with the words from the noun list B.2. Notice that some of the verbs can collocate with several nouns and vice versa. Make all necessary changes of cases.

List 1

розташувати
подавати
відкрити
почати виробництво
підтримати
призначати
надавати

List 2

умови постачання
рахунок
пропозицію
зустріч
знижку
чек
продукт

вести	замовлення
обговорювати	ціни
оплатити	борг
виконати	договір
сплатити по	скаргу
виставити	рахунок-фактуру

C. Find equivalents of all phrases you have made up. Compare the differences in combinability.

10. Fill in the missing words in the letters below. Choose from the following. (See example):

<i>appreciate</i>	<i>ask</i>	<i>concerning</i>	<i>delighted</i>	<i>enclose</i>
<i>faithfully</i>	<i>grateful</i>	<i>hearing</i>	<i>please</i>	<i>receiving</i>
<i>Regarding</i>	<i>regret</i>	<i>sincerely</i>	<i>sorry</i>	<i>writing</i>

I.

Dear Ms Chan,

Thank you for your letter of 24 April, (1) concerning the exhibition in

Anytown in August.

We are (2).....to hear that your company will be taking part and that you will address the opening conference.

(3).....the conference, we should

(4).....it if you could send us details of all the delegates so that we can prepare security passes. We would also

(5).....you to let us have details of the equipment you need for your presentation.

We look forward to (6).....your reply.

Yours (7).....

II.

Dear Sir/Madam

Your company has been recommended to us by a business associate and I am (8).....to enquire about your translation

services.

My company has recently entered the export market and we need advertising material translated into Chinese, Russian, and Turkish.

We would be (9).....if you could send us your prices and terms of payment.

We look forward to (10).....from you.

Yours (11).....

III.

Dear Mr Kadenza

I was very (12).....to hear about your problems with the new super vacuum.

I have investigated the complaint and I (13).....to tell you that the problem is the result of faulty operation.

I(14).....a copy of the inspector's report with this letter.

If you require us to repair the machine,

(15).....contact me at the number above.

Yours sincerely,

11. Write out the letter using the proper business letter format. Put the date and the addresses correctly. Put in the capital letters and punctuation.

“Brownlee & co ltd 5 high street blackheath london se 3 b tel 05 769 098 fax 678 4356 telex 876028(new paragraph) mr j k smith personnel manager hughes & son ltd 435 rowans road london w1a (new paragraph) dear mr smth thank you for your letter of 23 october and your current catalogue and price-list (new paragraph) we are very interested in your products we would appreciate a sample of each of the items listed above (new paragraph) we are looking forward to hearing from you yours sincerely etc....”

Step 3. How to Write a Better Business Email

Email is the most efficient communications tool that you will ever use in your business. If used properly, it can instantly enhance your business by increasing profits and reducing expenses. Through daily use of email any business can communicate with existing customers, vendors, employees, and friends, as well as find and cultivate new customers. Email is also a great way to get thousands of people to your website.

Here are a few tips:

Write your emails as you would a letter. Always use a capital letter to start a sentence and always use proper punctuation, grammar, spelling, and spacing.

Guidelines for writing e-mail:

Keep sentences brief, crisp and simple.

Make good use of headings and numbered points.

Keep social banter (good-humored teasing) to a brief opening sentence.

Use boxes, colours, italics and bold highlighting to draw attention to key points and create a visual impact.

Always edit documents to make sure spelling is consistent and sentences are grammatically correct.

Form ideas clearly into a planned structure before starting to write and check that only relevant parties are sent copies.

Be very polite and businesslike.

Write your email from the standpoint of the reader. The more information you give that will help the reader, the more likely they will want to visit your Web site.

Use short paragraphs and add a blank line between paragraphs. Avoid long run on sentences and avoid putting your entire email in a single paragraph. **Space** out your email like you would a letter.

Find creative ways to ask the respondent to reply to your email. Offer to send them out a regular email newsletter.

Be sure to include your full webpage address in your email. Give it to

them as follows, so it is a clickable URL that will take them directly to your website, like this: <http://www.jvl.net.com>.

It is OK to send a single un-solicited email to a potential customer, but state in your email that you will not send any follow-up emails to anyone who does not respond with a request for more information.

Keep your initial email brief.

Have two or more places on your Web site that the potential reader can click on to send you mail. One can be a standard line such as "Click here to send me mail." You might also create an email link to your name at the end of your site.

Sign your email, just like you would a letter, with a proper salutation and your name.

Edit your copy carefully to avoid false or misleading claims. Read the email over completely before sending it. Does it get your message across properly? **Can** you make it more exciting to read? Did you include your complete webpage URL? Did you use proper grammar and spelling? Are you sure the email is still worth sending?

Once you do hit the send button, the email will check itself for spelling. Be sure you have spell check turned on.

After the email is sent it will be copied to your sent file. You could then move specific sent emails into other folders for more efficient storage and sorting.

Email has great potential for personal and business use. Used correctly it can generate much good will. Used poorly it can hurt people and waste their time.

There is a short example of e-mail illustrating the features above:

Hello Ted,

I'm sure you recall the August 1st meeting where we discussed the proposed venture capital funding of XYZ Inc. I've finished the paperwork for the next round and would like to ask you to look it over.

That is, if you are not too busy!

If it is okay with you, could we get together today at 3PM?

Just let me know whether this time is convenient.

Regards,

Margaret

Unit 2. ANNOTATION WRITING

Step 1. Words and words combinations used in annotation writing

1. Read and analyse words, word combinations, clichés usually used in the writings.

The text (I'm reproducing) is taken from...	Текст (який я відтворюю) узято з...
The text is headlined...	Текст має назву...
The text (story, article) is concerned	У тексті (оповіданні, статті) йдеться про..., (пов'язано з...)
The subject of the text is...	Темою тексту є...
At the beginning (of the text) the author...	На початку (тексту) автор...

describes	описує
depicts	змальовує
dwells on	детально зупиняється на...
touches upon	торкається ...
explains	пояснює
introduces	знайомить з
mentions	згадує
recalls	нагадує
characterizes	характеризує
analyses	аналізує
comments on	коментує
enumerates	дає перелік
points out	вказує на
emphasizes	підкреслює
stresses	підкреслює
underlines	підкреслює
generalizes about	узагальнює
criticizes	критикує
makes a few critical remarks on	робить декілька критичних зауважень

reveals	викриває
exposes	розкриває
accuses	звинувачує
praises	позитивно оцінює
gives a summary of	коротко описує
gives his account of	дає короткий опис
The article begins with a (the) description of...	Стаття починається з опису
The author begins with a (the)	Автор починає з опису
The article opens with...	Стаття розпочинається з ...
by mentioning	згадки
the analysis of	аналізу
a (the) summary of	підсумку
a comment on	коментаря
a review of	огляду
an account of	звіту
the characterization of	характеристики
(his) recollections of	його думки про, його спогадів про
some (a few) critical remarks about...(of, concerning)	декількох критичних зауважень про... (відносно)
the accusation of	звинувачення
the exposure of	викриття
the (his) praises of	(його) позитивної оцінки
the generalization of	узагальнень (узагальнення)
Then (after that, further on, next)	Потім (після цього, далі)
The author	Автор
passes on to...	переходить до...
goes on to say that.	хоче сказати, що (розповідає)
gives a detailed (thorough) analysis (description) of...	дає детальний(ретельний) аналіз (опис)...
In conclusion the author...	На завершення автор...
The author concludes with...	Автор закінчує...
The article ends with...	Стаття закінчується...

