UNIT 1

Career



VOCABULARY

career choice,

job description

GRAMMAR

2nd conditionals

infinitive constructions

LISTENING/WATCHING

career planning

DISCUSSION

work-life balance

formula of success

employed vs. self-employed

PROJECT

a dream job

INTRODUCTION

Ex. 1 → Work with a partner.

> *"It's a shame that the only thing a man can do for 8 hours a day is work. He can't eat for 8 hours; he can't drink for 8 hours;... The only thing a man can do for 8 hours is work."*

William Faulkner, American novelist

We all know people for whom the above may not be true! But, in general, do we spend too much time working! Do you live to work or work to live! Where would you place yourself on the scale below! Then discuss the questions with a partner.



- ✓ Would you take a job you didn't like in order to get the experience you need?
- ✓ Would you take a pay cut to do something you really enjoy?
- ✓ Would you relocate to a foreign country if the package was tempting enough?
- ✓ Would you give up a steady job to take a chance on a new enterprise?
- ✓ Would you accept a top job offered only on a temporary basis?
- ✓ Would you keep changing jobs until you got exactly what you wanted?

GRAMMAR LAB 1

To talk about 'impossible', 'unlikely' situations in the present or future and to give advice you can use the **Second Conditional**.

IF + Past Simple, WOULD + Infinitive

■ If we were in London today, we would be able to go to the concert in Hyde Park.
■ If you were in my position, you'd understand.
■ If I were you, I'd look for a new place to live.

READING

Ex. 2 → Match each word with its correct definition.

1. **executive** *n*	a. нехватка, недостаток
2. **temporary**	b. квалификация, компетентность, знания, опыт
3. **assignment**	c. предпринимательская деятельность
4. **to disband**	d. временный, непостоянный
5. **expertise** *n*	e. работать на дому
6. **severe**	f. приоритет, первоочередная задача
7. **entrepreneurship**	g. шансы (*на успех*)
8. **priority**	h. приспосабливаться, адаптироваться
9. **to telecommute**	i. серьезный, острый (*напр. кризис, нехватка*)
10. **to fit in**	j. распустить, расформировать
11. **shortage**	k. задание, задача, проект
12. **prospects**	l. руководитель



Ex. 3 → Listen to the text and answer the following questions.

NOTE

the New Economy
an economic system that is based on computers and modern technology, and is therefore dependent on educated workers

Fortune 500
the 500 largest companies in the US, which are named in a yearly list in Fortune magazine

***Brandnames**: Apple Computer, PepsiCo., AT&T, IBM, General Electric*

1. What do many high rank managers have in common?
2. How has the working process changed in the New Economy?
3. What was the traditional career path like?
4. Why are employees less dependent on employers now?
5. How has the attitude to career development changed over time?
6. Summarise Mark Albion's advice.

Ex. 4 → Explain the meaning of the following expressions from the text. Use a dictionary if necessary.

- *a wage slave*
- *to play by the rules*
- *career ladder*
- *rat race*
- *a job for life*
- *the tables have turned*
- *no hard feelings*
- *on the scrap heap*



Ex. 5→ Listen to the text again and complete the gaps with the numbers you hear

1 Hired Guns

What do Steve Jobs, CEO[1] of Apple Computers, Karl von der Heyden, former CFO[2] of PepsiCo., and _____ other top *executives* at Fortune 500 companies have in common? The answer is they have all been 'interim[3] managers', hired on a *temporary* basis to come in and revitalise a firm with their own special brand of magic. And then leave. In fact, such short-term employment contracts are now becoming the norm at all management levels. And if they're good enough for the likes of Jobs, they're good enough for the rest of us.

2 Employability

Provided you can stand the insecurity, there has never been a better time to get a job. The old "smokestack industries" of mining, shipbuilding and steel may be gone, but with the arrival of the New Economy, what we're now increasingly seeing is highly paid project teams created for particular *assignment* for a specific period of time. Once the project is completed, the team is simply *disbanded*. No hard feelings - just thanks and goodbye. There's no promise or more work, but if you've done a good job, you've added to what human resources people call your "employability". You've enhanced your career prospects with another firm on a similar short-term basis.