At the end of the article the author draws the conclusion that... (we make the conclusion that...)	У кінці статті автор доходить висновку... ми доходимо висновку, що...
To finish with the author describes...	У кінці статті автор описує...
At the end of the article the author sums it all up (by saying...)	У кінці статті автор підсумовує усе викладене вище (казане...)
In the conclusion the author... To sum it all up we should say...	У кінці статті автор... У підсумку нам слід сказати... say...

Step 2. Summary

Types of Summaries

A summary should be accurate and while 100% objectivity isn't possible, the summary writer should strive to stay as close as possible to this position. Most importantly, the summary writer should fairly represent the author's ideas. Writers of summaries should save their own ideas and interpretations for the response(відгук), rather than including these things in the summary.

The purpose for the summary can alter(змінюватися) how it is written. Also, the reader's needs and interests must be considered when writing a summary. A key skill to develop for use in written summary is the ability to paraphrase (to express the author's ideas using the summarizer's own words).

There are three types of summary:

- Main Point Summary
- Key Points Summary
- Outline Summary

Outline Summary

This type of summary mimics the structure of the text being summarized. It includes the main points and argument in the same order they appear in the original text. This is an especially effective technique to use when the accompanying response will be analytic, such as an evaluation(оцінювання) of the logic or evidence used in a text.

Main Point Summary

A main point summary reads much like an article abstract, giving the most important "facts" of the text. It should identify the title, author, and main point or argument. When relevant, it can also include the text's source (book, essay, periodical, journal, etc.). As in all types of summary, a main point summary uses author tags(фраза, клише), such as "In the article, the author states...", or "The author argues/explains/says/asks/suggests..." These tags will make it clear which ideas are those of the author and the text being summarized, not the summarizer. This type of summary might also use a quote(цитування) from the text, but the quote should be representative of the text's main idea or point. A main point summary is often used when writing academic papers as a way to introduce the reader to a source and to place the main point of that source into the context of an argument or discussion of an issue.

Key Point Summary

This type of summary will have all the same features as a main point summary, but also include the reasons and evidence (key points) the author uses to support the text's main idea. This type of summary would also use direct quotes of key words, phrases, or sentences from the text. This summary is used when it is necessary for the summary writer to fully explain an author's idea to the reader. The key point summary involves a full accounting and complete representation of the author's entire set of ideas. One reason to use this sort of summary would be if the writer intended to respond to

the author's argument using an agree/disagree response model. In such a case, there may be some of the author's ideas that the writer agrees with, but others with which the writer disagrees.

Step 3. Review

The very word "review", both as noun and verb, tells us what we should be doing. As the Latin root indicates, to review means to see again.

The first step in a review is to describe the work and its topic.

The second task is to describe the work itself.

Review articles, including meta-analyses, are critical evaluations of material that has already been published. By organizing, integrating and evaluating previously published material, the author of a review article considers the progress of current research toward clarifying a problem. In a sense, a review article is tutorial in that the author

- defines and clarifies the problem;
- summarizes previous investigations in order to inform the reader of the state of current research;
- identifies relations, contradictions(суперечності), gaps(розбіжності), and consistencies(непослідовність) in the literature;
- suggests the next step or steps in solving the problem.

Step 4. Annotation

An annotation is a brief summary of a book, article, or other publication. The purpose of an annotation is to describe the work in such a way that the reader can decide whether or not to read the work itself. There are, to be sure, other elements in various types of annotations, but if the six points noted below are covered, the annotator can at least be certain the basics have been covered. By definition annotations are short notes, normally no more than 150 words.

1. Here are some guidelines for writing annotation:

1: Say something about the author, i.e. what their qualifications are for writing on the subject.

2: Explain the scope and main purpose of the text. This is usually done in one to three short sentences. (This is not a summary of the plot and not an abstract; you cannot hope to summarize the total content of the work).

3: Note the relationship to other works in the field, if any. Or you may want to compare one work in your bibliography with the others that you include and how they are different from each other.

4: Include the major bias or standpoint of the author in relation to the work.

5: Indicate the audience and the level of reading difficulty if it is important. This is not always present in an annotation but is important if the work is targeted to a specific audience.

6: At this point the annotation can end with a summary comment.

2. You are suggested a plan of annotation:

1. What is the text concerned with?
2. What does the author dwell on?
3. What does the author describe further on?
4. What kind of summary does the author give after that?
5. What does the author point out?
6. What does the author conclude the text with?

3. You are suggested a scheme of annotation:

The text (the page) I have read deals with (concerns) Criminal law (the branch of the science it is devoted to).

This text (this page) is an abstract from the scientific article

(the monograph) under the title "...".

The book (the monograph) was published in 2001 in Kiev.

In the first paragraph of the page (of the text) it goes about (мова йдеться про)...

In the second paragraph the author characterises (analyses, explains) the legal issues of...

In the third paragraph he singles out (виділяє) the main peculiarities (characteristics, features) of...

In the fourth paragraph it is stressed (underlined) that...

In the fifth paragraph he cites a primary source (Article/Section of)...

In the next paragraph the author comes to the conclusion (reaches the conclusion) that...

Summing all it up he points out that...

In my opinion / to my mind this text (book, monograph etc.) is of great (certain) value; up-to-date/outdated a bit; of great importance to/for scientists in the field of Criminal law (to/for criminal jurists).

4. Using all above-mentioned information read the text, make a plan of annotation and annotate the text.

Labor Law

In general, the state has extensive authority over labor relation matters, including the labor market, unemployment, social insurance, labor safety, standard employment conditions and resolution of labor disputes. The state provides additional employment guarantees to women with children under the age of 6, single mothers with children who are disabled or under the age of 14, senior citizens of pre-retirement age and persons released from prison.

The Labor Code, which covers nearly all aspects of employee relations in Ukraine, governs employment agreements and contracts; working hours and time off; compensation and social benefits; discipline; employment of women and minors; resolution of employment disputes; liabilities of employees and employers.

The Labor Code provides that an employment contract is a special

form of employment agreement that may be used only where permitted by law. While an employment contract may be entered into for a definite term or until a specific job is completed, an employment agreement, being the major legal basis of employment relationships, is usually concluded for an indefinite term.

Under the Labor Code, employment may be terminated by: agreement of the parties; expiration of the employment agreement; entry of the employee into military or alternative non-military service; the employee, the employer, or the trade union, if applicable.

An employee has the right to terminate his or her permanent employment agreement without reason upon two weeks notice.

The minimum wage is the lowest compensation allowed by law for simple, unskilled work. The minimum wage does not include any additional compensation payable to an employee. Overtime and holiday work must be compensated at a double rate.

Under the Constitution and the Labor Code, all Ukrainian citizens have equal employment and labor rights regardless of race, color, political, religious or other beliefs, gender, national or social background, financial status, or language. The Labor Code and other laws also provide protection and special employment and labor rights for working women, minors, students, senior citizens and disabled individuals.

*Helen Sitenko (The Ukrainian Journal of Business
Law № 1 January 2003).*

Unit 3. *PERSONAL PAPERS*

Step 1. Curriculum Vitae

Curriculum vitae = C V = resume (USA) = brief personal history.

When a company needs to recruit new people, it can give an announcement in the “Need help” section of a newspaper.

People who are looking for a job can send a letter of application or covering letter (USA cover letter) and in some cases a curriculum vitae or c.v. (in the USA – resume) containing details of their education and experience. A company may ask candidates to fill up a standard application form (see below). The company’s Human Resources department selects the most suitable applications and prepares a short list of candidates or applicants, who are invited to attend an interview.

CVs are required for all except the most junior jobs, and are used as a basis for assessment and comparison of applicants for a job.

CVs provide information about an applicant, set out in a way that is easy to read. They should include: name; address and telephone number; date and place of birth; nationality; married or single (give the ages of any children); dates and places of education; examinations passed, especially if internationally recognized; knowledge of English and of other languages; previous employment and work experience; outside interests, hobbies, etc. CVs can vary slightly in the layout, but all give the same basic information. How to write a resume? What Is a Resume?

A resume is a one or two page summary of your skills, accomplishments, experiences, and education designed to capture a prospective educator's or employer's interest. The purpose of a resume is to introduce yourself to a university, a job or any place where you apply. It is the primary tool of your education or job search and may take several drafts to prepare effectively.

Before you can write an effective resume, you must first be able to identify your skills and abilities as well as your special needs

relating to the work environment, salary, geographic location, and people environment. This will help you to develop a career objective.

As you write your resume, keep in mind the following: 1. Use concise language; 2. Minimize or omit everything that is irrelevant; 3. Place the most important information at the beginning of your resume; 4. There must be no grammatical errors; 5. Let an experienced person read it; 6. Print your resume on good paper.

A curriculum vitae/resume must accompany each application for volunteer service. Listed below are the specific items needed:

PERSONAL DETAILS

- Name in full
- Current address
- Phone number
- Fax number
- Email
- Date and Place of birth (optional at time of application but is required for visa and insurance purposes)

EDUCATION

- Secondary School and dates attended
- University/Institute and dates attended
- Educational degrees / certificates date/month received
- Also include any positions held

WORK EXPERIENCE

- List dates, locations and positions

SPECIAL INTERESTS / HOBBIES / SKILLS

- Competitions and any achievements
- Community involvement
- Sport, arts, music, etc.

AIMS IN LIFE

REFERENCES

Selecting your CV format

To get yourself noticed it is important to use a CV format which will best represent you in the jobs market. There is any number of ways of laying out (планувати) a CV, but these can in fact be reduced to 5 basic examples: Chronological CV (traditional approach (підхід) superseded (заміняти) by the Performance CV), Functional CV, Performance CV (an updated form of the Chronological CV), Targeted CV and Alternative CV. The three major formats of resume used by students are Chronological, Functional, and Combined. Each format has particular advantages that you must consider as you prepare it. Choose a format that best emphasizes your skills and experiences, and relates to your job objective. Each of these formats has its advantages and disadvantages (see below).

In general the Performance CV works best for most people, assuming that you are staying in the same field. If this format is unsuitable for you then you could try either the Functional or Targeted CV formats and see which reads/looks better for you. Even if you create a Performance CV for yourself, there are times when a Functional/Targeted CV may help you secure an interview when a Performance CV would fail.

Performance or Chronological CV

In a Performance or Chronological format your employment history is shown in reverse chronological order, with your most recent job first. Job titles and company names are strongly emphasized and duties and achievements are described under each job title. You should use a Performance CV when you are seeking a job which is directly in line with your past experiences or your last employer was a household name. The only difference between a Chronological CV and a Performance CV is that the Performance CV highlights a list of your major achievements near the start of your CV.

Advantages:

1. If you are planning to stay in the same field/work area.
2. If you want to show-off your promotions.
3. If the name of your last employer is highly prestigious.
4. Most people prefer this format to the other formats listed here because it is easy to see who you have worked for and what you did in each particular job.

Disadvantages:

1. If you are planning to change career direction.
2. If you have frequently changed employer.
3. If your work history has been patchy in recent years, either through unemployment, redundancy, self-employment, ill health, etc.
4. If you do not have many achievements (you could just leave out the achievements section as in a traditional Chronological CV) or your achievements are not in line with what you want to do now – either leave out the achievements section or consider using a Functional or Targeted CV

Functional CV

The Functional format highlights major areas of accomplishment and strength. Actual titles and work history are in a subordinate position and sometimes left off entirely. This style gives you flexibility in emphasis and eliminates repetition of job assignments. This type of CV highlights the main functions/achievements of your whole career and it can therefore be very useful if you have had a varied career or you are seeking a change of career direction. In this format, job titles and company names are given less dominance or even omitted (не включати) in some cases.

Advantages:

1. If you want to emphasize abilities and achievements that have not been used in your most recent job(s).
2. If you are changing career direction.
3. If you have had a large number of jobs and you would prefer to describe the experience you have gained in total.

4. If you want to include voluntary/unpaid experience.
5. If your work history has been patchy in recent years, either through unemployment, redundancy, self-employment, ill health, etc.

Disadvantages:

1. If you want to highlight promotions/career growth – you could include this sort of information on the second page of your CV, but it would not be as prominent as on a Performance CV.
2. If your most recent employer is highly prestigious, because their name will not be prominently displayed on the first page. You can get round this by putting their name in both the profile and cover letter.
3. If your job has only a limited number of functions.
4. Unusual CV format - may not be liked by everyone.

Targeted CV

This type of CV emphasizes your abilities and achievements which are directly relevant to a specific job target. It is best used when you are planning a change of career direction.

Advantages:

1. If you want to emphasize abilities and achievements that have not been used in your most recent job(s).
2. If you are changing career direction.
3. If you have had a large number of jobs and you would prefer to describe the experience you have gained in total.
4. If you want to include voluntary/unpaid experience.
5. If your work history has been patchy in recent years, either through unemployment, redundancy, self-employment, ill health, etc.
6. If you have several completely different job targets and you need a CV for each.

Disadvantages:

1. If you want to highlight promotions/career growth – you could include this sort of information on the second page of your CV, but it would not be as prominent as on a Performance CV.
2. If your most recent employer is highly prestigious, because their name will not be prominently displayed on the first page. You can get round this by putting their name in both the profile and cover letter.
3. Unusual CV format – may not be liked by everyone.

Alternative CV

This sort of CV is suitable for creative careers in, for example, writing, public relations and fashion designers. It is not suitable for senior managers/executives who would be better advised to use the Performance CV.

Advantages:

1. If the job requires exceptional talent in either the written or visual mediums.
2. If you will be applying directly to the person you will be working for.