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[1] CEO – Chief Executive Officer: генеральный директор
[2] CFO – Chief Financial Officer: финансовый директор
[3] interim – промежуточный, временный, переходный (руководитель, правительство, период)

3 The Corporate Ladder

In the past it was different. You worked hard, pleased an insufferable boss - you had a job for life. True, you were little more than a wage slave, but if you stuck to the dress code, played by the rules and made a few powerful friends along the way, you could climb to the top of the corporate ladder by the age of _____, take early retirement at _____ and drop dead at _____ .

4 Re-engineering

Then along came the 're-engineered' _____ and changed all that. According to Jerry Yoram Wind and Jeremy Main at the world-leading Wharton School of Management, big companies like AT&T "finally woke up in _____ and said 'Oh my goodness, we have _____ people too many'." Mass redundancies followed. In April _____ Newsweek ran a cover story entitled 'Corporate Killers, the Public is Scared as Hell'. The killers were giants like General Electric and IBM. Now managers were kicked out at _____ and on the scrap heap at _____.

5 Empowerment

The tables have turned. The _____ million jobs lost in the United States alone since _____ are more than compensated for by the _____ million jobs created in the same period. Now it's our employers who are afraid we'll take our *expertise* elsewhere. With so many job opportunities, *severe* skills shortages in many industries, fewer barriers to *entrepreneurship* and easier access to start-up capital, we've never been so empowered. Never mind the corporation. What about me?

6 Telecommuters

In a study carried out for Management Today by RHI Management Resources, _____ per cent of managers put a job for life at the bottom of their list of *priorities*. Amongst the under-35s the figure was _____ per cent. _____ per cent of those younger managers said career development was the responsibility of the individual. _____ per cent of them wanted to retire at _____ or younger. All of them wanted the flexibility to work from home or even *telecommute*. All of them said they would dump their present company in an instant if they were offered something 'sexier' by another employer.

7 The Rat Race

Mark Albion, founding partner of You & Co., and co-founder of Students for Responsible Business, approves of this new opportunism. "You learn where you *fit in* by not fitting in," he says. "You learn what you want to do by doing what you don't want to do. If you're offered a 'big' job, take it. You might love it. But you might not find it as satisfying as you'd hoped, and it will be a jumping-off point for what you really want to do." His simple message seems to be: "Don't get really good at something you don't want to do." And remember to get a life along the way. For, as comedian, Lily Tomlin once put it: "The trouble with the rat race is that even if you win, you're still a rat".

Ex. 6 → Read the text, for each paragraph write down up to ❸ key words which will help you summarise them.

1.	
2.	
3.	
4.	
5.	
6.	
7.	

VOCABULARY LIST

1. experience

1) [U] опыт; стаж; жизненный опыт
by / from experience — по опыту
to acquire / gain / get experience from — научиться на опыте
work experience – опыт работы
She has 10-year-experience in the job. - У неё десятилетний опыт такой работы.

2) [C] впечатление, переживание
Parachuting is an unforgettable experience. - Прыжки с парашютом дают незабываемые ощущения.

experienced — **опытный**
experienced specialist – опытный специалист

2. a pay — **зарплата, жалованье, заработная плата**

low pay – низкая зарплата
equal pay - равная оплата труда
overtime pay - сверхурочная оплата
sick pay - больничный
pay increase/rise – увеличение зарплаты
pay cut - сокращение зарплаты

3. steady — **устойчивый, постоянный, стабильный**

steady decrease — неуклонный спад
steady employment — постоянная работа
steady ache — непрекращающаяся боль
steady increase — постоянный рост
He finally has a steady job. - Наконец-то он нашел постоянную работу.

4. temporary — **временный**

The bridge was erected as a temporary measure. - Мост был возведён в качестве временной меры.
temporary position — временная должность
on a temporary basis – на временной основе

5. prospects — **pl перспектива; виды, планы на будущее; надежда**

job prospects - шансы на трудоустройство
career prospects - перспективы получения повышения
Job prospects for graduates don't look good. - У выпускников невелики шансы устроиться на работу.

6. to stick to sth — **придерживаться (чего-л.); придерживаться; не отвлекаться**

to stick to the rules - соблюдать правила
I'll try to stick to my text. - Я попытаюсь не отклоняться от темы.
He made every effort to stick to the job that he had. - Он сделал всё возможное, чтобы сохранить работу.

7. redundant

1) **излишний, чрезмерный; лишний**
Avoid redundant expressions in your writing.- Избегайте повторяющихся выражений в своих сочинениях.
2) **сокращённый, уволенный, потерявший работу**
to make an employee redundant — уволить

сотрудника по сокращению штата

redundancy **увольнение**

Two thousand workers now have to face redundancy. - Две тысячи работников будут уволены.