Disadvantages:

1. Not to be used if you are seeking a management position.
2. If you are planning to apply through normal channels such as advertised vacancies/the Personnel Department.
3. This CV format may fail utterly if your ideas are not well received by the recipient of your CV.

Combined CV

In the Combined format, you capitalize on the best of both the Chronological and the Functional formats by emphasizing your skills first, followed by an employment history. A Combined format is especially useful if your employment history is not directly related to the job target, yet denotes responsibility and potential.

1. Using the following example and keeping in mind at whom your resume is directed choose the format of your own resume and explain your choice. See an example of chronological one.

Chronological resume:

SVETLANA PETRENKO

P. O. Box 9434

Lviv, Ukraine 290005

Telephone: (+380 322) 69 98 33

Fax: (+380 322) 75 44 16

E-mail: svetlana@mydomain.lviv.ua

PERSONAL INFORMATION

Date of Birth: August 7, 1977

Place of Birth: Lviv, Ukraine

Citizenship: Ukrainian

Language spoken: Ukrainian, English, Russian, Polish

EDUCATION

1998 course on Conflict Resolution at St. Paul's University, Ottawa, Canada

1995-present Law Faculty, Lviv State University, Ukraine

1997 Harvard Ukrainian Summer Institute (FTUSI), History and Political Studies, USA

1996 Alpbach Summer Program on European Integration, Austria

1995 Pre-law department, Lviv State University, Ukraine

1994 High School 53, Lviv Ukraine, received high school diploma

1994 Gilmer High School, Gilmer Texas, received high school diploma, with honors

WORK EXPERIENCE

1998 Intern in the House of Commons, Ottawa Canada, office of Dennis Mills

1995 English Teacher, 11th grade, School 99, Lviv, Ukraine

1994-1996 Research Assistant to Julie-Anne Franko, graduate student Yale University

AWARDS AND SCHOLARSHIPS

1998 Full Scholarship to Canada-Ukraine Parliamentary Program

1997 Full Scholarship to Harvard Ukrainian Research Institute Summer Program

1996 Full Scholarship to Alpbach Summer Program on European Intergration

1994 Globe Scholar Award, Gilmer USA

1994 Second place, University Interscholastic League District Award for Speech Making

1993 Rotary Scholarship: one year exchange program to USA
1992 Lviv Regional English Language Olympiad, II prize

COMMUNITY AND VOLUNTEER ACTIVITIES

1998 President of Rotaract Club of Lviv
Head of the project in Livchytsi Boarding School for Mentally Impaired Children English-Ukrainian Simultaneous Translator, TAIZE meetings, Stuttgart Germany, Vienna Austria
HUSI Alumni Association
Youth Group, Trinity Church, (Greek-Catholic)

SKILLS AND INTERESTS

Driving (license 1995)
Computer, IBM, Macintosh (Microsoft Word, Word Perfect, E-mail, Internet)
Judo

Advice to remember:

1. Your CV is the information on which your potential employer bases his or her decision on whether to bother interviewing you or not.
2. Your CV should be suitable for each job application – the information should be relevant to the job that you are applying for.
3. Don't be afraid to oversell yourself. Obviously don't blatantly (очевидно) lie on your CV, but you can exaggerate your existing skills (especially if you know for sure that you can do what you are saying you can).
4. Your CV must stand out (відрізнятися) from the rest – it's an advert for the skills and services you have to offer.

What should you leave out of your CV?

1. Photos – the only people who need to include these are models, actors, actresses and possibly air cabin crew. Any sort of failure – exams, marriages, businesses, etc.
2. Reasons for leaving each job.
3. Salary information – this can only be used to reject your application. If an advertisement specifically requests this information you can always include the information in your cover

letter.

4. Fancy patterns/borders – these detract from your presentation.
 5. Title pages, binders(папітурка) and folders(брошура) are usually unnecessary and can be off-putting (though if you are doing a special presentation, enclosing your CV in a binder may look more impressive)
 6. Do not include a list of publications if you are a scientist, unless they are asked for.
 7. Leave out age (put in date of birth instead), weight, height, health, or any other personal information that is irrelevant to your application.
 8. Do not use poor quality photocopies of your CV – they make it look as though you are sending off your CV to lots of companies and that you may not be bothered who you work for.
2. Using the previous information choose your format, explain your choice and try to compose your own CV.

Step 2. Cover letter

Whenever you send out a resume, it must be accompanied with a cover letter. The purpose of the letter is to personalize your resume for an employer, and enable you to elaborate more fully on your qualifications.

Why a powerful cover letter is essential?

The average employer is likely to be swamped with applications. Often employers receive more than 100 applications for every single position. Put yourself in the place of the employer who has the task of sifting through stacks of letters hoping to find something that will cause him/her to reach for the telephone. You want your letter to stand out.

BASIC RULES FOR EFFECTIVE COVER LETTERS

1. Address each letter to the recipient by name in both the inside address and the salutation. If no name is given, call to find a contact person.
2. Start your letter off with a strong sentence... one that almost begs

the reader to read on.

3. Do not point out what the employer can do for you or what you hope to gain from this job. Instead, show how you can address the needs of this particular employer. Indicate what you have accomplished that you can offer this employer.
4. Use the body of the letter to highlight brief facts about yourself and your accomplishments that will arouse the reader's curiosity and will interest her/him in reading your resume.
5. Skills are not the only factors that determine success. It is also a result of personal characteristics and the ability to interact with others. Therefore, in your letter complement the skills that you highlight by describing personal qualities which will enable you to perform well.
6. In conclusion, ask directly for a meeting and indicate that you will call within a week to ten days to arrange a time at their convenience. By mentioning when you will call in the letter, you are showing serious interest and initiative and almost forcing yourself to follow up!
7. Do not use a letter that looks like it could have been sent to anyone. Make each letter unique to each employer.
8. Keep your letter short (one page).
9. Quantify your experiences and achievements.
10. Sign the cover letter and place it on top of the resume when sending it to an employer.

All cover letters are different but most have three parts: introduction, body and closing. The introduction and closing should each be one paragraph while the body could be one or two paragraphs. Cover letter is formatted as a business letter (see example below).

Jane Jobseeker
100 Bluegrass Road
Landville, TN 37966

Ms. Terri Bigboss
Senior Staff Recruiter
Acme Widgets, Inc.
Building 4, Suite 223
Anytown, New Jersey 05867

September 28, 2000

Dear Ms. Roberts:

Paragraph One

State reason for letter, name the position or type of work you are applying for, and identify the source from which you learned of the opening (i.e.: career development center, newspaper, employment service, web advertisement, personal contact).

Paragraph Two and maybe Three

Tell why you are interested in the position, the company, its products and services. Above all, stress what you can do for the employer. If you are a recent graduate, explain how your academic background makes you a qualified candidate for the position. If you have practical work experience, point out specific achievements or unique qualifications, even though these will also appear in your resume. In the cover letter, your discussion of these things will allow the reader not only to get a quick, efficient view of your major selling points; it will also allow the reader to sense your tone and personality. Don't, however, go on at too great a length here. After pointing out your highlights the things about you that most qualify you for the job, internship, scholarship, prize money, etc. refer the reader to your enclosed resume or application, which summarizes your qualifications, training, and experiences.

This paragraph, or perhaps these two paragraphs, are very important. Here is where you'll use your powers of rhetoric most profoundly. This is the place where you must bring your experience, education, and personality to life and convince the reader that you are the hand that will fit into the glove of the job (or whatever) that you're applying for.

Paragraph Three or Four

Request a personal interview and indicate your flexibility as to the time and place. Repeat your phone number in the letter and offer

assistance to help in a speedy response. For example, state that you will be in the city where the company is located on a certain date and would like to set up an interview. Or, state that you will call on a certain date to set up an interview. End the letter by thanking the employer for taking the time to consider your application.

Sincerely yours,

Jane Jobseeker

Helpful Hints

Pay attention to detail. Make sure the letter contains no errors in spelling, grammar or punctuation. Spell the recipient's name, and the name of the company, correctly.

Don't use gimmicks (дивина) such as off-sized or colored paper. Use good-quality, white bond paper.

Research the company. Relate what you have to say about yourself to the needs of the company.

Use appropriate language by repeating terms the employer used in the advertisement.

Don't exaggerate, brag (хвалитися), lie, or beg.

1. Using the above-mentioned information try to compose your own cover letter.
2. Look at the following advertisements for employment. Make up your biography in Ukrainian, then a CV or resume in English to apply for the job indicated, taking into consideration your individual working experience (internship in youth camps, part-time jobs, etc.)

Kyivsky Vidomosty, April 2000

Wanted lawyer full-time for small joint venture. Good salary.

5-day week, hours 9-5 usually benefits. Reply

with typed c.v.: LH Murrey, 23/34 Lvivska

Ploshcha, Kyiv-09, Ukraine

Courier Today, 6 August 2000

Education Centre

looks for

Interpreters translators

University degree

Experience as interpreter in a foreign company

Please reply with resume to:

English House

Mrs Mariah Johnes

35 Kucherenko, Kyiv, Ukraine

Step 3. Requesting and giving personal references

Consider a letter requesting a written reference, pay attention to the wording.

Рекламне агентство

17, вул. Григорівська, Київ-4, Україна

Менеджеру по кадрах

пані Бровко І.А.

СВІТОЧ

256, вул., Клочківська, Харків,

Україна

Вхідні:

Вихідні: X456-78

20 листопада 2000 р.

Шановна пані Бровко!

Пані Іванова подала заяву про прийняття на посаду юриста нашого агентства та назвала Ваше ім'я як її рекомендувача.

Ми були б вдячні, якби Ви висловили свою думку, щодо її відповідності цій посаді.

Ми особливо зацікавлені мати у розпорядженні фахівця зі здатністю до самостійної роботи.

Зрозуміло, що будь-яка інформація, яку Ви надасте, залишиться конфіденційною.

Щиро вдячні,

Начальник відділу персоналу

А.Стеценко

SVITICH

256, Vulytsia Klochkivska, Kharkiv, Ukraine

Your ref: X456-78
Our ref: P-44-00
12 November 2000

Advertisement Agency
17, Vulytsia Grygorovska
Kyiv-4
Ukraine

To whom it may concern

Reference for Olga Ivanova

As Miss Ivanova's previous employer I am happy to recommend her to you. Olga Ivanova has worked as a lawyer and office-manager in our agency since April 1999 and has gained considerable experience of work in the field of law. We have a high regard for her abilities and motivation.

As an employee she has always been diligent, industrious, persistent, and attentive. Working in our agency Miss Ivanova demonstrated proficiency in law, which has been a great help to us.

Her character and personality are commendable.

We are most unhappy that Miss Ivanova is unable to continue her work in our agency because of the change in our working schedule. However, we believe that her next employer will require an efficient and productive professional.

Regards

I. Brovko
Personnel Manager

1. Complete the chart with the focus phrases of letters requesting and giving personal references.

English	Russian	Ukrainian
1. Referring to the recommender		
Miss Ivanova has given your name as a reference		
2. Requesting opinion about the referee		
	Мы были бы благодарны, если бы Вы выразили свое мнение по поводу соответствия соискателя этой должности.	
3. Guarantee of confidentiality		
4. Agreement to issue a reference		
		Як попередній наймач пані Іванової, я із задоволенням рекомендую її Вам.
5. Positive recommendation		
	Мы надеемся, что ее следующий наниматель получит компетентного, трудолюбивого профессионала, способного на плодотворную совместную работу.	

2. Make up a request for reference in English from the company you have applied to (see the previous task) and a reference in Ukrainian for yourself from the educational establishment you attend now or your present or previous employer.

3. Imagine yourself as an employer and fill the blanks in the employment letter.

EMPLOYMENT LETTER

Date: ____

To: ____ (Employee)

Dear ____:

We are pleased to confirm your being employed by our firm in the capacity of _____. You will report directly to _____, commencing with your start of employment on _____, 200_____.

Your salary shall be \$_____ per _____. You will also be covered by the standard group benefit plans and fringe benefits explained to you. For the first year vacation time shall be pro-rated, so you will be entitled to _____ days vacation for this year.

If you agree, please sign the enclosed copy and return for our files. We look forward to your joining the company.

Very truly,

Unit 4. *SCIENTIFIC CONFERENCE*

Step 1. Words and word combinations used as conference terminology.

<i>Різні категорії засідань</i>	<i>Different categories of sessions</i>
Асамблея, збори (зібрання)	Assembly
Загальні збори	General Assembly
Робоча група	Working party / group
Група для обговорення; колоквіум	Discussion group; colloquium (pl.colloquia)
Група для вивчення	Study group
Засідання	Sitting (UK& Canada) Meeting (UK & Canada) Session (USA)
Відкрите засідання	Public meeting / session
Закрите засідання	Private / closed meeting
Конструктивне засідання	Briefing meeting
Неофіційне засідання	Unofficial meeting
Офіційне засідання	Official meeting
Перше засідання (відкриття)	Opening sitting / session
Засідання за закритими дверима, таємне засідання	Meeting in camera session (USA)
Збіг засідань	Overlapping with other meetings
Засідати, збиратися	To meet; to sit; to be in session; to hold a meeting
Засідати регулярно	To meet at regular intervals
З'їзд	Convention (USA) Congress (UK)
Ревізійна комісія	Auditing committee / commission
Парламентська комісія	Parliamentary committee
Редакційна комісія	Drafting committee

Комісія з розслідування	Committee / commission of inquiry
Спеціальний комітет	Ad hoc committee
Тимчасовий комітет	Interim committee
Юридичний комітет	Committee on legal (juridical) issues
Комітет з питань прийомів	Hospitality committee; Reception committee
Конференція	Conference
Дипломатична конференція, (конференція уповноважених)	Diplomatic / Negotiating Conference
Круглий стіл	Round-table meeting / conference
Масовий мітинг	Mass meeting; rally
Нарада спеціалістів	Panel meeting

Підготовка засідань

Session preparation

Бути призначеним	To be appointed (designated)
Відмовитися від участі	To refuse (to decline) to take part in a meeting
Зареєструватися на конференцію	To register at/to the conference
Погодитися взяти участь тільки в якості спостерігача	To agree / to accept to attend only as an observer
Не мати можливості брати участь (бути присутнім)...	To be unable to take part in (to attend) the...
Підтвердити отримання запрошення взяти участь	To acknowledge the receipt of a letter of convocation
Розсилати повідомлення про скликання, запрошення взяти участь	To address (to send out) letters of convocation
Остаточний термін для подання. . .	The latest date (dead-line) for the submission of...