8. expertise **специальные знания; компетентность, профессионализм, опыт, мастерство**

develop expertise — совершенствовать опыт

He was hired as the only candidate with expertise in the management of hotels. – Его взяли на работу, т.к. у него одного был опыт управления отелем.

9. severe **жёсткий (о дисциплине, требованиях и т. п.); тяжелый, сильный (о кризисе, период)**

severe discipline — строгая дисциплина

severe earthquake — сильное землетрясение

The US faces severe economic problems. - США сталкиваются с серьезными экономическими трудностями.

10. barrier **барьер; препятствие, трудность**

communication barrier — трудности в общении

Intolerance is a serious barrier to understanding. - Нетерпимость является серьезным препятствием для взаимопонимания.

Problems with childcare remain the biggest barrier to women succeeding at work. - Трудности по уходу за детьми по-прежнеиу являются серьезным препятствием для женщин, желающих преуспеть в работе.

11. shortage **нехватка, недостаток; дефицит**

shortage of food— нехватка продовольствия

shortage of cheap accommodation — дефицит дешевого жилья

job shortage — недостаток рабочих мест

The oil shortage sent prices soaring. - Дефицит нефти вызвал рост цен.

12. to carry out **выполнять (план, приказ, обещание)**

to carry out a threat — привести угрозу в исполнение

to carry out tests — проводить испытания

to carry out analysis — проводить анализ

We need to carry out more research. - Нам нужно

провести больше исследований.
A survey is now being carried out nationwide. - Сейчас проводиться общенациональный опрос.

13. priority — **приоритет, порядок очерёдности, очерёдность; срочность**

first /top/ priority — первоочерёдность
to establish / set a priority — расставить приоритеты, определить систему ценностей
to reexamine / rethink priority — пересмотреть систему ценностей

to prioritize — **определить очередность, отдавать предпочтение; уделять первостепенное внимание; устанавливать или определять приоритеты**

14. to fit in — **приспосабливаться, приноравливаться**

The new boy fitted in well with his roommates. — Новый ученик хорошо уживается с соседями по комнате.

15. a skill — **умение, мастерство, навык, способность, талант**

to acquire/gain skill — приобретать опыт; овладевать мастерством
professional skill — профессиональная квалификация
language skills — языковые навыки и умения
to demonstrate / display / show skill — проявить мастерство
This job requires special skills. - Для этой работы нужны особые навыки.

16. to excel at/in — **превосходно/отлично что-л. делать, отличаться чем-л. (способностями, умением)? хорошо справляться с чем-л.**

Rick has always excelled at foreign languages. - Рику всегда хорошо давались языки.
to excel as a father — быть замечательным отцом
excel in shooting — превосходно стрелять; отлично стрелять

NUANCES

pay, salary, wages, fee
Pay is the money that you earn by working – **оплата труда** • *The pay is much better in the private sector.* • *pay negotiations* Someone's **salary** is the money they are paid every month by their employer, especially someone in a profession, such as a teacher or a lawyer – **оклад,** • *Some managers earn annual salaries of over £80,000.* Use **wages** to refer to the money that someone is paid every week by their employer, especially someone who works in a factory or a shop - **зарплата** • *Some companies pay higher wages than others.* Use **fee** to refer to the money paid to a lawyer, doctor, or similar qualified worker for a piece of work they have done - **гонорар; вознаграждение** • *Your accountant's fees are too high.*

VOCABULARY PRACTICE

Ex. 7 → Without looking at the article, try to complete all the expressions below in under ❺ minutes. Use the clues in brackets to help you.

1. Employees who refuse to relocate are in breach of **c**…….. (*what you sign when you join a company*).
2. The customer is high on our list of **pr**…….. (*essential requirements*).
3. You worked hard, you had a job for **l**…….. (*until retirement*).
4. The local authorities are making efforts to solve the housing **sh**…….. (*opposite of surplus*).
5. You might want to consider **t**…….. (*opposite of permanent*) work until you decide what you want to do.
6. I had no job, no education, and no **p**…….. (*chances of being successful*).
7. I will not challenge Mr Brown's unarguable **e**…….. (*the quality of being experienced*) in the field of psychology.
8. In a big city you'll have many more job **o**…….. (*openings*).