Офіційні мови конференції, наради, переговори	Official languages; Working languages
Робочі мови	Working languages
Урочисте відкриття	Formal opening sitting; grand opening meeting
За рахунок конференції	At the expense of the conference
Найняти персонал на період проведення конференції	To recruit a staff for the duration of the conference
Усі витрати сплачено	All expenses paid

Порядок денний

Agenda

Включити в порядок денний	To include in the agenda
Значитися, бути на порядку	To appear on the agenda
Інші питання	(Any) other business/issues
Узгоджений порядок денний	Approved agenda
Пункт порядку денного	Item on the agenda
Розклад	Time-table; schedule
Щоденний розклад засідань	Daily programme of meetings (sittings)

Доповіді

Reports

Доповідь про досягнуті результати, про перебіг роботи	Progress report
Доповідь про управління, діяльність	Report on the management, activity
Загальна, щомісячна, квартальна, піврічна, річна доповідь. звіт	General, monthly, quarterly, six-monthly, annual report
Занести, включити у доповідь	To state / to mention / to include in a report
Інформаційна доповідь	Information report

***Протоколи, бюлетені,
повідомлення, звіти***

Офіційні звіти конференції
Вести протокол
Занести у протокол
Короткий звіт
Офіційний бюлетень
конференції
Офіційні звіти
Повідомлення для преси
Повний стенографічний звіт
Список промовців
Складати список
Попросити присутніх
zareєструватися

Minutes, journals, releases, records

Official records of the conference
To keep / to draw up / to take the
minutes
To place on record/ in the minutes; to
enter in the minutes
Summary record
Official journal of the conference
Official records
Press release
Verbatim record
List of speakers
To draw up / to fix / to establish a list
To circulate an attendance list

Голосування, обговорення

Відмовлятися від головування
Звернутися до голови
Передати головування
заступнику
Погодитися з рішенням голови
Попросити доповідача бути
лаконічним

Voting, discussion

To give up / to renounce the office of
chairman
To appeal to the chairman
To hand over the chairmanship to the
vice- chairman
To accept the chairman's decision /
ruling
To invite (the) speaker to be brief
(laconic)

Попросити доповідача не відхилятися від теми, від предмета обговорення	To request the speaker to keep to the point under discussion
Відкрити дебати щодо процедури	To open (a) debate(s) on the procedure
Відхилити/ відкласти питання	To set aside an issue
Вилучити/зняти питання	To exclude; to discard an issue
Зняти з порядку денного	To delete / to remove from the agenda
Узяти участь у дебатах (обговоренні)	To intervene in debates
Говорити з місця	To speak from one's place
Говорити у мікрофон	To speak into the microphone
Залишити за собою право відповіді пізніше	To reserve one's right to answer later
Записатися до списку доповідачів	To put one's name on the list of speakers
Надаю слово	I call upon / I give the floor /
Обмежити час виступу	To restrict / to limit the time of speech
Оскільки я маю слово; оскільки мені надано слово	Since I am speaking;
Позбавляю слова	I direct the speaker to discontinue his speech
Прошу слова	I ask to speak; I ask for the floor (USA)
Зійти з трибуни	To come down from the rostrum
Я відмовляюся від виступу	I waive my right to speak (to deliver a report)
Дотримуватися правил процедури	To conform to the rules; to comply with the requirements of the rules
Закликати до порядку	To call to order
Констатувати порушення правил процедури	To note an infringement / a violation of rules

Оголосити себе компетентним (некомпетентним)	To declare oneself to be competent (incompetent)
Посилатися на прецедент	To invoke a precedent
Посилатися на текст	To refer to the text

Дебати

Вважати пропозицію недійсною	To consider a proposal as null and void
Вважати, що стаття вже є недійсною (застарілою)	To consider an article as obsolete/stale
Відійти від питання; відхилитися від теми	To depart from the question; not to keep to the point
Відмовитися розглянути	To refuse to entertain
Виголосити доповідь	To make / to deliver a report
Висловити свою згоду з попереднім оратором	To express agreement with the previous speaker
Виступаючи як (в якості) ..., я	I speak in my capacity of...
Для/з метою уточнення	On a point of clarification
Запитати про юридичний	To request a legal opinion
За пропозицією...	On the proposal of...
Узяти заяву до відома	To acknowledge a statement
Зробити зауваження;	To make a remark; to remark
Комітету подана доповідь	The committee has a report before it
Перервати доповідача (оратора)	To interrupt a speaker
Висловити принципове заперечення; заперечувати в принципі	To raise an objection of principle; to object in principle
Погодитися з думкою...	To accept / to endorse the opinion of...

Debates

Подати на розгляд поправку у письмовій формі	To present/to submit an amendment in writing
Поправляти/переробляти статтю, доповідь	To amend / to alter an article, a report
Посилатися на статтю	To invoke an article
Поставити запитання у письмовій формі	To put a written question
Правове питання	A legal issue / matter
Узяти до уваги	To take into consideration / into account
Закінчити обговорення	To close the debates / the discussion

Step 2. General aspects of scientific conference

Here are some session formats commonly used at scientific conferences:

- Guest speaker (a formal lecture, often using audiovisuals, followed by a question-and-answer period)
- Panel (Short talks by three or four presenters, including session leader, followed by discussion among the participants)
- Workshop (an intensive, interactive educational program)
- Roundtable (a guided discussion of specific issues of common concern)
- Showcase (a collection of exhibits, programs, or activities on a common theme)
- Interest Group Meeting (a peer discussion group)
- Speakers' Corner (a 15- to 20-minute, noncommercial talk on a topic related to science centers).

1. This is an annual science conference schedule. Complete all blanks with your own variants of reports and speakers (any sphere of law which you prefer).

TIME	PANEL A: Room 360	PANEL B: Room 300	PANEL C: Room 365	PANEL D: Room 325	PANEL E: Room 335	PANEL F: Room 330
8:15 - 8:30 a.m.	REGISTRATION 3rd Floor Lobby					
8:45 - 10:15	Prisoner's Rights I.Petrov					
10:15 - 10:30	Break					
10:30 - 12:00						
12:00- 1:00 p.m.	LUNCH: Cafeteria					
1:00 - 3:00						
3:15 p.m.	AWARDS PRESENTATION: Room 300					

There are 12 questions and possible answers which can appear during your preparations for the conference as a participant:

Where is the Conference?