Ex. 8 → Complete the following extracts from job advertisements using the words in the box which fit best.

career	*salary*	*overtime*	*company*
skills	*leadership*	*CV*	
experience	*pressure*	*atmosphere*	

1. Join our fast-paced ……..….
2. Casual work ……..….
3. Some ……..…. required.
4. Enclose recent photo with ……..…..
5. Must have excellent team ……..….
6. ……..…. -minded.
7. Good communication ……..…..
8. Ability to work under ……..…..
9. Seeking candidates with a wide variety of ……..…..
10. Competitive ……..…..

Ex. 9 → Be careful! Not all job ads are what they seem. Match the extracts above to what they can really mean.

a. *We stay competitive by paying less than our competitors.*	b. *If you're old and ugly, we'll tell you the post has been filled.*
c. *You'll need it to replace the different jobs of the three people who just quit.*	d. *You will not start a family while you are working for us.*
e. *So fast we have no time to train you.*	f. *Some each evening and some each weekend.*
g. *We tell you what to do; you work out what we mean and do it.*	h. *You'll have all the responsibilities of a manager, without the pay or respect.*
i. *You'll need to be able to work in a very stressful environment.*	j. *You can wear jeans one Friday in the month.*

Ex. 10 → Translate the words in brackets and complete the sentences.

1. As a/an (*опытный* ……) staff member Tony … .
2. Mike is a very disorganized guy, he never (*придерживаться* ……) the plan, that's why …
3. If you want to perfect your (*языковые навыки* ……), you need to … .
4. Despite (*сложные* ……) weather conditions we … .
5. (*Недостаток* ……) of medicines in the malaria-stricken region can lead to … .
6. To improve my (*шансы на повышение* ……) I decided to … .
7. If you want to get a/an (*повышение зарплаты* ……), you'll have to … .
8. Right now your studies is your (*главное дело* ……), so … .

9. As a rookie (новичок) Terry faced certain (*трудности в общении* ……) with his colleagues. To remedy the situation he … .
10. It's become hard to find a (*постоянную* ……), well-paying job.

Ex. 11 → Here's more work-related vocabulary. Read the expressions with their definitions and find Russian equivalents.

to be your own boss	*to be self-employed*	
a dead-end job	*a job with no promotional prospects*	
a good team player	*sb who can work well with other people*	
full-time	*the number of hours that people usually work in a complete week*	
a heavy workload	*to have a lot of work to do*	
a high-powered job	*an important or powerful job*	
job satisfaction	*the feeling of enjoying a job*	
freelancer	*sb working independently for different companies rather than employed by one particular company*	
to meet a deadline	*to complete a job by an agreed time*	
working environment	*location where a task is completed, involves physical geographical location, surroundings of the workplace, the quality of the air, noise level, additional perks such as free child care facilities etc.*	
a multinational	*a large company that has offices, factories etc. in many different countries*	
a nine-to-five job	*a normal job that consists of an 8 hour day*	
perks of the job	*extra benefits you get from a job*	
to be stuck behind a desk	*to be unhappy in an office job*	
to be/get stuck in a rut	*to be in a boring job that is hard to leave*	
working conditions	*the hours, salary and other entitlements that comes with the job*	
job security	*the probability that an individual will keep his or her job*	
work-life balance	*A comfortable state of equilibrium achieved between an employee's primary priorities of their employment position and their private lifestyle*	

Ex. 12 → Using the words in the shaded areas, complete the advice of four American business leaders on how to get ahead in business.

WILLIAM RADUCHEL		**LISA GANSKY**
"Don't pick a job. Pick a .... . Your first is probably the biggest ... in your career ... . A boss who doesn't trust you won't give you ... to grow." *William Raduchel has held senior positions at companies such as AOL Time Warner, Inc. and Sun Microsystems*	**options** **boss** **team** **factor** **economy** **standard** **opportunities** **success**	*"Make mistakes early and often. Try out lots of different ... early in your career. For most jobs, especially those in the digital ..., there is no objective ... for being 'qualified'. If you and the ... you're working with think you're qualified, you are."* *Lisa Gansky was founder and CEO of Global Network Navigator, the first commercial site on the Web. It was acquired by America Online in 1995.*
SIMON ROY		**ESTHER DYSON**
"The smartest route between two points is not o straight line. Take a ... . The only ... you'll regret are the ones you didn't have. Always work with people who know more than you do. They're the best source of new ..., and they help you make great ... down the road." *Simon Roy's career has included the position of CEO at Accrue Software.*	**thing** **skills** **experiences** **trouble** **work** **connections** **adventure** **detour**	*"Be careful about getting too good at one ... . The world around you keeps changing and if you can't change with it, you're in ... . Look for ... . If you feel as if you can't get much better at something, do something else. If you're not enthusiastic about your ..., you won't be very good at it anyway."* *Esther Dyson is one of the world's most influential commentators on technology and business*

Work in groups. Whose advice seems the most sensible to you? Use the transitional language given below.