The conference will be at the university campus, in the classrooms on the 3rd floor. Specifically, rooms 325, 335, 330, 360, 365, and 300.

What time is the Conference?

Registration starts at 8:15, and the first session is at 8:45. The Conference will close with an awards presentation (Best Presentation and Most Original Paper) at 3:30 pm.

Do I have to be there all day?

Participants (i.e., speakers) are expected to attend for the entire day.

Any guests are welcome to come just to your session, or to as many sessions as they wish.

How are presenters grouped?

The presentations are organized by topic into sessions of 3 to 5 speakers each.

The Law Science faculty is the Session Leaders, and will introduce you when it's your turn to speak.

How should I dress?

For men: sport coat or suit and tie. For women: suit, or good work dress.

How long do I have to present?

Each person gets 20 minutes to present your speech. Your Session Leader will be timing you, and will stop you when your time is up. Generally that means you should plan to present for 15 minutes, and allow 5 minutes for questions and answers.

What kind of audio visuals, props, etc. can I use for my presentation?

Some people use overhead transparencies, but you also have such options as video clips, a laptop with video/computer projector.

What AV Equipment is available and how do I obtain special equipment?

Every room has an overhead projector and a VCR with monitor. If you need something else (such as a digital/computer video projector), you'll need to reserve it with the authorities. Reservations will be first come, first served.

Can friends, relatives, spouses, etc. come to the Conference?

The Conference is free and open to the public. Feel free to invite friends, colleagues, family, etc., whether for moral support, professional interest, or to help celebrate one of the major achievements in your graduate study.

What about lunch?

Lunch is from 12:00 to 1:00 in the cafeteria (and the courtyard, if the weather cooperates). It is free for conference participants. Guests pay by themselves.

Do I get a copy of the Proceedings?

Every conference participant gets a free copy of the proceedings. Others may purchase a copy for some sum.

What do I do with the biographical sketch ?

Please fill out the biographical sketch and bring it with you the day of the conference. Your Session Chair will use it to introduce you.

Step 3. Submitting Papers for Conferences

Knowledge gained but not shared with others represents a waste of scarce resources. Teaching, publishing, and conference participation represent the three key ways of disseminating new knowledge so that it may be read, debated, and applied by others.

"Knowledge" in political science is produced by dialogues among scholars who share common interests – although not necessarily common perspectives and values. Portions of these dialogues are usually summarized in the introductions or "literature reviews" of books and articles.

The point of articles and conference papers is to add something to such an ongoing dialogue. Conference papers are often a precursor to publishing an article on a particular topic.

Conferences and your career

Conferences are useful for seeing other scholars, of seeing work in progress elsewhere, and of making yourself visible to others. Writing a paper can also be a good way of forcing yourself to stick to a deadline or reach some milestone in terms of developing results or some other section. Having conference papers on your CV also suggests that you are aware of the norms of the discipline and have some professional experience. BUT: beware of presenting too many conference papers. Conference paper preparation takes time away

from other projects (working on a dissertation chapter), and conference papers are most beneficial when they turn into publications. Students with many conference papers and no publications stand out in a negative way during job searches. The danger is that a potential employer will see this list and reach the conclusion that you are someone who cannot complete (i.e. publish) the work you've started. You should have no more than 3-5 conference papers for each publication on your CV.

General suggestions regarding conference papers

1. Submit a paper when you think you have something to add to an ongoing debate. Your contribution could be purely theoretical or conceptual, but you will usually have supporting evidence as well. Keep in mind that there must be some threshold for validity. Ask: how likely is it that a typical political scientist will find my conclusions plausible? Keeping in mind that scholars disagree, you must be fairly confident that a large number of the audience will find the methods and arguments persuasive.
2. Never write a professional paper without some clear idea about the audience. Who would be interested in reading the paper? Everyone in your major field?
3. Once you have an audience in mind, try to write for a group slightly less specialized than the audience. It is usually possible and important to show non-specialists why the paper topic is interesting. Try not to exclude non-specialists by impenetrable jargon. Try to suggest why your research question, method, or approach might be useful to political scientists generally. This is a good way to set up your introduction.
4. Do not overstate your case. Do not claim your findings will cure cancer and contribute to world peace if your contribution is incremental. Do not claim that the conclusions are "clear" if the evidence is weak and multiple interpretations are possible. (Tip: Avoid the use of "clearly," "obviously," etc. If it really is obvious, there is no need to say so; if a conclusion is not obvious, saying so only invites extra scrutiny).

Proposing a paper for a conference

1. A "Call for Papers" is usually issued 6-9 months before a conference. These calls are usually mailed to organization members and printed in PS. Often, calls are also mailed to department heads to be posted on bulletin boards; some are distributed through e-mail mailing lists such as PSRT-L.
2. Usually, the conference organizer designates 10-30 individuals to organize conference panels on particular topics. Sometimes it is difficult to tell which session is most appropriate. Imagine that you wanted to present a paper on the comparative trade policies of France and Germany at the 1996 APS A meetings. The call for papers lists different organizers for "Comparative Politics," "Comparative Politics of Advanced Industrial Societies," "Politics and Society in Western Europe," "Political Economy," and "Foreign Policy Analysis." Depending on the focus of your paper, more than one of these areas might be appropriate. In this case, you must select one or two areas. APS A rules permit you to submit the same paper proposal to one or two organizers, as long as you inform both of the multiple submission. Some conferences only allow you to submit the proposal to one section. Read the call for papers carefully to determine procedures and rules.
3. In political science, the norm is to submit a paper proposal which is an abstract of about 1 page. If the research is nearly complete, the abstract should introduce the research question, discuss specific hypotheses, data and methods (if appropriate), and summarize the major conclusions. If the work is not yet complete, describe the types of conclusions which are possible and explain the methods in sufficient detail that the organizer can get a good idea of how you propose to answer your research question.
4. Sometimes you will submit your proposal by regular mail; other times you may be able to submit your proposal by email. More and more often, there is a web-based submission process. If submitting by mail, the proposal should be accompanied by a brief letter (in case the letter and proposal become separated, be sure to have your name, paper title, and affiliation on both). Again, read the call for papers carefully to determine submission procedures and deadlines.

5. Notification of acceptance or rejection usually arrives 6-12 weeks after the submission deadline. Keep all correspondence because copies of the acceptance letter will be required as part of your application for travel funds.

Presenting the paper

1. If your paper is accepted, you may be required to become a member of the organization (if not already) and pre-register for the conference. More important, you will be expected to mail a finished copy of the paper to the panel discussant and panel chair 2-4 weeks before the conference. At some conferences, you may also be expected to bring 30-50 copies of the paper with you for distribution (hint: papers written by most of us rarely sell out; take fewer than recommended).

2. Most panels last 1/2 to 2 hours. Three to five papers are presented with each panelist given about 15 minutes, sometimes less. One or two discussants will be given similar amounts of time to comment on the papers. **Do not read your paper.** For one thing, it is only possible to read 5-8 pages in 20 minutes. Therefore, you need to cover only the essentials. Second, the demands on an audience listening to a paper are far greater than on the same people reading it. You will want to prepare presentation designed for a listening audience (this is a lot like giving a class lecture). For your first conference, time your presentation. If handouts are helpful, prepare 20-25 (bring more if somebody famous is on your panel). Note: If you require an overhead projector or other equipment, you usually must make a special request shortly after your paper is accepted. Read the instructions that accompany the acceptance letter carefully.