TRANSITIONAL LANGUAGE

as far as I am concerned	*for this reason*
as far as sth is concerned	*nevertheless*
In my opinion	*moreover*
I believe,	*although*
To my way of thinking	*in other words...*
this is particularly important for/to...	*summing it up...*

Ex. 13 → Translate the following sentences into English. Use appropriate infinitive constructions (underlined).

GRAMMAR LAB 2

Infinitive constructions

1. COMPLEX OBJECT

- *He considers this **question** to be of great importance. - Он считает этот вопрос очень важным.*
- *I hate **you** to talk in this way. - Я терпеть не могу, когда вы так говорите.*
- *The boss wants **you** to go on business trip. - Начальник хочет, чтобы ты поехал в командировку.*
- *He told **George** to leave him alone. - Он попросил Джаржа оставть его в покое.*

2. COMPLEX SUBJECT

- ***He** is said to have gone to work to Spain. - Говорят, что он уехал работать в Испанию.*
- ***They** are unlikely to come in time. - Они вряд ли придут вовремя.*
- *The work proved to be useful. - Работа оказалась полезной*
- ***They** seemed to have forgotten him. - Они, казалось, забыли его.*

3. FOR-TO-INFINITIVE

- *It is shame for me to ask. - Для меня просить - стыдно.*
- *The instruction is for the engineers to follow. - Инструкция предназначена для того, чтобы инженеры ее выполняли.*
- *He waited for her to speak. - Он ждал, когда она заговорит.*
- *The best thing for you to do is to obey. - Лучшее, что вам следует сделать - подчиниться.*
- *He stepped aside for me to pass. - Он отошел в сторону, чтобы я смог пройти.*
- *He spoke loud enough for you to hear. - Он говорил достаточно громко, чтобы вы могли слышать.*

1. Кейт очень сложно найти постоянную работу, хотя у нее большой *опыт* и высокая *квалификацию*.
2. Сейчас компания переживет *сильнейший* кризис.
3. Говорят, что он *блестяще выполняет* работу, требующую *умения справляться со стрессом и напряжением*.
4. Нам нужно, чтобы ты определился, что для тебя *главное*: получить повышение или сохранить добрые отношения с Тони?

5. И по сей день, многие женщины неизбежно сталкиваются с *препятствиями* при построении карьеры.
6. Работа в этой фирме больше напоминает *гонки на выживание*: ожидается, что ты будешь работать *сверхурочно*, под постоянным *давлением* со стороны менеджера, а *атмосфера* в коллективе очень напряженная.
7. Марк - *блестящий* специалист: у него есть все необходимые *навыки*, он *прекрасно работает в команде*. Он несомненно быстро *впишется* в наш коллектив.
8. Мы *провели* исследования рынка труда с тем, чтобы выяснить, в каких секторах сейчас наблюдается *нехватка* специалистов, т.к. считаем этот вопрос крайне актуальным на сегодняшний день.
9. Мне *предложили* работу, от которой невозможно отказаться: *зарплата* высокая, *условия* замечательные, кроме того, мне не придется далеко ездить (to commute), т.к. офис находится совсем близко.
10. В нашей компании приняты строгие правила поведения, которых все обязательно должны *придерживаться*.
11. Майк подумывает уволиться: он чувствует, что *погряз в рутине*, кроме того, ему совсем некуда расти в этой компании (room for development).
12. Мэри обожает (thrives on) столь *жесткие условия работы*: постоянные встречи с клиентами, переговоры, *соблюдение сроков*. Ей легко удается справиться с этим стрессом.
13. В нашей компании у Вас будут отличные *перспективы карьерного роса*, *стабильный* доход и замечательные *условия для работы*.

VOCABULARY DIARY

Now write down ❺ words/expressions you didn't know or you want to use more. Make your own sentences with them.

1)	
2)	
3)	
4)	
5)	