3. Upon arriving at the conference, locate the room where your panel will be held. Check out the room and remember how to get there. Beware: the elevators in the conference hotel become jammed as dozens of panels end; do not be late to your own panel! When you arrive, go to the table at the front of the room and introduce yourself to the other panelists.

4. There are three difficult tasks at the panel. The first is looking as if you are paying attention to the first panelist when you are

mentally rehearsing your own paper; try to relax and enjoy listening to the other papers. The second challenge is presenting your paper in the allotted time. A good panel chair will pass you a note after 13 minutes which says "2 minutes to go." Here you may need to pause for a second and map out a strategy for summarizing your conclusions in less time than you planned. The third difficulty is listening carefully to the discussant – especially if you feel the discussant did not understand your paper or did not like it. Take careful notes and try not to over-react when you get a chance to respond. If the discussant has potentially valid criticisms, it is OK to agree. Some people seem naturally better at such presentations than others and some people are more comfortable interacting with other panelists. But everybody gets better with experience.

Travel funds

In general, you should consider the tradeoffs when considering whether to propose a paper. If a conference paper represents a discrete section of your dissertation, an idea that you can potentially publish with a reasonable amount of additional work, or a critical opportunity to get feedback on a key idea, then go for it. You should feel free to consult with your supervisor when considering submitting a paper proposal.

See an example of a paper proposal:

Penn State University
University Park, PA 16802-6200

Office: 814/865-6576, Fax: 814/863-8979, e-mail:
EXP12@psu.edu

As is the norm, I also have sent a proposal to another session organizer, in this case to Nancy Bums in the Women and Politics section.

I would also be interested in serving as discussant or panel chair. My areas of specialization are women in politics, political participation, and survey methodology.

If possible, please confirm receipt of this fax by a brief e-mail note (EXP12@psu.edu). Thanks in advance.

Sincerely,
Eric Plutzer

July 13, 1995

Dr. William G. Jacoby
Department of Government
University of South Carolina
Columbia, SC 29208

Dear Professor Jacoby,

Enclosed is a paper proposal which I hope you will consider for inclusion in next spring's MPSA meetings. The paper focuses on the comparison of female heads of household with women in other marital and parental roles in order to show how family transitions play a crucial role in enhancing or hindering political involvement.

The particulars are:

"Family Life, Resources, and Political Participation"

Eric Plutzer

Dept. of Political Science

107 Burrowes Building

Expressions used while delivering a report:

I shall deal with (be concerned with, concentrate on the problem of)...To start with, let me just to remind you that...

In recent years (in the past few years) much of the effort has been directed to (towards)...

I would like to distinguish some points (legal issues)... Primarily, I want to characterise briefly...Further I should like to dwell on the following issues...

Let me analyse the following data...Special attention was paid to...

The main points I should like to draw your attention to are... It's necessary to single out (to note, to emphasise) that...Let me now pass on to the second/next issue...

Let us look at the following figures...

I should like to conclude my communication (report) by stressing that...

In conclusion I should like to define (дати визначення) the

following legal issues...

It's common knowledge that under Ukraine's law "On Advocacy"... Summing all it up, I dare say that...With this I'll conclude my report. So much for that. That's all what I was going to say. This seems to be all I wanted to inform you of. Thank you for (your) attention.

Expressions used in discussion:

Mr. / Madam / Chairman, I'd like to ask a question to... I am going to raise some objections concerning... In my opinion / to my mind (in Prof. Petrenko's opinion)...What is your opinion on...? If I understood you correctly (in a proper way)... I suppose (presume, think) that... I fully (entirely) disagree with you. Our minds differ. As far as I am concerned / as I understood / as I know...Could you clarify your point of view (proposal)? As a matter of fact...Taking into account your research...

We should probably discuss it privately. Be so kind as to single out the main points of...

Would you mind listening to my own definition of this concept?

What beats me is...

Now, I see your point

Expressions used by the Chairman of a scientific conference:

Ladies and gentlemen! I declare the international scientific conference opened.

There are ... reports to be delivered today, and... tomorrow.

Now, the floor is given to the introductory speaker who is to dwell on (to deal with)...Now, Prof. N is invited to make his report "...".

Now, I should like to call on Prof.... to present his considerations.

Are there any questions (remarks, considerations)?

How much time do you need to present your report? Mind your time-limit, please.

Because of the little time available we shall not hear the report of Prof. N today.

Time did not allow all of the contributed papers to be presented, but

they are to appear in the Proceedings.

If there are no more questions we shall go on to... Let's proceed to a second report delivering.

Prof. N's report has compelled your attention, hasn't it? Try to be active in his report's discussing.

Because of lack of time this will be the last contribution to our discussing.

Some dos and don'ts of giving a good 15 minute talk.

Remember that a conference session is generally 75 minutes long. Three speakers can have 15 minutes each for presentation, and still leave a half-hour for questions and discussion. But 10 speakers will barely have time for introductions. Sometimes a combination of formats works well, such as a panel followed by a roundtable discussion or a slide presentation followed by a workshop. If none of the above fits your needs, consider creating a new format.

- Do keep the message of your talk very simple, have only a few main points.
- Do think and plan carefully about the structure of your talk - make sure it follows a logical progression.
- Do be very prepared for your talk.
- Do plan on about four minutes each for intro, materials and methods, and results/discussion.
- Do speak slowly and clearly.
- Do have a joke or two ready if you are feeling confident, people like to laugh but be prepared to go on if they don't.
- Do state your aims clearly and explain WHY you have done the research.
- Do try to reach as wide an audience as possible and reflect this attitude in the way you present statistics and complicated results.
- Don't read your talk if you can help it. If you are well prepared and have practiced you won't have to.
- Don't show complicated tables. If you have to show tables, keep them very simple and only show the data that you are actually going to talk about.

- Don't ever say "Now this is really interesting.....", just make it self-evident.
- Don't say "that's it" at the end, have an ending prepared.
- Don't say "more work is required" because it always is.
- Don't show raw data.
- Don't go too much into well known methods.

1. Using the previous information try to write and present your possible 15-minute talk. You are suggested to choose one of the proposed themes or prefer your own.

1. Search and Seizure: When the Police Can Search for and Seize Evidence.
2. Arrest: When It Happens, What It Means.
3. From Suspect to Defendant: How Crimes Get Charged.
4. Criminal Defense Lawyers: Who They Are, What They Do, How to Find One.
5. Preliminary Hearings.
6. Fundamental Trial Rights of the Defense.
7. Basic Evidence Rules in Criminal Trials.
8. The Trial Process.
9. Sentencing: How the Court Punishes Convicted Defendants.
10. Appeals: Seeking Review by a Higher Court.
11. Juvenile Courts and Procedures.
12. Prisoner's Rights.

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